Advisory Committees of Council New Policies

Presentation by: City Clerks Office – 2021

Policy Background

- City Clerk's Office staff reviewed current policies to address council's request for a once-per term of council terms of reference reviews.

- Fill existing gaps, clarify language and incorporate best practices

- Draft policies were circulated to committee members and staff twice to obtain feedback.

- Final draft policies to Committee of Whole on July 5 and Council approval on July 19.

Policy Approval and Resources

On July 19 Council approved 3 policies including:

- Meeting Procedures Policy
- Administration Policy
- Public Appointment Policy

- Policies have been posted to Guelph.ca\Committees and provided to committee members and staff on July 28 by email.

- ***New** - Infonet page "Working with Advisory Committees of Council" located under Tools/Resources – links to policies have been posted.

- Polices are guidelines, exceptions may exist based on Terms of Reference or committee format. Example, quasi-judicial or city project specific committees.

- Questions regarding policy application can be sent to clerks@guelph.ca.

Highlights – Meeting Procedures Policy

- Electronic meetings to be recorded and posted to guelph.ca.

- Staff liaisons to collaborate with Chair on agenda preparation with Chair approval of agendas and the ability for chairs to add items raised by other members.

- Agenda format consistent with Council new items include:
  - First Nations Acknowledgment
  - Chair and staff announcements

- Clarification of roles and responsibilities for members and staff

Highlights – Administration Policy

- Committees may develop work plans including proposed initiatives directly linked to Terms of Reference, priorities set out in the City's Strategic Plan and aligned with Council agenda forecasting and staff work plans.

- Once-per-term mandatory reporting to Council through an information report; option to provide annual reports.

- Terms of Reference will be reviewed as part of once-per-term of Council reporting; ad hoc reviews can take place at request.

- New or revised terms of reference include how the committee supports the City of Guelph Strategic Plan.

- Chair or designate can attend at Council meetings; listed as presenters (not delegates) to address ACOC advice, resolutions or comments incorporated into staff reports.

Highlights – Administration Policy

Sub-committees and working groups:

- Consultation between Chair and staff prior to establishment.

- Purpose, scope, composition and reporting requires approval by motion of committee, includes current sub-committees and working groups.

- Sub-committees and working groups are required to post agendas and minutes with meetings to be open to the public.

- Sub-committee and working group actions are to be included in reporting to Council.

Highlights – Public Appointment Policy

- Clarification of removal of members from ACOCs including:
  - Automatic forfeiture of appointment by a member if absent from three consecutive meetings; and
  - Option for members to request temporary leave of absence.

- Committee applications will include voluntary disclosure of diversity information.

- Staff Liaisons will give priority to applications received from applicants from equity seeking groups.

Highlight–Public Appointment Policy Elected officials on advisory committees

- Policy does not permit elected officials as members on ACOCs.

- Appointing elected officials to advisory committees degrades the skill-based advice that committees provide to City Council.

- Skill-based committees comprised of community members, operating in accordance with Council approved terms of reference, amplify the voices and expertise of community volunteers.

- Appointing elected officials to serve on 20+ committees would add significantly to the workload of councillors.

- All committee meetings are open to the public and councillors to attend.

Next Steps

Beginning in October 2021, City Clerk's Office staff will roll out a training program for committee members and staff that includes sessions on:

- Agenda production

- Minute taking

- Meeting management (Chair/Vice-Chair)

- Roles and responsibilities

Questions?