



# Corporate Policy and Procedure

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Policy	<b>Advisory Committees of Council - Administration Policy</b>
Category	Corporate
Authority	City Clerk's Office
Related Policies	Advisory Committees of Council - Meeting Procedures Advisory Committees of Council – Public Appointment Policy
Approved By	City Council
Effective Date	July 26, 2021
Revision Date	

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## 1. Purpose

The purpose of this policy is to provide a consistent and transparent framework for the establishment, operation, dissolution and reporting of Advisory Committees of Council (ACOC).

## 2. Definitions

**Advisory Committee of Council** means a committee created by Council, to report to the Committee of the Whole on a specific subject.

**ACOC Member** means an individual who has been appointed by Council as a member of an ACOC.

**Chair/Vice-Chair** means the individual appointed by an ACOC to act as the chair of the ACOC at any given meeting.

**Staff Liaison** means the city staff member(s) who provide administrative and legislative assistance to an ACOC.

## 3. General

- a) ACOCs play an important part in the corporate decision-making process by providing Council and staff advice and expertise from residents.
- b) ACOCs report to Council through staff and their recommendations to Council are advisory only (except where otherwise noted in legislation or terms of reference).
- c) ACOCs do not have the authority to direct the work of staff or make budgetary decisions (except where otherwise noted in legislation or terms of reference).

## **4. Establishing a New ACOC**

### **1. The following shall be considered prior to establishing a new ACOC:**

- a) Is the ACOC required by legislation/regulation?
- b) Is the ACOCs mandate relevant, achievable, measurable, unique and is the proposed work time limited or finite?
- c) Is there an existing ACOC, other body or alternative practice that could deal with the associated objectives and/or proposed mandate?
- d) Is the issue of sufficient public interest to merit the ACOC?
- e) Does the ACOC support the priorities contained in the [City's Strategic Plan](#)?
- f) If required, is there enough funding available?
- g) Are there sufficient staff resources to support the new ACOC?

### **2. The creation of new ACOCs will be led by the relevant department in consultation with the City Clerk's Office. When brought to Council, all requests for new ACOCs will include the following information:**

- a) An inventory of previous and existing activities related to the issue, including public consultation/engagement.
- b) Legislated requirements.
- c) An overview of the budget and staffing support required.
- d) Draft terms of reference.

## **5. Terms of Reference**

### **1. Creation**

Terms of Reference (TOR) for ACOCs shall be approved by Council and shall include the following:

- a) Mandate
- b) Goals and Objectives
- c) Guiding Principles
- d) Key Success Factors and Performance Indicators
- e) Number of Members
- f) Member Qualifications
- g) Frequency of Meetings
- h) Reporting to Council
- i) Strategic Plan Priorities

### **2. Review and Amendments**

- a) TOR for ACOCs shall be reviewed once per term of Council in accordance with the Reporting to Council section of this policy.
- b) Ad hoc reviews of TOR may be conducted at any time by requests of Council, staff liaison or the ACOC. Such reviews shall include consultation with the ACOC and will be conducted with the support of the City Clerk's Office.
- c) Revised TORs shall be approved by Council.

## **6. Workplans**

- a) ACOCs should use workplans to ensure that goals and objectives set out in ACOC TORs are aligned with Council agenda forecasting and staff workplans.
- b) Workplans shall include a list of proposed initiatives to be undertaken that are directly linked to the ACOC TOR, identify priorities as set out in the [City's Strategic Plan](#) and are aligned with Council agenda forecasting and staff workplans.
- c) Workplan development shall be a collaboration of the ACOC staff liaison, chair, vice-chair and ACOC members.
- d) ACOC workplan accomplishments may be incorporated into the ACOCs reports to Council.

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

- a) Sub-committees/working groups shall be established only in accordance with ACOC TOR and by way of motion by the ACOC.
- b) Motions shall include the specific purpose/scope, composition and a defined start and end date after which it will report to the ACOC. Sub-committees/working groups will automatically disband once they have provided a final report.
- c) Staff liaisons must be consulted by the ACOC chair on sub-committee/working groups prior to creating a new sub-committee or working group to confirm that staff resources are available to provide administrative support.
- d) Sub-committees/working groups shall meeting in public and post agendas and minutes to comply with Municipal Act, City of Guelph [Procedural By-law](#) and ACOC meeting procedure requirements.
- e) ACOCs shall report on the actions of their sub-committees/working groups in their reports to Council.

## **8. Dissolving ACOCs**

Dissolution of an ACOC shall be initiated by a staff report and shall address the following:

- a) Whether the ACOCs term has expired (if applicable).
- b) Whether the principle objectives, mandate or key performance indicators of the ACOC have been met.
- c) Whether an alternative arrangement has been found to continue the work of the ACOC (e.g. consolidation/merger with another ACOC).
- d) Whether the issues involved with respect to the mandate or the legislative requirement to maintain the ACOC no longer exist.

## **9. Reporting to Council**

### **1. Once per term reports**

- a) All ACOCs shall report to Council in the second year of a Council term as follows:
  - a) Second quarter – Public Services and Corporate Services ACOCs; and
  - b) Fourth quarter – Infrastructure, Development and Enterprise Services ACOCs

- b) ACOC reports shall be prepared by staff liaisons with the assistance of ACOC chairs, vice-chairs and the support of the City Clerk's Office. Reports shall be completed on the prescribed template provided by the City Clerk's Office and must include:
  - a) a review of the ACOC's terms of reference and any recommended changes or amendments;
  - b) activities carried out during the reporting period to fulfil the ACOC's mandate.
  - c) key successes;
  - d) number of meetings held; and
  - e) any other relevant information.
- c) ACOC reports will be shared with Council as part of an information report prepared by the City Clerk's Office.
- d) Where changes to TOR are being proposed, ACOC reports will be provided to Council for approval.

## **2. Annual reports**

- a) ACOCs may report to Council on an annual basis.
- b) ACOC annual reports shall include key actions and a summary of items which were addressed through the ACOC.
- c) Annual reports shall be written by ACOC chairs, vice-chairs and a member selected by way of motion of the ACOC.
- d) Annual reports shall be placed on an ACOC agenda for approval by the ACOC.
- e) Approved ACOC annual reports shall be distributed through the weekly information items.

## **3. ACOC Recommendations**

- a) All staff and information reports presented to Council on topics where ACOCs have provided advice shall include all relevant ACOC resolutions and feedback, without alteration, other than in regard to terminology or for procedural reasons.

## **4. ACOC Presentations**

- a) At the direction of the ACOC, the ACOC chair, or their designate, shall attend and be listed with staff as a presenter to staff reports before Council or Committee of the Whole where ACOC advice, resolutions and feedback have been included.
- b) The staff liaisons shall communicate to the City Clerk's Office any direction received from the ACOC regarding attendance of a member at Council or Committee of the Whole meetings.