

# Staff Report



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To	<b>City Council</b>
Service Area	Corporate Services
Date	Monday, November 22, 2021
Subject	<b>November 2021 Public Appointments to Advisory Committees of Council and Local Boards</b>

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## Recommendation

1. That \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Accessibility Advisory Committee for a term ending November 2022 or until such time as successors are appointed.
2. That \_\_\_\_\_ be appointed to the Art Gallery of Guelph, Board of Directors for a term ending November 2022 or until such time as a successor is appointed.
3. That \_\_\_\_\_ be reappointed to the Board of Trustees of The Elliott for a one-year term ending November 2023 or until such time as a successor is appointed.
4. That \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Board of Trustees of The Elliott for a three-year term ending November 2024 or until such time as successors are appointed.
5. That \_\_\_\_\_ be appointed to the Committee of Adjustment for a term ending November 2022 or until such time as a successor is appointed.
6. That \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Community Grant Allocation Panel for a term ending November 2022 or until such time as successors are appointed.
7. That \_\_\_\_\_ be reappointed to the Community Grant Allocation Panel for a term ending November 2022 or until such time as a successor is appointed.
8. That \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Heritage Guelph for a term ending November 2022 or until such time as successors are appointed.
9. That \_\_\_\_\_ be appointed to the Guelph Museums Advisory Committee for a term ending November 2022 or until such time as a successor is appointed.
10. 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.
11. That \_\_\_\_\_ be appointed to the Municipal Property and Building Commemorative Naming Committee for a term ending November 2022 or until such time as a successor is appointed.

12. That \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Natural Heritage Advisory Committee for a term ending November 2022 or until such time as successors are appointed.
  13. That \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Planning Advisory Committee for a term ending November 2022 or until such time as successors are appointed.
  14. That \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Public Art Advisory Committee for a term ending November 2022 or until such time as successors are appointed.
  15. That \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ be appointed to the Transit Advisory Committee for a term ending November 2022 or until such time as successors are appointed.
  16. That \_\_\_\_\_ be appointed to the Waste Resource Innovation Centre Public Liaison Committee for a term ending November 2022 or until such time as a successor is appointed.
  17. That \_\_\_\_\_ be reappointed to the Waste Resource Innovation Centre Public Liaison Committee for a term ending November 2022 or until such time as a successor is appointed.
  18. That \_\_\_\_\_ and \_\_\_\_\_ be reappointed to the Water Conservation and Efficiency Public Advisory Committee for a term ending November 2022 or until such time as successors are appointed.
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## **Executive Summary**

### **Purpose of Report**

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

### **Key Findings**

Current vacancies are the result of terms ending November 2021 and resignations.

Fall recruitment consisted of 31 vacancies on 12 bodies including three ACOCs (the Accessibility Advisory Committee, Planning Advisory Committee and Transit Advisory Committee) which received no qualified applicants during the spring recruitment.

Vacancies were advertised in accordance with the City's new [Advisory Committees of Council - Public Appointment Policy](#), approved by Council on July 19, 2021 and included increased social media advertising and social media posts to targeted groups resulting in 57 applications - a 51 percent increase from the Spring 2021 recruitment.

In addition, the City Council approved [Advisory Committees of Council - Public Appointments Policy](#) required all individuals applying for positions on ACOCs be provided with an opportunity to voluntarily disclose diversity-related information on their [application form](#).

A revised committee application was put in place in September 2022, including voluntary diversity questions. Of the 57 applications, 54 applicants completed the diversity questions. A total of eighteen applicants indicated they were from equity seeking groups. Of those, staff have recommended to City Council five applicants for appointment with the first round of appointments under the new policy to take place at the November 22, 2021 City Council meeting.

## **Financial Implications**

None.

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## **Report**

Current vacancies are the result of terms ending in November 2021 and resignations.

Committee vacancies were advertised in accordance with the City's [Advisory Committees of Council - Public Appointment Policy](#), with the exception of the Committee of Adjustment whose recommendation for appointment is from retained Fall 2020 committee recruitment applications.

Fall recruitment took place for three weeks from September 2 to September 23. Twelve committees recruited for a total of 31 vacant positions including three committees (Accessibility Advisory Committee, Transit Advisory Committee and Planning Advisory Committee) which received no qualified applicants during the Spring 2021 recruitment.

In addition to advertising vacancies in the Guelph Tribune on September 2 and 16, 2021, City Clerk's Office staff worked with the Strategic Communications and Community Engagement department to increase recruitment advertising including paid social media advertising and social media posts to targeted groups. During three weeks of recruitment, 57 applications were received - a 51 percent increase from the Spring 2021 recruitment.

Three vacancies are remaining on two committees, Accessibility Advisory Committee (two) and Transit Advisory Committee (one), as qualifications identified in these committees' terms of reference did not match the applications received. Vacant committee positions do not affect committee performance and will remain vacant pending the Fall 2022 recruitment.

City staff were provided with all applications received from the September recruitment. The staff liaison for the Board of Trustees of The Elliott provided applications received to their Governance and Nominating Committee for consideration and recommendations. City Council appointments to the Board of Trustees of The Elliott are in accordance with [Section 4 of The Elliott Act](#).

The closed companion report titled November 2021 Public Appointments to Advisory Committees of Council and Local Boards dated November 22, 2021 provides City Council with the staff liaisons and Board of Trustees of The Elliott Governance Nominating Committee recommendations along with the personal applications from applicants.

The terms of appointments are in accordance with the City's [Advisory Committee of Council - Public Appointment Policy](#)

## Ongoing Data Collection on Race, Gender and Disability

In November 2020, the City Clerk's Office began voluntarily collecting data from committee members with respect to race, gender and disability. Data collection has continued following each appointment cycle with updated information summarized in the tables below.

<b>Survey Characteristic</b>	<b>City of Guelph Survey Data (% based on 103 responses)</b>	<b>City of Guelph 2016 Census Profile Data (% based on total population of 131,790)</b>
Aboriginal identity	3 responses (3%)	1,905 persons (1%)
Visible minority	9 responses (9%)	24,455 persons (19%)
Gender (Female)	49 responses (48%)	64,100 persons (49%)
Gender (Male)	53 responses (51%)	67,690 persons (51%)
Gender (X)	1 response (1%)	Not applicable*

\*The 2016 Census categorized gender exclusively as male or female. In 2021, the Census survey has distinguished between sex at birth, gender identity and gender expression.

<b>Survey Characteristic</b>	<b>City of Guelph Survey Data (% based on 103 responses)</b>	<b>2017 Canadian Survey on Disability Data</b>
Persons with a disability	8 responses (8%)	22.3% of the Canadian population aged 15 years and over have one or more disabilities

## New Advisory Committee Application Data Collection on Race, Gender and Disabilities

On July 19, 2021, City Council approved a revised [Advisory Committees of Council - Public Appointments Policy](#) which requires that all individuals applying for positions on ACOCs be provided with an opportunity to voluntarily disclose diversity-related information on their [application form](#). When making recommendations for appointments to City Council, the policy requires that City staff give priority to qualified applicants from equity seeking groups. A revised committee application was put in place in September 2022, with the first round of appointments under the new policy taking place at the November 22, 2021 City Council meeting.

Application diversity questions are based on changes to the [2021 Statistic Canada Census survey](#) regarding sex, including sex at birth, referred to as cisgender and other forms of gender identity.

## Summary of 2021 Applications

The City received a total of 57 applications, 54 applicants completed the diversity questions. A total of eighteen applicants indicated they were from equity seeking groups. Of those, staff have recommended to City Council five applicants for appointment.

The long-term goal of this data collection is to increase the percentage of committee members from equity seeking groups to match the make-up of the broader City of Guelph community. This goal has been included as a key performance indicator for the Legislative Services Division within the City Clerk's Office. Future reporting on diversity-related data will include aggregate information for the applicant pool as well as those appointed ACOC members.

Data from September 2021 applications is summarized in the chart below.

<b>Application Characteristic</b>	<b>City of Guelph Application Data (% based on 54 responses)</b>
Aboriginal/Indigenous Peoples identity	1 response (1.85%)
Visible minority	8 responses (14.81%)
Gender (Woman)*	22 responses (40.74%)
Gender (Man)*	21 responses (38.89%)
Gender (Woman/transgender)	1 response (1.85%)
Gender (Man/transgender)	3 Responses (5.56%)
Gender Diverse (gender-fluid)	1 Response (1.85%)
Non-binary	4 Responses (7.41%)
Two-Spirit	0 Responses (0%)

\*cisgender: A person who identifies with the gender they were assigned at birth.

<b>Application Characteristic</b>	<b>City of Guelph Application Data (% based on 54 responses)</b>
Persons with a disability	7 responses (7.71%)

## **Next Steps**

City Council will appoint and reappoint members to advisory committees and boards with each applicant receiving communication advising of the outcome of their applications.

## **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. The Accessibility for Ontarians with Disabilities Act (AODA), 2005, regulation 29(3), requires that the majority of committee members shall be persons with disabilities, a maximum of six members may not have a disability.

As a result of the AODA regulation 29(3) requirement and current AAC members, three of five vacancies can be filled at this time.

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.

## **Board of Trustees of The Elliott**

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 three 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 Governance and Nominating Committee for consideration. The Governance and Nominating Committee met and are recommending two individuals for appointment. Recruitment will take place in fall of 2022 for this committee.

## **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.

2021 fall recruitment did not include the Committee of Adjustment as many qualified applications were received during a 2020 fall recruitment. Staff are recommending an appointment from the retained 2020 applications.

The term of appointment for the recommended appointee to the Committee of Adjustment is for one year to ensure continuity for Committee of Adjustment terms to end with the term of Council in November 2022.

### **Community Grant Allocation Panel**

Meetings: approximately 10 meetings per year with the meetings taking place between October and March.

The role of the [Community Grant Allocation Panel](#) (Panel) is to allocate City funding to eligible community benefit organizations through the Community Grant Program to improve the wellbeing of Guelph residents.

The Panel currently consists of eight members of the public. The City Council-approved maximum number of members is 12. The liaison for the Panel is the Manager, Community Investment.

### **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.

### **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.

### **Natural Heritage Advisory Committee**

Meetings: between two and six times per year.

The [Natural Heritage Advisory Committee](#) (NHAC) provides input and perspectives on strategic, high-level natural heritage conservation matters relating to City-led initiatives. Specifically, city plans, strategies and studies with a natural heritage

focus such as the Natural Heritage Action Plan, the Urban Forest Management Plan and sub-watershed studies; and reviews and updates to the Official Plan natural heritage and watershed planning and water resource policies.

The membership of the NHAC consists of nine members of the public who demonstrate informed interest in natural heritage conservation and/or civic and community matters through employment, volunteer or personal experience. The committee is a balanced membership with residents who are practicing professionals in the natural heritage industry and those who are not.

The liaison for NHAC is the Manager, Policy Planning and Urban Design.

### **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.

### **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.

2021 fall recruitment did receive qualified applicants representing a regular user of Guelph Transit mobility services and a vacancy remains on the committee for this



position. Recruitment for this vacancy will take place during the 2022 fall recruitment.

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

### **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 which may include: 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.

### **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**

Dylan McMahon, Manager, Legislative Services/Deputy City Clerk

### **Report Author**

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