

Staff Report



To	City Council
Service Area	Corporate Services
Date	Monday, November 23, 2020
Subject	November 2020 Public Appointments to Advisory Committees, Local Boards, Agencies, Commissions and Associations

Recommendation

1. That _____ and _____ be reappointed to the Accessibility Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
2. That _____ and _____ be reappointed to the Art Gallery of Guelph Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
3. That _____ be appointed to the Committee of Adjustment for a term ending November, 2022 or until such time as a successor is appointed.
4. That the Downtown Advisory Committee be paused, and no meetings be held, or members appointed, pending completion of the economic development strategy.
5. That _____, _____, _____, _____ and _____ be reappointed to the Economic Development Advisory Committee for a term ending November, 2021 or until the completion of the economic development strategy.
6. That _____, _____, _____ and _____ be appointed to the Economic Development Advisor Committee for a term to commence January, 2021 and ending November, 2021, or until the completion of the economic development strategy.
7. That the following individuals be reappointed to the Board of Trustees of the Elliott as follows:
 - a) _____, term ending November 30, 2021;
 - b) _____, term ending November 30, 2022; and
 - c) _____, term ending November 30, 2023;or until such time as a successor is appointed.
8. That _____ be reappointed to the Heritage Guelph Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.

9. That _____ and _____ be reappointed to the Guelph Museums Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
10. That _____ be appointed to the Guelph Museums Advisory Committee for a term ending November, 2021 or until such time as a successor is appointed.
11. That _____ be reappointed to the Planning Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
12. That _____ be appointed to the Planning Advisory Committee for a term ending November, 2021 or until such time as a successor is appointed.
13. That _____ be reappointed to the Public Art Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
14. That _____ be appointed to the Public Art Advisory Committee for a term ending November, 2021 or until such time as a successor is appointed.
15. That _____ be reappointed to the Guelph Sports Hall of Fame Board of Directors for a term ending November, 2022 or until such time as a successor is appointed.
16. That _____ be reappointed to the Tourism Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
17. That _____ and _____ be reappointed to the Transit Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
18. That _____ be reappointed to the Water Conservation and Efficiency Public Advisory Committee for a term ending November, 2022 or until such time as a successor is appointed.
19. That _____ and _____ be appointed to the Water Conservation and Efficiency Public Advisory Committee for a term ending November, 2021 or until such time as a successor is appointed.
20. That _____ and _____ be appointed to the Waste Resource Innovation Centre Public Liaison Committee for a term ending November, 2021 or until such time as a successor is appointed.
21. That staff be directed to conduct further recruitment for any advisory committees, local boards, agencies, commissions and associations that have remaining vacancies.

Executive Summary

Purpose of Report

To appoint members of the public to the various advisory committees, local boards, agencies, commissions and associations.

Key Findings

Recruitment enhancements made prior to the 2020 fall recruitment, including board and committee webpage redesign, development of committee specific vacancy postings, an online application process and engagement with community organizations representing traditionally underrepresented groups, yielded significantly more applications than in recent previous recruitments.

The City Clerk's Office also conducted a survey of existing members of the various advisory committees, local boards, agencies, commissions and associations to collect information related to race, gender and disability. This information was used to compare membership makeup with Statistic Canada's [2016 Census Profile](#) for the City of Guelph and the [2017 Canadian Survey on Disability](#) to learn which groups within the community may be underrepresented. Based on a survey response rate of 76%, or 112 responses out of 147 members, the data comparison shows that gaps exist in the representation of certain groups on the City's advisory committees, local boards, agencies, commissions and associations, specifically visible minorities, persons with a disability, and persons who identify as a gender other than male or female.

Staff are recommending that the Downtown Advisory Committee (DAC) be paused, with no meetings taking place and no recruitment of members, until the completion of the economic development strategy in 2021. Existing members of the DAC were invited to join the Economic Development Advisory Committee (EDAC). DAC members who indicated a desire to serve on EDAC are being recommended for appointment.

Financial Implications

None.

Report

Background

At the beginning of the 2018–2022 term of Council, Guelph City Council made appointments to the city's various advisory committees, local boards, agencies, commissions and associations. Current vacancies are the result of terms ending in November 2020 and resignations.

Vacancies were advertised in the Guelph Mercury Tribune on September 17 and September 24, 2020, posted to the City's website, provided to the People and Information Network and circulated to community groups who represent traditionally underrepresented groups on Guelph's committees. Advertisements included the number of vacancies, the term of office, a summary of duties, the frequency of meetings and staff contact information.

Enhancements to the Fall 2020 Recruitment

Prior to the 2020 fall recruitment, several improvements to the recruitment process were made. The city's [boards and committees webpage](#) was updated to make it easier for members of the public to find information about the different committees. In addition, a dedicated space was created for the posting of vacancies and the postings themselves were updated to mirror the City's job vacancy postings. This

makes it easy for staff, councillors and community organizations to share specific vacancies with their networks.

Finally, an online application form was created which enabled applicants to apply to serve on committees digitally.

Social media was also leveraged during the three-week fall recruitment period. Those interested in applying were encouraged to review the resources available on the City's boards and committee webpage before applying.

As part of the City of Guelph's [commitment to diversity, inclusion and anti-racism](#), the City Clerk's Office held a webinar on "Increasing Diversity on Guelph's Committees" on August 20, 2020 with invited guests from community groups and organizations who represent traditionally underrepresented groups. During that webinar the City Clerk's Office committed to partner with the community groups in the recruitment of more Black, Indigenous, people of colour, people who identify as members of Lesbian, Gay, Bisexual, Transgender, Queer and Two Spirit (LGBTQ2+) community and other underrepresented groups on the city's committees.

At the commencement of the fall recruitment those invited groups were provided with a link to the city's [board and committee page](#) where details on current vacancies, qualifications and the application process were available. In addition, vacancy postings were shared with members of City Council to leverage the significant constituent networks they have established.

During the three-week recruitment period, the enhanced recruitment efforts mentioned above resulted in 40 applications for five committees seeking members for 10 available positions. This is a significant improvement on recent recruitments which often received fewer applications than the number of vacant positions.

Staff liaisons were provided applications received from the September advertising. The closed companion report titled November 2020 Public Appointments to Local Boards, Agencies, Commissions and Associations dated November 23, 2020 provides City Council with the staff liaisons' recommendations.

Whenever a member of the public is being recommended to serve on more than one advisory committee, local board, agency, commission or association at the same time, consideration is given to the expertise required, availability of other applicants and the need to ensure continuity and succession planning. Each applicant will receive a letter advising of the outcome of their application.

First time appointments are for one year in keeping with the City's [Public Appointment Policy](#).

Data Collection on Race, Gender and Disabilities

The City Clerk's Office recently surveyed existing members of advisory committees, local boards, agencies, commissions and associations to collect information related to race, gender and disabilities. This information was collected in order to compare membership makeup with data from the community to learn which groups may be underrepresented.

The survey was voluntary and consisted of the following questions:

- Do you identify as a First Nation, Metis, Innu or Inuit person?
- Are you a member of a visible minority?

- Are you a person with a disability?
- Please indicate your gender (Male, Female or X).

These questions were derived from a survey that the Human Resources department conducts to gather similar data on current employees and may be expanded upon in future surveys to collect a wider variety of demographic-related information.

The City Clerk’s Office received 112 responses out of 147 members surveyed, which is a response rate of 76%. In order to compare data collected through the survey with data from the community, two different sources were used. Statistic Canada’s [2016 Census Profile](#) for the City of Guelph was used to compare data related to Aboriginal identity, visible minority population and gender. To compare data on persons with a disability, the [2017 Canadian Survey on Disability](#) was used as no Guelph-specific data is available to provide a more local comparison. The comparison between survey data and data from these two sources is summarized in the tables below.

Survey Characteristic	City of Guelph Survey Data (% based on 112 responses)	City of Guelph 2016 Census Profile Data (% based on total population of 131,790)
Aboriginal identity	3 responses (3%)	1,905 persons (1%)
Visible minority	9 responses (8%)	24,455 persons (19%)
Gender (Female)	52 responses (46%)	64,100 persons (49%)
Gender (Male)	59 responses (53%)	67,690 persons (51%)
Gender (X)	1 response (1%)	Not applicable*

*The 2016 Census categorized gender exclusively as male or female. In 2018, Statistics Canada distinguished between sex, gender identity and gender expression and it is anticipated that future census surveys will include more gender-inclusive questions.

Survey Characteristic	City of Guelph Survey Data (% based on 112 responses)	2017 Canadian Survey on Disability Data
Persons with a disability	9 responses (8%)	22.3% of the Canadian population aged 15 years and over have one or more disabilities

Based on the survey results and the data comparisons, it is obvious that gaps exist in representing a diverse group of people across the City’s advisory committees, local boards, agencies, commissions and associations. Specifically, the percentage of members who are a visible minority and/or a person with a disability is

significantly lower than the representation of these groups in our community or in Canada as a whole. Similarly, only one survey respondent identified their gender as X, which was defined in the survey as persons who identify as Transgender, Non-Binary, Gender Fluid, Two-Spirit, Gender Creative, and Binary people who do not want to disclose their gender identity. Although there is currently no gender-related census data available, other than male or female, to make a direct comparison with, persons who identify as a gender other than male or female should account for more than 1% of membership.

Following each spring and fall recruitment cycle, newly appointed members to advisory committees, local boards, agencies, commissions and associations will be surveyed to collect similar information in order to continue measuring the level of diversity of membership as a whole, as well as for specific committees. This will also provide an indication on the success of the recruitment enhancements described earlier in the report, including partnering with community groups and organizations who represent traditionally underrepresented groups.

Moving forward, staff will continue working with the community to identify and remove barriers to access for underrepresented groups with the goal of ensuring that the membership of advisory committees, local boards, agencies, commissions and associations matches the demographics of the City of Guelph.

Working to achieve equitable representation is an important step in addressing the historical underrepresentation of Black, Indigenous, people of colour and people who identify as members of LGBTQ2+ community on Guelph's committees – but it is just the start. Once appointed, we know that committee members continue to face a variety of barriers that limit their ability to participate meaningfully.

Beyond improving representation on committees, a better understanding of the experience that committee members have after appointment is necessary. Further data and information gathering regarding the experience of existing and newly appointed committee members will be used to inform future recommendations to City Council regarding potential changes to policies governing advisory committees, local boards, agencies, commissions and associations.

Accessibility Advisory Committee

Meetings: the third Tuesday of every other month.

The [Accessibility Advisory Committee](#) (AAC) advises City Council on its accessibility plan and reviews selected site plans and drawings for new buildings or developments.

The AAC consists of a maximum of 15 members. A majority of the members must be persons with disabilities and a maximum of six members may not have a disability. The liaison for the AAC is the Accessibility Project Specialist.

Art Gallery of Guelph

Meetings: minimum of twice a year (May/June and October/November)

The [Art Gallery of Guelph](#) Board of Trustees governs the affairs of the Art Gallery of Guelph with regard to its mission, policy, financial management, facilities and governance. Two members of the public are appointed by City Council to sit on the board.

The liaison for the board is the General Manager of Culture and Recreation.

Committee of Adjustment

Meetings: the second Thursday of each month and the fourth Thursday if necessary.

The [Committee of Adjustment](#) hears applications under Sections [45](#), [53](#) and [57](#) of the Planning Act R.S.O. 1990 c. P13, as amended. The committee consists of seven members of the public. The liaison for the Committee of Adjustment is the Secretary-Treasurer of the Committee of Adjustment.

The term of appointment for the recommended appointees to the Committee of Adjustment is for two years to ensure continuity for Committee of Adjustment terms to end with the term of Council in November 2022.

Downtown Advisory Committee and Economic Development Advisory Committee

The terms of reference for DAC and EDAC have been under review since 2019 pending the completion of the economic development strategy in 2020. Due to work plan impacts of the COVID-19 pandemic, the timelines for the completion of this strategy have been pushed to 2021.

In 2019, members of DAC and EDAC were asked to serve for one-year appointments until November 2020, as it was anticipated that revised terms of reference for the committees would be coming to City Council for approval in fall 2020. As this work has been delayed, staff reached out to DAC and EDAC members asking if they were interested in serving for another one-year term or until the economic development strategy is completed.

EDAC consists of nine appointed members of the public. Currently there are five members on EDAC, all of which expressed a desire to be reappointed for another one-year term on the committee.

DAC consists of 11 members of the public representing various sectors, including: one business management or finance, one IT/innovation, one developer or property/facilities management, one storefront retail, one arts and culture/tourism/entertainment, one real estate, one marketing and promotion, one education/research, one major industry anchor and two residents in downtown and surrounding community. Currently there are five members on the committee. Regrettably, only four of the current DAC members wished to seek reappointment for a one-year term. As a result, the committee would be unable to meet quorum in 2021 without further recruitment. As the DAC terms of reference are under review as part of the economic development strategy, staff do not believe that conducting a recruitment for new members is reasonable at this time.

As a result, staff are recommending that DAC be paused, and no meetings be held or members appointed, until the economic development strategy is completed in 2021.

The [Economic Development Advisory Committee](#) champions and promotes City of Guelph economic development directions and programs by providing leadership in the development and implementation of strategic action plans to stimulate business growth, jobs and strong community linkages.

The [Downtown Advisory Committee](#) provides strategic input and advice to City Council and staff on matters pertaining to issues impacting the economic, social, cultural, environmental, physical and educational conditions in downtown Guelph.

Given the similar mandates of DAC and EDAC, the four members who wished to continue to serve on DAC were invited to fill the four vacancies on EDAC with terms commencing in January 2021. All four members have expressed an interest in being appointed to EDAC, pending appointment by City Council.

As a result, staff are recommending the following:

- That the five members of EDAC be reappointed with terms ending November 2021, or until the completion of the economic development strategy.
- That the four members of DAC wishing to be appointed to EDAC, be appointed with terms commencing January 1, 2021 to November 2021, or until the completion of the economic development strategy.

This aligns with the department's goals and objectives to ensure we are delivering efficient services to the collective whole of the City. The streamlining of these two committees allow for broader based strategic thinking that includes traditional and non-traditional economic development and tourism initiatives in a pandemic and post-pandemic environment.

The Elliott Board of Trustees

Meetings: the last Thursday of each month (except July and August).

The [Elliott Board of Trustees](#) provides strategic direction and evaluation of The Elliott Community's financial and performance reports and supports the organization toward achieving its goals. Trustees are also required to ensure legislative compliance of the organization and their reporting procedures.

The Board of Trustees consists of a minimum of five and maximum of 11 persons. The liaison for the board is the Chief Executive Officer of The Elliott Community.

[The Elliott Act](#) stipulates that the term of appointment is three years with a maximum term of ten years. There are currently two vacancies on the committee. Applications received for vacancies on this committee were forwarded to the liaison to provide to the Board of Trustees for The Elliott nominating committee for consideration. The nominating committee met and will not be recommending anyone for appointment. Reappointment recommendations have been received for three members for one, two and three-year terms. Given a recent resignation from the committee, ongoing recruitment will take place in January 2021 for this committee.

Heritage Guelph

Meetings: monthly on the second Monday of every month.

[Heritage Guelph](#) assists City Council and the public in the field of architectural preservation in order to recognize and reinforce the community value of heritage properties, provide protection against inappropriate changes to heritage properties, and assist heritage property owners accessing government-supported financial assistance.

Heritage Guelph consists of 12 members of the public. The liaison for the Heritage Guelph is the Senior Heritage Planner.

Guelph Museums Advisory Committee

Meetings: the fourth Thursday of every month (except July, August and December).

The [Guelph Museums Advisory Committee](#) (GMAC) safeguards Guelph Museum assets, including the care of its collection, through strategic planning, fundraising, acting as ambassadors, advising on approaches to maintaining and increasing membership and approving operating policies as required by the Ministry of Culture, Sport and Tourism.

The GMAC consists of nine members of the public. The liaison for the GMAC is the Manager, Guelph Museums.

Planning Advisory Committee

Meetings: minimum of two maximum of six times per year.

The [Planning Advisory Committee](#) (PAC) provides City Council with advice and assistance on major policy planning initiatives within the City of Guelph, specifically provincial plan and policy conformity, Official Plan reviews/updates, community plans and studies, and City-initiated Official Plan amendments and Zoning By-law amendments with city-wide impacts.

The PAC consists of nine members of the public including a member from each of the following sectors, a registered professional planner, a practicing architect and member of the Ontario Association of Architects or a practicing landscape architect and member of the Ontario Association of Landscape Architects and a practicing professional in the development industry. The liaison for PAC is the Manager of Policy Planning and Urban Design.

Public Art Advisory Committee

Meetings: a minimum of three times per year with additional meetings called as necessary to address specific project requirements.

The [Public Art Advisory Committee](#) (PAAC) provides strategic input and advice to Council and staff on matters pertaining to public art in the City of Guelph.

The PAAC consists of a minimum of seven members of the public. The liaison for the PAAC is the Cultural Program and Event Coordinator.

Guelph Sports Hall of Fame Board of Directors

Meetings: six times per year.

The [Guelph Sports Hall of Fame Board of Directors](#) recognizes and honours the achievements of Guelph individuals and teams who have attained prominence and distinction in any field of sport, and those who have made a major contribution to the development and advancement of sports in Guelph. To permanently record and give public prominence to the achievements of such individuals and teams in a public display centre.

The Guelph Sports Hall of Fame Board of Directors consists of nine members including six representatives of the public and three representatives of the Kiwanis Club. The liaison for the Guelph Sports Hall of Fame Advisory Committee is the Manager, Recreation Services.

Tourism Advisory Committee

Meetings: a minimum of four times per year.

The [Tourism Advisory Committee](#) provides strategic input and advice to Council and City staff on the implementation of the recommendations of the 2014 Tourism Operational Review and matters affecting the tourism industry.

The Tourism Advisory Committee consists of nine members of the public including a representative from each of the following sectors of the Guelph Tourism Industry: accommodation, food and beverage, attractions, transportation, culture and events, outdoor/recreation, sport, retail and conference services. The liaison for the Tourism Advisory Committee is the Manager, Culture and Tourism.

Transit Advisory Committee

Meetings: once per month.

The [Transit Advisory Committee](#) (TAC) provides a forum for input, exchange of ideas and debate on conventional and mobility transit related issues with representation from all affected groups in the community.

The TAC consists of nine members of the public including: two regular users of Guelph Transit conventional services, one regular user of Guelph Transit mobility services, one Guelph and Wellington Task Force for Poverty Elimination member, one University of Guelph student, one University of Guelph member of administration, one member representing environmental interests and two community members at large.

The liaison for the TAC is the General Manager, Guelph Transit.

Water Conservation and Efficiency Public Advisory Committee

Meetings: quarterly.

The [Water Conservation and Efficiency Public Advisory Committee](#) provides an ongoing mechanism for feedback and advice to City staff and City Council on key aspects of implementation of the 2016 Water Conservation and Efficiency Strategy.

The Committee consists of eight members of the public. The liaison for the Committee is the Supervisor, Water Efficiency.

Waste Resource Innovation Centre Public Liaison Committee

Meetings: quarterly.

The [Waste Resource Innovation Centre Public Liaison Committee](#) (WRICC) reviews and provides recommendations with respect to the Organic Waste Processing Facility, annual operational and monitoring reports and other pertinent information. The WRICC also provides a forum for the dissemination, consultation, review and exchange of information regarding the operation of the Organic Waste Processing Facility, including environmental monitoring, maintenance, complaint resolutions and new approvals or amendments to existing approvals related to the operation of the site.

The WRICC consists of seven members of the public including: two residents or property owners within 2,000 metres of the Organic Waste Processing Facility, two members of interested non-governmental organizations and three interested people or representatives of groups (local businesses or residents who live greater than

2,000 metres from the Organic Waste Processing Facility). The liaison for the WRICC is the Operations Manager, Solid Waste Resources.

Next Steps

Once appointments have been made, each applicant will receive a letter advising of the outcome of their application and the staff liaison will be advised of the successful candidates.

Financial Implications

None.

Consultations

Staff from the various departments overseeing the advisory committees, local boards, agencies, commissions and associations were consulted.

Strategic Plan Alignment

This report supports the Strategic Plan – Working Together for our Future priority, by improving how the City communicates with residents and delivers services.

In addition, advisory committees, local boards, agencies, commissions and associations are an important community engagement tool. Ensuring that citizen appointments are made to these groups enables them to continue their work.

Attachments

None.

Departmental Approval

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