

# Governance Working Group

## Report

5th Meeting of the Governance Working Group  
November 15, 2021

ABSENT: Councillors J. Morgan (Chair), S. Hillier, S. Lewis, M. van Holst

ALSO PRESENT: M. Schulthess, B. Westlake-Power  
Remote Attendance: L. Livingstone, J. Bunn, H. Lysynski, A. Pascual, C. Saunders, M. Somide  
The meeting is called to order at 12:00 PM; it being noted that Councillors M. van Holst and S. Hiller were in remote attendance.

### 1. Call to Order

#### 1.1 Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

### 2. Consent Items

#### 2.1 Report of the 4th Meeting of the Governance Working Group

That the 4th Report of the Governance Working Group BE APPROVED.

**Motion Passed**

### 3. Items for Discussion

#### 3.1 Advisory Committee Review Final Report

Moved by: S. Lewis

That, on the recommendation of the City Clerk, the following actions be taken with respect to the City of London Advisory Committee Review:

a) the report dated November 15, 2021 entitled "Advisory Committee Review – Final Report", BE RECEIVED and the current review BE CLOSED;

b) the attached revised Terms of Reference for London Community Advisory Committees BE APPROVED for enactment in 2022;

c) the Civic Administration BE DIRECTED to report back to the Governance Working Group with respect to an updated General Terms of Reference for All Advisory Committees, to support the structure approved in part b), above; and,

d) the membership appointments to the Ecological Community Advisory Committee, Environmental Stewardship and Action Advisory Committee and Integrated Transportation Community Advisory Committee BE PAUSED until such time as the work of the Mobility Master Plan and Climate Emergency Action Plan Task Forces have initiated and/or completed their work.

**Motion Passed**

**4. Deferred Matters/Additional Business**

4.1 Draft Members' Expense Account Policy Revisions

That the attached revised Council Members' Expense Account Policy BE FORWARDED to the Strategic Priorities and Policy Committee for approval; it being noted that the proposed changes would come into effect for the next term of Council.

4.2 Governance Working Group Meeting Schedule

That it BE NOTED that future meetings will be at the call of the Chair.

**5. Adjournment**

Moved by: S. Lewis

Seconded by: M. van Holst

That the meeting BE ADJOURNED.

**Motion Passed**

The meeting adjourned at 12:33 PM.

**Terms of Reference**  
**Community Advisory Committee on Planning**  
**(Planning Community Advisory Committee)**

**Role**

The role of a Community Advisory Committee is to provide recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the Community Advisory Committee.

**Mandate**

The Community Advisory Committee on Planning (CACP) shall serve as the City's municipal heritage committee, pursuant to Section 28 of the *Ontario Heritage Act*, RSO 1990, c O.18. As part of their decision-making process, Municipal Council shall consult with the London Planning Community Advisory Committee in accordance with the *Ontario Heritage Act*, as specified through the passing of a by-law or policy, or as set out in this mandate. The CACP shall also serve as the City's planning Community Advisory Committee, pursuant to Section 8(1) of the *Planning Act*, RSO 1990, c P.13.

The Community Advisory Committee on Planning reports to the Municipal Council, through the Planning and Environment Committee.

The role of the CACP includes the following:

- to advise Municipal Council within its capacity as the City's municipal heritage committee;
- to recommend and to comment on appropriate policies for the conservation of cultural heritage resources within the City of London, including Official Plan policies;
- to recommend and to comment on the protection of cultural heritage resources within the City of London, such as designation under the *Ontario Heritage Act*;
- to recommend and to comment on the utilization, acquisition and management of cultural heritage resources within the City of London, including those that are municipally owned;
- to recommend and to comment on cultural heritage matters, agricultural and rural issues;
- to recommend and comment on various planning and development applications and/or proposals;
- to review and to comment on the preparation, development, and implementation of any plans as may be identified or undertaken by the City of London or its departments where and when cultural heritage, rural and/or agricultural issues may be applicable;
- to advise Municipal Council and comment on legislation, programs, and funding that may impact the community's cultural heritage resources and rural issues; and
- to assist in developing and maintaining up-to-date information on cultural heritage resources, and to assist in the identification, evaluation, conservation, and management of those resources on an ongoing basis through the review of documents prepared by the Civic Administration and/or local community groups.

**Composition**

**Voting Members**

The London Planning Community Advisory Committee shall consist of a minimum of five members to a maximum of fifteen members. Appointments to the London Planning Community Advisory Committee may include the following:

- Three members-at-large;
- One representative from a Youth-Oriented Organization (i.e. ACO NextGen); and,
- Where possible, appointments to CACP may include a representative of the following broad sectors or spheres of interest:

- o Built Heritage (Architectural Conservancy Ontario London);
- o Local History (London & Middlesex Historical Society);
- o Archaeology/Anthropology (Ontario Archaeological Society, London Chapter);
- o Natural Heritage (Nature London);
- o Movable Heritage – Archives, (Archives Association of Ontario);
- o Movable Heritage – Museums & Galleries;
- o Neighbourhood Organizations;
- o Development Community (London Home Builders Association/London Development Institute);
- o London and area Planning Consultants;
- o Representative of the Indigenous Population;
- o Agricultural organizations; and
- o London Society of Architects.

Should it not be possible to represent a sector or sphere of interest on CACP, after consultation with other organizations in the respective sector, member-at-large appointments may increase.

#### *Non-Voting Resource Group*

The Community Advisory Committee may engage resource members from applicable organizations or sectors as may be deemed necessary.

#### *Sub-committees and Working Groups*

The London Planning Community Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's office does not provide support resources to these sub-committees or groups. These sub-committees and working groups shall draw upon members from the CACP and may include outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the CACP.

#### **Term of Office**

Appointments to Community Advisory Committees shall be determined by the Municipal Council.

#### **Conduct**

The conduct of Community Advisory Committee members shall be in keeping with Council Policy and the Respectful Workplace Policy.

#### **Meetings**

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the London Planning Community Advisory Committee. Length of meetings shall vary depending on the agenda. Meetings of sub-committees and/or working groups that have been formed by the CACP may meet at any time and at any location and are in addition to the regular meetings of the CACP.

## Terms of Reference

### Accessibility Community Advisory Committee (Accessibility Community Advisory Committee)

#### Role

The role of a Community Advisory Committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the Community Advisory Committee.

The establishment and role of the Accessibility Community Advisory Committee is mandated by the *Accessibility for Ontarians with Disabilities Act, 2005*, SO 2005, c 11.

#### Definitions (AODA 2005)

“the organizations” refers to:

- the City of London and may refer to the City's Agencies, Boards and Commissions, to be determined subject to the *Ontarians with Disabilities Act, 2001* (ODA 2001) and the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA 2005) and its regulations. It is intended that the Accessibility Community Advisory Committee shall advise comprehensively upon issues for a barrier-free London which may entail forwarding recommendations to the City's Agencies, Boards and Commissions and/or other outside organizations;

“barrier” means:

- anything that prevents a person with a disability from fully participating in all aspects of society because of their disability, including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice (“obstacle”);

“disability” means:

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- a condition of mental impairment or a developmental disability;
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- a mental disorder; or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*; (“handicap”).

#### Mandate

The Accessibility Community Advisory Committee (ACAC) shall advise and assist “the organizations” in promoting and facilitating a barrier-free London for citizens of all abilities (universal accessibility). This aim shall be achieved through the review of municipal policies, programs and services, which may include the development of means by which an awareness and understanding of matters of concern can be brought forward and the identification, removal and prevention of barriers faced by persons with disabilities, and any other functions prescribed under the *Ontarians with Disabilities Act, 2001* (ODA 2001), *Accessibility for Ontarians with Disabilities Act, 2005* (AODA 2005) and regulations.

The Accessibility Community Advisory Committee reports to Municipal Council, through the Community and Protective Services Committee. The Accessibility Community Advisory Committee is responsible for the following:

**Duties Required by the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA 2005)**

- (a) participating in the development and/or refinement of the City of London's Multi-Year Accessibility Plan, which outlines the City of London's strategy to prevent and remove barriers for persons with disabilities;
- (b) advising the City of London on the implementation and effectiveness of the City's Multi-Year Accessibility Plan to ensure that it addresses the identification, removal and prevention of barriers to persons with disabilities in the City of London's by-laws, and all its policies, programs, practices and services;
- (c) selecting and reviewing in a timely manner the site plans and drawings for new development, described in section 41 of the *Planning Act*;
- (d) reviewing and monitoring existing and proposed procurement policies of the City of London for the purpose of providing advice with respect to the accessibility for persons with disabilities to the goods or services being procured;
- (e) reviewing access for persons with disabilities to buildings, structures and premises (or parts thereof) that the City purchases, constructs, significantly renovates, leases, or funds for compliance with the City of London's Accessibility Design Standards (FADS);
- (f) Consulting on specific matters as prescribed under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA 2005)

**Other Duties**

- (g) advising "the organizations" on issues and concerns (barriers) faced by persons with disabilities and the means by which "the organizations" may work towards the elimination of these barriers;
- (h) annually reviewing and recommending changes to The City of London's Facility Accessibility Design Standards (FADS) and other applicable and related policies including, but not limited to, sidewalk design, traffic signalization, public works etc.;
- (i) supporting, encouraging and being an ongoing resource to "the organizations", individuals, agencies and the business community by educating and building community awareness about measures (such as the availability of employment, leisure and educational choices) for improving the quality of life for persons with disabilities, through the removal of physical barriers, incorporation of universal design standards, and education to overcome attitudinal barriers to make London an accessible, livable City for all people.

**Composition**

**Voting Members**

A maximum of fifteen members consisting of:

- a majority of the members (minimum 8) shall be persons with disabilities as required under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA 2005). The Committee members shall be representative of gender, ethnicity and diverse types of disabilities wherever possible; and
  - a maximum of seven additional members, as follows:
    - o one member (parent) representing children with disabilities; and
    - o six members-at-large, interested in issues related to persons with disabilities
- \* it being noted that these additional members may also have a disability.

**Non-Voting Resource Group**

Non-Voting and Resource members may be engaged as the committee deems necessary.

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Staff Resources

Staff resources will be allocated as required, however the specific liaison shall be the Accessibility Specialist (AODA), or designate.

Sub-committees and Working Groups

The Community Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's office does not provide resources or support to these groups. These sub-committees and working groups shall draw upon members from the Community Advisory Committee as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Community Advisory Committee.

**Term of Office**

Appointments to Community Advisory Committees shall be determined by the Municipal Council.

**Conduct**

The conduct of Community Advisory Committee members shall be in keeping with Council Policy and the Respectful Workplace Policy.

**Meetings**

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the Community Advisory Committee. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the Community Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the Community Advisory Committee.

**Terms of Reference**  
**Ecological Community Advisory Committee**

**Role**

The role of an Community Advisory Committee is to provide recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the Community Advisory Committee.

**Mandate**

The Ecological Community Advisory Committee (ECAC) reports to the Municipal Council, through the Planning and Environment Committee. The Ecological Community Advisory Committee provides technical advice to the City of London on matters which are relevant to the City of London's Official Plan, including London's natural heritage systems as it relates to Environmentally Significant Areas, woodlands, stream corridors, etc.

The ECAC works with Civic Administration, including Ecologists, and may provide advice including, but not limited to, the following matters:

- natural areas, environmental features and applicable policies which may be suitable for identification and/or recognition in the Official Plan;
- management and enhancement of the Natural Heritage System, including Official Plan Policy, Environmental Management Guidelines and other policies and practices;
- to provide advice as part of the development of Conservation Master Plans for London's Environmentally Significant Areas and in Subwatershed Studies;
- reports, projects and processes that may impact the natural heritage system, including Areas Plans, Natural Heritage Studies, Environmental Impact Studies (EIS), Subject Land Status reports, Environmental Assessments, etc.;
- projects (including City-lead) occurring within the Official Plan trigger distance for an EIS, regardless of whether or not the project includes a formalized EIS;
- technical advice, at the request of the Municipal Council, its Committees or the Civic Administration, on environmental matters which are relevant to the City's Official Plan or Natural Heritage System;
- any matter which may be referred to the Committee by Municipal Council, its Committees, or the Civic Administration.

**Composition**

**Voting Members**

Up to fifteen members of the community with an interest in the matters included in the mandate of the ECAC. A professional designation, education or experience in related fields is not a requirement but is considered an asset based on the technical nature of the committee work. Areas of expertise may include the following: Biology, Ornithology, Geology, Botany, Zoology, Landscape Architecture, Forestry, Ecology, Resource Management, Hydrology, Geography, Environmental Planning, Limnology and Natural History.

**Non-Voting Resource Group**

Non-Voting and Resource members may be engaged as the committee deems necessary.

**Sub-committees and Working Groups**

The Community Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's office does not provide resource support to these sub-committees or groups. These sub-committees and working groups shall draw upon members from the Community Advisory Committee as well as outside resource members as deemed necessary. The Chair of a



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sub-committee and/or working group shall be a voting member of the Community  
Advisory Committee.

### **Term of Office**

Appointments to Community Advisory Committees shall be determined by the Municipal Council.

### **Conduct**

The conduct of Community Advisory Committee members shall be in keeping with Council Policy and the Respectful Workplace Policy.

### **Meetings**

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the ECAC. Length of meetings shall vary depending on the agenda. Meetings of sub-committees and/or working groups that have been formed by the ECAC may meet at any time and at any location and are in addition to the regular meetings of the ECAC.

**Terms of Reference**  
**Child Care Community Advisory Committee**

**Role**

The role of a Community Advisory Committee is to provide recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the Community Advisory Committee.

**Mandate**

The Child Care Community Advisory Committee (CCCAC) provides information, advice and recommendations to Municipal Council through the Community and Protective Service Committee on matters relevant to early learning and (licensed) child care of children such as, but not limited to, special needs funding, resource centres funding, wage subsidy, childcare fee subsidy and health and safety issues.

The Community Advisory Committee also provides an opportunity for information sharing between Municipal, Provincial and Federal social service administrations and the child care community. In keeping with the Municipal Council's Strategic Plan principles, the Advisory Committee will report to City Council on facilitated input received from informed community partners on programs and ideas and to assist in enhancing the quality of life of the community in the support of families of young children.

**Composition**

**Voting Members**

Up to fifteen members-at-large, representing the following sectors:

- Licensed Child Care Providers (at least seven community-engaged members representing the current composition of multi and single site child care and early learning sector for children from infancy through 12 years of age, including representation from the French language child care sector and the Licensed Home Child Care sector, Indigenous Child Care sector);
- Fanshawe Early Childhood Education Program;
- EarlyON and Family Centres; and
- Informed Community Members.

**Non-Voting Resource Group**

Non-Voting and Resource members may be engaged as the committee deems necessary.

**Sub-committees and Working Groups**

The Community Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's office does not provide resource support to these sub-committees or groups. These sub-committees and working groups shall draw upon members from the Community Advisory Committee as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Community Advisory Committee.

**Term of Office**

Appointments to Community Advisory Committees shall be determined by the Municipal Council.

**Conduct**

The conduct of Community Advisory Committee members shall be in keeping with Council Policy and the Respectful Workplace Policy.

**Meetings**

Meetings shall be held a minimum of three times annually at a date and time set by the City Clerk in consultation with the Community Advisory Committee; additional meetings may be convened as may be deemed necessary. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the Community Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the Community Advisory Committee.

**Terms of Reference**

**Integrated Transportation Community Advisory Committee**

**Role**

The role of a community advisory committee is to provide the Municipal Council with a formalized on-going opportunity for public consultation and to offer recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the committee.

**Mandate**

The Integrated Transportation Community Advisory Committee (ITCAC) reports to the Municipal Council through the Civic Works Committee. The ITCAC will advise and support City Council in the implementation of various municipal plans, including but not limited to:

- Transportation Master Plan (TMP);
- London Road Safety Strategy (LRSS); and
- Bicycle Master Plan (BMP).

The ITCAC shall be available to the Civic Administration to provide review and feedback for initiatives related to all forms of transportation and transportation planning. This shall include, but not be limited to the following matters:

- transportation master planning studies and implementation projects carried out for the City of London;
- the long-term capital plans for pedestrians, transit, active transportation (including cycling), road and parking facilities;
- significant land use plans that affect transportation matters;
- Area Planning Studies, Secondary Plans and Official Plan reviews;
- assisting the development of new active transportation and transportation demand management policies, strategies and programs;
- advising on measures required to implement the City's commitment to active transportation, including safety features; and
- recommending and advising on new transportation planning initiatives in the context of available approved budgets and under future potential budget allocations.

**Composition**

**Voting Members**

Up to fifteen members of the community with an interest in the matters included in the mandate of the Integrated Transportation Community Advisory Committee.

**Non-Voting Resource Group**

Non-Voting and Resource members may be engaged as the committee deems necessary.

**Sub-committees and Working Groups**

The community advisory committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's office does not provide resource support to these sub-committees or groups. These sub-committees and working groups shall draw upon members from the community advisory committee and may include outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the community advisory committee.

**Term of Office**

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Appointments to community advisory committee shall be determined by the Municipal Council.

### **Conduct**

The conduct of community advisory committee members shall be in keeping with Council Policy including the Respectful Workplace Policy.

### **Meetings**

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the community advisory committee. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the Community Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the community advisory committee.

**Terms of Reference**  
**Environmental Stewardship and Action**  
**Community Advisory Committee**

**Role**

The role of a community advisory committee is to provide the Municipal Council with a formalized on-going opportunity for public consultation and to offer recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the committee.

**Mandate**

The Environmental Stewardship and Action Community Advisory Committee (ESACAC) reports to the Municipal Council, through the Planning and Environment Committee. The Environmental Stewardship and Action Community Advisory Committee provides input, advice and makes recommendations on environmental matters affecting the City of London.

The Environmental Stewardship and Action Community advisory committee is a Council resource with respect to matters such as the following:

- remedial planning toward the clean-up of contaminated areas;
- waste reduction, reuse and recycling programs;
- water and energy conservation measures;
- climate change mitigation;
- the development and monitoring of London's Urban Forest Strategy and Climate Emergency Action Plan and a resource for other related policies and strategies;
- the maximization of the retention of trees and natural areas; and
- other aspects of environmental concerns as may be suggested by the Municipal Council, its other Committees, or the Civic Administration.

**Composition**

**Voting Members**

Maximum of fifteen members consisting of individuals with an interest and/or background in environmental initiatives.

**Non-Voting Resource Group**

Non-Voting and Resource members may be engaged as the committee deems necessary.

**Sub-committees and Working Groups**

The Environmental Stewardship and Action Community Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's Office does not provide resources or support to these sub-committees or groups. These sub-committees and working groups shall draw upon members from the Environmental Stewardship and Action Community Advisory Committee as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Environmental Stewardship and Action Community Advisory Committee.

**Term of Office**

Appointments to community advisory committees shall be determined by the Municipal Council.

**Conduct**

The conduct of Environmental Stewardship and Action Community Advisory Committee members shall be in keeping with Council Policy including the Respectful Workplace Policy.

**Meetings**

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the Environmental Stewardship and Action Community Advisory committee. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the Environmental Stewardship and Action Community advisory committee may meet at any time and at any location and are in addition to the regular meetings of the Environmental Stewardship and Action Community Advisory committee.

**Terms of Reference**  
**Diversity, Inclusion and Anti-Oppression Community**  
**Advisory Committee**

**Role**

The role of a community advisory committee is to provide the Municipal Council with a formalized on-going opportunity for public consultation and to offer recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the committee.

**Mandate**

The Diversity, Inclusion and Anti-Oppression Community Advisory Committee (DIACAC) reports to the Municipal Council, through the Community and Protective Services Committee. The DIACAC is to provide leadership on matters related to diversity, inclusivity, equity and the elimination of discrimination in the City of London.

The Diversity, Inclusion and Anti-Oppression Community Advisory Committee (DIACAC) may be called upon for the following:

- to provide consultation, advice, report findings and make recommendations to City Council as necessary or at such times as Council may deem desirable, on matters of discrimination as defined by the Ontario Human Rights Code and matters related to diversity, inclusivity and equity in the City of London;
- to act as a resource for the City in the development, maintenance and refinement of policies and practices that facilitates an inclusive and supportive work environment. This includes, but is not limited to, human resource policies related to recruitment, hiring, training, and promotion that provide equitable opportunity for members of London's diverse populations;
- to participate in the development of new policies and programs or the refinement of existing ones, related to matters of discrimination, diversity, inclusivity and equity in the City of London; and
- to be a source of information to the Council on community resources available regarding issues of discrimination.

**Composition**

**Voting Members**

- fifteen members-at-large
- a minimum of one individual who is primarily French-speaking

**Non-Voting Members**

Non-Voting and Resource members may be engaged as the committee deems necessary.

**Sub-committees and Working Groups**

The community advisory committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's Office does not provide resource support to these sub-committees or working groups. These sub-committees and working groups shall draw upon members from the Community advisory committee as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Community Advisory committee.

**Term of Office**

Appointments to community advisory committees shall be determined by the Municipal Council.

**Conduct**



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The conduct of community advisory committee members shall be in keeping with Council Policy including the Respectful Workplace Policy.

### **Meetings**

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the community advisory committee. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the community advisory committee may meet at any time and at any location and are in addition to the regular meetings of the community advisory committee.

**Terms of Reference**  
**Animal Welfare Community**  
**Advisory Committee**

**Role**

The role of a community advisory committee is to provide the Municipal Council with a formalized on-going opportunity for public consultation and to offer recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the committee.

**Mandate**

The Animal Welfare Community Advisory Committee (AWCAC) reports to the Municipal Council through the Community and Protective Services Committee. The mandate of the Animal Welfare Community Advisory Committee is to advise the Municipal Council on issues relating to animal welfare for domestic animals, urban wildlife and animals for use in entertainment, within the City of London. Farm animals do not, however, fall within the mandate of the Animal Welfare Community Advisory Committee.

The Animal Welfare Community Advisory Committee will act as a resource on issues and initiatives relating to animal welfare within the City of London include animal control legislation (municipal, provincial and federal); licensing and other fees; public education and awareness programs; off-leash dog parks; adoption programs; spay/neuter programs; feral cats; discussing and understanding animals in entertainment; and enforcement.

Typical duties of the AWCAC would include:

- advising on issues and concerns faced by animals within the City of London;
- advising on opportunities that have been identified within the community to improve animal welfare;
- reviewing and making recommendations to the Community and Protective Services Committee on solutions to improve animal welfare in the City of London;
- supporting, encouraging and being a resource to the Municipal Council and the Civic Administration

**Composition**

**Voting Members:**

A maximum of fifteen voting members consisting of individuals with an interest or background in animal welfare.

Representatives from the following organizations or categories are desirable:

- Friends of Captive Animals;
- London Dog Owners Association;
- Wildlife Rehabilitator, including naturalists with either educational credentials or active involvement with wildlife through an organization;
- Animal Rescue Group;
- Veterinarian or Veterinary Technician; and
- Local Pet Shop/Supply Owner.

Non-Voting Members

Non-Voting and Resource members may be engaged as the committee deems necessary.

Sub-committees and Working Groups

The Community advisory committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's Office does not provide resource support to these sub-committees or working groups. These sub-committees and working groups shall draw upon members from the Community advisory committee as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Community Advisory committee.

Term of Office

Appointments to community advisory committees shall be determined by the Municipal Council.

Conduct

The conduct of community advisory committee members shall be in keeping with Council Policy including the Respectful Workplace Policy.

Meetings

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the community advisory committee. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the community advisory committee may meet at any time and at any location and are in addition to the regular meetings of the community advisory committee.



## **Council Members' Expense Account Policy**

**Policy Name:** Council Members' Expense Account Policy

**Legislative History:** Adopted September 19, 2017 (By-law No. CPOL.-228-480);  
Amended July 24, 2018 (By-law No. CPOL.-228(a)-427)

**Last Review Date:** August 10, 2021

**Service Area Lead:** City Clerk

### **1. Policy Statement**

- 1.1 This policy establishes the annual budget allocation to individual Council Members to support them in performing their diverse roles and representing their constituents, including the associated conditions for use of the budget allocation.

### **2. Definitions**

- 2.1 Not applicable.

### **3. Applicability**

- 3.1 This policy shall apply to all Council Members, excluding the Mayor.

### **4. The Policy**

#### **4.1 Annual Budget Allocation**

An annual sum of \$15,000.00 shall be allocated to each Council Member.

#### **4.2 Conditions for Use of the Annual Budget Allocation**

- a) This policy does not apply to:
- i) the Head of Council;
  - ii) any travel-related expenses that are not eligible for reimbursement under the Council Policy related to Travel and Business Expenses;
  - iii) travel expenses incurred by any Member of Council who has been nominated by the Municipal Council to represent it as a member of a committee or of the Board of Directors of the Federation of Canadian Municipalities or the Association of Municipalities of Ontario; it being noted that the latter expenses will be subject to Council approval of a source of financing;
  - iv) elected officials' salaries and related payroll costs;
  - v) expenses related to telephone, mobile devices and computers issued by the Corporation; noting that the standards for the aforementioned equipment are established by the City Clerk in consultation with Information Technology Services and are reflected in the Issuance of Computer Equipment to Council Members Policy;
  - vi) City of London business cards, letterhead and envelopes;

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- vii) a limited general supply of pens, pencils, erasers, highlighters, markers, scribble pads, message pads, post-it notes, paperclips, tape, staples, etc.
- viii) expenses for goods or services of a personal nature;
- ix) election-related expenses, including expenses incurred to produce or distribute campaign literature or materials, in accordance with the Travel and Business Expenses Policy;
- x) expenses incurred by delegates who the Mayor may, from time to time and at their discretion, request to attend meetings with federal, provincial or municipal organizations, or of the Mayors and Regional Chairs of Ontario (MARCO) and the Ontario's Big City Mayors (OBCM) on the Mayor's behalf;
- xi) any donations or grants as these items are covered under the City of London Municipal Granting program;

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| xii)  | registration costs for the Federation of Canadian Municipalities and/or Association of Municipalities of Ontario annual conference(s); it being noted that any related expenses would be eligible for reimbursement from the individual expense account; |
| xiii) | one annual ward-wide mail out, including printing and distribution by Canada Post.   |

- b) The annual allocation shall be subject to annual Budget approval;
- c) The allocated sum may be used by Members of Council for any of the following purposes:
  - i) any conference, seminar or workshop having a direct relationship to municipal concerns or interests; such expenses to be in accordance with the Travel and Business Expenses Policy;
  - ii) educational courses which would assist the elected official in the completion of their Council-related duties and responsibilities;

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| iii) | gifts and souvenirs for protocol and City of London promotional purposes, specific sponsorship or merchandise contributions toward events (such as City merchandise or equipment rental) up to a maximum value of \$1,200.00 annually; it being noted that monetary donation and grants (funding) is excluded as per part a) xi), above; |
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- iv) the expenses of a spouse or companion when claiming business hosting expenses, at the discretion of the elected official, when such an expense is considered to be necessary for the advancement of the interests of the City and is in accordance with the Travel and Business Expenses Policy;
- v) office and computer equipment, furniture and supplies exceeding corporate issue, subject to the following conditions:
  - A) purchases of single items exceeding \$750.00 (excluding HST) in value will require the pre-approval of the Expense Review Officer (or designate) and it must be demonstrated that such purchases are necessary in order to effectively represent and serve the constituents;
  - B) purchases of single items exceeding \$750.00 (excluding HST) in value will be returned to the City Clerk upon the completion of the term to determine appropriate Corporate

reuse or redistribution, should the Council Member not be returning for an additional term;

- C) notwithstanding part B), above, out-going Member of Council may purchase a piece of equipment, originally purchased with “City” funds, using personal funds payable to the City, at present-market value;
- D) purchases of single items exceeding \$750.00 (excluding HST) in value in the final year of the term will require the submission of a request for approval to the Corporate Services Committee on an exception basis, and will remain subject to all conditions described above;

- vi) various media and social media publication including notices, messages to extend seasonal greetings, advertise ward or neighbourhood meetings, extend congratulations to community organizations and/or convey Council actions on matters of public interest, helpful contact information up to a maximum value of \$1,000.00 annually;
- vii) expenses related to ward matters and the operation of a “ward office”, including such expenses as: neighbourhood or constituent meetings, notices, lease of constituency office space within the ward, printing, etc., but excluding home internet costs, services or equipment;

- viii) expenses related to the hosting of educational forums related to the business of the Municipal Council, for the benefit of the public (e.g., Speaker’s fees and travel expenses, venue rental for the forum, etc.);
- ix) transportation expenses for business-related travel within the City of London, to be paid by one of the following means at the discretion of individual Members of Council for the balance of 2015 (November and December), and for each entire fiscal year thereafter:
  - A) a monthly transportation allowance in the amount of up to \$150.00 maximum; OR
  - B) a per kilometer rate, based upon submission and approval of a “Corporate Car Allowance Statement” claim form, which provides for both parking and kilometre usage;
- x) contracting of temporary, part time office assistants subject to the following conditions:
  - Members of Council will be responsible for the contracting and supervision of office assistants who will be under a purchase of service agreement with the Council Member.
  - Members of Council shall arrange for their assistants to submit an invoice for work performed at the agreed upon rate. All invoices will be approved by the contracting Council Member prior to submission to the City Treasurer for payment. All payments will be subject to the availability of funding in the Council Member’s Expense Account;
  - temporary office assistants contracted by Members of Council will not be provided with access to the City Hall computer system, but could be provided with access to any

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offsite service provided by an outside service provider, at the discretion of the Council Member;

- office assistants working for Members of Council will be provided keys and security card access from 8:00 a.m. to 5:30 p.m., Monday to Friday, to the office of the Council Member for which they are providing services; and,
  - the Code of Conduct policy for Members of Council will be followed in supervising these assistants including the protection of confidential information.
- xi) community event ticket purchases, for the individual Members of Council.
- d) for expenses not included in (c), above, Members of Council may, at their discretion, submit a request, on the required form, through the Corporate Services Committee for approval of an expense, on an exception basis;
- e) no goods or services shall be purchased in excess of what the Council Members require to complete their term of office, and all expense claims will require the submission of original, detailed receipts and clear explanation of the City/Ward-related purpose.
- f) the City Treasurer will provide an annual report to the Municipal Council detailing elected official remuneration and all expenses incurred against each elected official's expense account, such report to be prepared on or before March 31st of each calendar year;
- g) all elected official expense information is considered to be public information, with the exception of any detail that is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, or any other relevant legislation, and shall be posted by the City Clerk, or designate, on the City of London website, on a quarterly basis; and,
- h) all eligible claim receipts shall be submitted for processing within 45 (forty-five) days from the date the expense occurred, in order to be considered for reimbursement.