

Staff Report



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| To | City Council |
| Service Area | Corporate Services |
| Date | Tuesday, December 6, 2022 |
| Subject | December 2022 Public Appointments to Advisory Committees of Council and Local Boards |

Recommendation

1. That _____, _____, _____, _____, _____, _____, _____, and _____ be reappointed to the Accessibility Advisory Committee for a term ending November 2026 or until such time as successors are appointed.
2. That _____, _____, _____, _____, _____, _____, and _____ be appointed to the Accessibility Advisory Committee for term ending November 2023 or until such time as successors are appointed.
3. That _____ and _____ be reappointed to the Art Gallery of Guelph Board of Trustees for a term ending November 2026 or until such time as a successor is appointed.
4. That _____, _____, and _____ be reappointed to the Committee of Adjustment for a term ending November 2026 or until such time as successors are appointed.
5. That _____, _____, _____, and _____ be appointed to the Committee of Adjustment effective January 1, 2023 for a term ending November 2026 or until such time as successors are appointed.
6. That _____, _____, _____, and _____ be reappointed to the Community Grant Allocation Panel for a term ending November 2026 or until such time as successors are appointed.
7. That _____, _____, and _____ be appointed to the Community Grant Allocation Panel for a term ending November 2023 or until such time as successors are appointed.
8. That _____, _____, _____, _____, _____, _____, _____, and _____ be appointed to the Downtown Guelph Business Association Board of Directors for a term ending November 2026 or until such time as successors are appointed.
9. That _____ reappointed to the Guelph Cemetery Commission for a term ending November 2026 or until such time a successor is appointed.
10. That _____ be appointed to the Guelph Cemetery Commission for a term ending November 2025 or until such time a successor is appointed.

26. That _____, _____, and _____ be reappointed to the Public Art Advisory Committee for a term ending November 2026 or until such time as successors are appointed.
 27. That _____, _____, _____, and _____ be appointed to the Public Art Advisory Committee for a term ending November 2023 or until such time as successors are appointed.
 28. That _____ be reappointed to The Elliott Community Board of Trustees for a three-year term ending November 2025 or until such time as a successor is appointed.
 29. That _____ be reappointed to The Elliott Community Board of Trustees for a two-year term ending November 2024 or until such time as a successor is appointed.
 30. That _____ be reappointed to The Elliott Community Board of Trustees for a one-year term ending November 2023 or until such time as a successor is appointed.
 31. That _____ and _____ be reappointed to the Tourism Advisory Committee for a term ending November 2026 or until such time as successors are appointed.
 32. That _____, _____, _____, and _____ be appointed to the Tourism Advisory Committee for a term ending November 2023 or until such time as successors are appointed.
 33. That _____, _____, _____, and _____ be reappointed to the Transit Advisory Committee for a term ending November 2026 or until such time as successors are appointed.
 34. That _____, _____, _____, and _____ be appointed to the Transit Advisory Committee for a term ending November 2023 or until time as successors are appointed.
 35. That _____, _____, and _____ be reappointed to the Waste Resource Innovation Centre Public Liaison Advisory Committee for a term ending November 2026 or until such time as successors are appointed.
 36. That _____, _____, and _____ be appointed to the Waste Resource Innovation Centre Public Liaison Advisory Committee for a term ending November 2023 or until such time as successors are appointed.
 37. That _____, _____, _____, _____, and _____ be reappointed to the Water Conservation and Efficiency Public Advisory Committee for a term ending November 2026 or until such time as successors are appointed.
 38. That _____ and _____ be appointed to the Water Conservation and Efficiency Public Advisory Committee for a term ending November 2023 or until time as successors are appointed.
 39. That staff be directed to conduct further recruitment for any advisory committees, local boards, commissions and associations that have remaining vacancies.
 40. That the Guelph Sports Hall of Fame Board of Directors be dissolved at the request of the Board of Directors and that the members be formally thanked for their services.
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Executive Summary

Purpose of Report

To appoint members of the public to various Advisory Committees of Council (ACOCs), local boards, commissions and associations.

Key Findings

The current vacancies on the various ACOCs, local boards, commissions and associations are determined according to the relevant terms of reference and applicable legislation. As public appointees cannot serve beyond the term of Council, these vacancies are the result of the transition to the 2022-2026 term of Council.

Vacancies were advertised in the City news page of Guelph Mercury Tribune, and included in increased social media advertising and social media posts to targeted groups resulting in 155 applications, 138 of those being unique applicants.

Beginning in September 2021, a revised committee application was put in place that includes voluntary diversity questions. Of the 138 unique applicants, a total of 133 applicants completed the diversity questions. A total of thirty applicants indicated they were from equity-seeking groups. Of those, staff have recommended to City Council twenty-one applicants for appointment at the December 6, 2022, City Council meeting.

Established as an Advisory Committee of Council in the 1990's, the Guelph Sports Hall of Fame Board of Directors recently reviewed their strategic direction. At the September 27, 2022 Board of Directors meeting, the Board discussed options for growth and renewed autonomy to continue its important work recognizing and celebrating the sporting excellence of Guelph community members. As a result of those discussions, the Board of Directors is requesting dissolution as an Advisory Committee of Council.

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, ACOCs, local boards, commissions and associations are important community engagement tools. Ensuring that community member appointments are made to these groups enables them to continue their work.

Financial Implications

None.

Report

Vacancies were advertised in the City news page of Guelph Mercury Tribune, and included in increased social media advertising and social media posts to targeted groups.

All public appointments to boards and committees of City Council expire in alignment with the current term of City Council. As a result, all committees were required to recruit for a total of 120 vacant positions. The City Clerk's Office received 155 applications, 138 of those being unique applications, 99 of which are

being recommended for appointment. Fall recruitment took place from September 1 to September 22, 2022, and was extended until September 28, 2022, to encourage more applicants.

In addition to advertising vacancies in the Guelph Mercury Tribune on September 1, 2022, City Clerk's Office staff worked with Strategic Communications and Community Engagement to increase recruitment advertising including paid social media advertising and social media posts to targeted groups. Unfortunately, despite these efforts and [mirroring trends that are being felt across the volunteer sector](#), recruiting volunteers for all existing committee positions was a challenge. The remaining vacancies will be filled through subsequent recruitments in spring and fall 2023.

City staff who administer ACOCs were provided with all applications received from this recruitment cycle. The closed companion report titled December 2022 Public Appointments to Advisory Committees of Council, Local Boards, Commissions and Associations – 2022-332 dated December 6, 2022, provides City Council with the staff liaisons' recommendations along with all applications received.

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

Advisory Committee Ongoing Data Collection on Race, Gender and Disability

The City Clerk's Office has set a long-term goal of increasing the participation of equity-seeking groups on ACOCs so the diversity of ACOC members closely reflects the diversity of the broader community of Guelph with respect to race, gender, and disability.

In November 2020, the City Clerk's Office began voluntarily collecting data from committee members regarding race, gender and disability. Data collection has continued as a part of each recruitment cycle.

The diversity questions included in the 2022 application form are based on changes to the [2021 Statistics Canada Census survey](#) regarding sex, including sex at birth (referred to as cisgender) and other forms of gender identity. This provides a more accurate picture of gender diversity while also allowing for comparison between gender diversity of applications and appointments to the diversity of the City of Guelph community.

Summary of Fall 2022 Applications

The City received a total of 155 applications, 138 of those being unique applicants, 133 completed the diversity questions. A total of thirty applicants indicated they were from equity-seeking groups. Of those, staff have recommended to City Council twenty-one applicants for appointment.

The 2022 applicant pool and staff recommended appointments are the most diverse since the City began tracking this data in 2020. In particular, the representation of visible minorities (based on staff recommended appointees) has increased from 9 per cent in 2021 to 18 per cent in 2022. This is meaningful progress, but more work remains to ensure that visible minorities represent 25 per cent of total ACOC members, in alignment with the broader representation of visible minorities in the Guelph community.

Diversity data from Fall 2022 applications is summarized in the chart below. Statistics Canada continues to release the 2021 Census data, the table below includes the data that has been released to date.

| Application Characteristic | City of Guelph Application Data (% based on 133 responses) | Recommended Appointments (% based on 99 recommendations) | City of Guelph 2021 Census of Population data (% based on total population of 143,740) |
|---|---|---|---|
| Indigenous identity | 4 (3%) | 3 (3%) | 1.5% |
| Visible minority | 26 (20%) | 18 (18%) | 25% |
| Gender (Woman+)* | 65 (49%) | 50 (51%) | 51% |
| Gender (Man+)** | 60 (45%) | 41 (41%) | 49% |
| Gender (Woman/transgender) | 1 (1%) | 1 (1%) | Less than 1% |
| Gender (Man/transgender) | No applications received | No applications received | Less than 1% |
| Non-binary | No applications received | No applications received | Less than 1% |
| Gender Diverse (gender-fluid), Two-Spirit | No applications received | No applications received | Unknown (data not yet released by Statistics Canada) |
| Other | No applications received | No applications received | Unknown (data not yet released by Statistics Canada) |
| Prefer not to answer | 5 (4%) | 5 (5%) | |

* Prior to the 2021 Census, this category referred to females. Starting in 2021, this category includes women and girls, as well as some non-binary persons.

** Prior to the 2021 Census, this category referred to males. Starting in 2021, this category includes men and boys, as well as some non-binary persons.

| Application Characteristic | City of Guelph Application Data (% based on 133 responses) | Recommended Appointments (% based on 99 recommendations) | 2017 Canadian Survey on Disability Data |
|-----------------------------------|---|---|---|
| Persons with a disability | 25 responses (19%) | 20 (20%) | 22% of the Canadian population aged 15 years and over have one or more disabilities |

Next Steps

City Council will appoint and reappoint members to ACOCs, local boards, commissions and associations with each applicant receiving communication advising of the outcome of their application.

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, 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: twice per year (May/June and October/November)

Appointees to this board govern the affairs of the [Art Gallery of Guelph](#) with regard to its mission, policy, financial management, facilities, and governance. The liaison for the board is the General Manager, Culture and Recreation

Committee of Adjustment

Meetings: the second Thursday of each month and the fourth Thursday of each month 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 effective January 1, 2023, to ensure continuity for the Committee of Adjustment meeting to be held on December 8, 2022.

Community Grant Allocation Panel

Meetings: approximately ten meetings per year with the majority of the meetings taking place between October and February. Additional meetings may be called from time to time, as part of the grant allocation process.

The role of the [Community Grant Allocation 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.

Downtown Guelph Business Association Board of Directors

Meetings: the third Tuesday of the month.

The term of office is set as the term of Council as per By-law (2014)-19694.

The [Downtown Guelph Business Association Board of Directors](#) ensures that downtown is a vibrant urban center for the community and remains the Community's civic, cultural, social and economic center. It also improves business through the creation of a unique environment downtown and the promotion and advertising of the varied businesses. The liaison is the Executive Director, Downtown Guelph Business Association.

Guelph Cemetery Commission

Meetings: the third Tuesday or Wednesday of the month with the exception of August and December.

The Guelph Cemetery Commission maintains, manages, and controls the cemetery and all lands, money, and personal property in connection with it. The commission consists of two members of the public. The liaison for the commission is the Deputy Chief Administrative Officer, Public Services.

Guelph Economic Development Advisory Committee

Meetings: once per month with no meetings in July and August.

The [Guelph Economic Development Advisory Committee's](#) (GEDAC) role is advisory and consultative and aims to champion and promote economic development in the City of Guelph. GEDACs mandate includes contributing to the development of economic development programs and initiatives, while providing a voice for business related to City initiatives put forward by staff that may have identified economic development impact.

GEDAC consists of eleven members: eight voting members representing local businesses and three non-voting members representing business support organizations. The liaison for the GEDAC is the Manager, Economic Development.

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.

Guelph Police Services Board

Meetings: the third Thursday of the month as well as special meetings as required.

The [Guelph Police Services Board](#) determines the objectives and priorities for the provision of policing services in the municipality in Consultation with the Chief of Police. The Board gives orders and directions to the Chief but not individual members. As a civilian oversight body, the Board has general superintending authority over the municipal police service through policy development and specific administrative tasks, but not the day-to-day operations. The Board is responsible for developing the operating and capital estimates for the police service which are ultimately approved by Council. The Board, as the employer, is also responsible for collective bargaining with the police association and other labour relations matters.

The Guelph Police Services Board includes one member of the public. The liaison for the board is the Executive Assistant to the Guelph Police Services Board.

Guelph Public Library Board

Meetings: the third Tuesday of the month.

The [Guelph Public Library Board](#) seeks to provide, in cooperation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs.

The Guelph Public Library Board includes up to 11 members of the public. The liaison for the Public Library Board is the Chief Executive Officer of the Guelph Public Library.

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 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 nine members of the public. The liaison for the Heritage Guelph is the Heritage Planner.

Municipal Property and Building Commemorative Naming Committee

Meetings: four times a year from January to March.

The [Municipal Property and Building Commemorative Naming Committee](#) helps select and approve a proposed naming or renaming of municipal assets including: parkland, other open spaces, trails, structures and public buildings.

The Municipal Property and Building Commemorative Naming Committee consists of two members of the community at large and one member of Heritage Guelph. The liaison for the committee is the Landscape 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, Policy Planning and Urban Design.

Property Standards Advisory Committee

Meetings: the committee meets as required

The [Property Standards Advisory Committee](#) is established under The Property Standards By-law and hears appeals against orders issued under the By-law. The Committee has the authority to confirm, modify or rescind an order and may extend the time for compliance, as long as the general intent of the By-law and the Official Plan and policy statement are maintained.

The Property Standards Committee consists of a minimum of three and a maximum of five members. The liaison for the Property Standards Committee is the Manager, Corporate and Community Safety.

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 Manager, Guelph Museums.

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, 2002](#) 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 three individuals for appointment.

Tourism Advisory Committee

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

The [Tourism Advisory Committee](#) provides strategic input and advice to Council and City Staff on matters pertaining to destination development and tourism service delivery in the City of Guelph, as guided by the 2022-2026 Economic Development and Tourism Strategy.

The Tourism Advisory Committee consists of ten members, one representative of the Downtown Guelph Business Association and nine members of the public. The liaison for the Tourism Advisory Committee is the Manager, Tourism and Destination Development.

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.

Waste Resource Innovation Centre Public Liaison Advisory 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 Environmental Management System Specialist.

Water Conservation and Efficiency Public Advisory Committee

Meetings: quarterly at minimum with additional meetings to be called as required by the Chair.

The [Water Conservation and Efficiency Public Advisory Committee](#) provides ongoing feedback and advice to City Staff and Council on key aspects of the implementation of the 2016 Water Conservation and Efficiency Strategy. The Water Conservation and Efficiency Public Advisory Committee provides recommendations to City Staff on issues and opportunities to be addressed in the implementation of the Water Conservation and Efficiency Strategy update, alternative solutions, design considerations, community consultation and communication plans, and other relevant matters that City staff to the committee for feedback.

The Water Conservation and Efficiency Public Advisory Committee consists of eight members. The liaison for the Water Conservation and Efficiency Public Advisory Committee is the Supervisor of Environmental Programs.

Guelph Sports Hall of Fame Board of Directors

Meetings: six meetings per year.

The [Guelph Sports Hall of Fame Board of Directors](#) recognizes and honours Guelph individuals and teams who have attained prominence and distinction in any field of sport, including those who have made a significant contribution to the development and advancement of sports in the City of Guelph. Inducted members are recognized in the Sports Hall of Fame located in the Old Quebec Street Mall in downtown Guelph. The Sports Hall of Fame is coordinated and managed through a Board of Directors, comprised of Council appointed community members and members of the Kiwanis Club of Guelph. Every year, community members are nominated for induction into the Sports Hall of Fame, and a sub-committee of the Sports Hall of Fame Board of Directors reviews and further recommends those who will be inducted.

Established as an ACOC in the 1990's, the Guelph Sports Hall of Fame Board of Directors recently reviewed their strategic direction. At the September 27, 2022 Board of Directors meeting, the Guelph Sports Hall of Fame Board of Directors discussed options for growth and renewed autonomy to continue its important work recognizing and celebrating the sporting excellence of Guelph community members.

Approved unanimously, the Board of Directors is requesting dissolution as an Advisory Committee of Council as they have decided to become a Not-for-Profit corporation. The Board of Directors recognizes and appreciates the years of affiliation with the City's advisory committee structure and looks forward to having a Guelph staff representatives continued support with this new strategic direction.

Financial Implications

None.

Consultations

Staff from the various departments overseeing the ACOCs were consulted.

Liaisons to the various local boards and their nominating committees were consulted.

Attachments

None.

Departmental Approval

Dylan McMahon, Manager, Legislative Services/Deputy City Clerk

Report Author

Elizabeth Barber, Board and Committee Coordinator

This report was approved by:

Stephen O'Brien
General Manager, City Clerk's Office, City Clerk
Corporate Services
519-822-1260 extension 5644
stephen.obrien@guelph.ca

This report was recommended by:

Trevor Lee
Deputy Chief Administrative Officer
Corporate Services
519-822-1260 extension 2281
trevor.lee@guelph.ca