

# Staff Report



---

To	<b>City Council</b>
Service Area	Corporate Services
Date	Tuesday, April 25, 2023
Subject	<b>April 2023 – Public Appointments to Advisory Committees of Council and Local Boards</b>

---

## Recommendation

1. That Advisory Committees of Council member recruitments and appointments be paused until the approval of the Advisory Committees of Council Governance Framework in Q4 2023, excluding recruitments required to ensure quorum can be maintained.

Additional motions regarding appointments to Advisory Committees of Council will be brought forward following City Council's closed meeting discussion on April 25, 2023 regarding closed staff report 2023-131 April 2023 – Public Appointments to Advisory Committees of Council and Local Boards.

---

## Executive Summary

### Purpose of Report

To appoint members of the public to various Advisory Committees of Council (ACOCs), local boards, commissions and associations and to pause further recruitments until the completion of the Advisory Committees of Council Governance Framework in Q4 2023.

### Key Findings

Spring recruitment consisted of 13 vacancies on six ACOCs (Committee of Adjustment, Guelph Museums Advisory Committee, Planning Advisory Committee, Tourism Advisory Committee, Waste Resource Innovation Centre Public Liaison Committee and Water Conservation and Efficiency Public Advisory Committee) and one local board, The Elliott Board of Trustees. Staff are recommending appointments to fill 10 out of the 13 available vacancies. Three vacancies remain following this recruitment as no qualified applications were received.

Consistent with the City's commitment to increasing diversity on its ACOCs, committee applications include voluntary disclosures of diversity related data. A total of seven applicants indicated they were from equity-seeking groups. Of those, staff have recommended to City Council two applicants for appointment at the April 25, 2023 City Council meeting. Excluding appointments made as part of this report, ACOC member diversity exceeds community representation for those identifying as indigenous and is within five per cent of the community target for persons with disabilities, racialized individuals and women.

Although meaningful progress has been made, staff continue to work to increase the representation of equity-seeking groups on ACOCs to equal or surpass the diversity of the community.

## **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**

Spring recruitment consisted of 13 vacancies on six ACOCs (Committee of Adjustment, Guelph Museums Advisory Committee, Planning Advisory Committee, Tourism Advisory Committee, Waste Resource Innovation Centre Public Liaison Committee and Water Conservation and Efficiency Public Advisory Committee) and one local board, The Elliott Board of Trustees. Current vacancies are determined according to the relevant terms of reference and applicable legislation and are the result of vacancies remaining from the fall 2022 recruitment and resignations received following Council's ACOC appointments on [December 6, 2022](#).

In accordance with the City's [ACOC - Public Appointment Policy](#), vacancies were advertised in the Guelph Mercury Tribune on February 23, March 2 and 7, 2023. To increase recruitment, City Clerk's Office staff worked with communications staff to display on-line advertising during City Council, Committee of the Whole and workshop meetings, on the [guelphtoday.com](#) website, various social media platforms and targeted media posts during the recruitment period from February 16 to March 9, 2023. Links to ACOC vacancy advertisements were also shared with community groups representing equity-seeking populations.

A total of 23 new applications were received with three applicants applying to more than one committee. Seven retained applications from the fall 2022 applicant pool were also considered for a total of 30 applications.

Unfortunately, despite additional recruitment efforts, recruiting volunteers continues to be a challenge and one vacancy remains on three ACOCs, the Waste Resource Innovation Centre Liaison Committee, Tourism Advisory Committee and Guelph Museums Advisory Committee.

City staff who administer ACOCs and staff supporting the local board (liaisons) were provided with all applications received from this recruitment cycle. The closed companion report titled April 2023 Public Appointments to Advisory Committees of Council and Local Boards dated April 25, 2023, 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 continues to work towards 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.

Since November 2020, the City Clerk's office has collected data from voluntary diversity questions included in the ACOC applications. These questions are based on [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 Spring 2023 Applications

Of the 27 total applicants considered, a total of seven indicated they were from equity-seeking groups and staff have recommended to City Council two applicants for appointment.

An aggregated summary of diversity data collected from the spring 2023 recruitment and City Council appointed ACOC members is included at Attachment-1.

The current diversity of ACOC members, excluding potential appointments made as a part of this report, is included below.

<b>Demographic Characteristics</b>	<b>2023 ACOC Member Data (based on 108 current members)</b>	<b>2021 City Wide Population Data</b>
Persons with a Disability	21 (19%)	22%
Indigenous identity	3 (3%)	1.5%
Visible minority	22 (20%)	25%
Gender (Woman+)*	52 (48%)	51%
Gender (Man+)**	47 (44%)	49%
Gender (Woman/transgender)	0%	Less than 1%
Gender (Man/transgender)	0%	Less than 1%
Non-binary	0%	Less than 1%
Gender Diverse (gender-fluid, two-spirit)	0%	Unknown (data not yet released by Statistics Canada)

Other	N/A	Unknown (data not yet released by Statistics Canada)
Prefer not to answer	5 (5%)	N/A

\* 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.

## Next Steps

Following City Council appointments, each applicant will receive communication advising of the outcome of their application.

## 2023 ACOC Member Recruitments and Appointments

In January 2023, the City Clerk's Office began an Advisory Committees of Council Governance Review in partnership with the Guelph Lab. The project will be completed in two phases and includes the creation of an Advisory Committees of Council Governance Framework and subsequent review of each ACOC against the approved Governance Framework.

During phase one, the project team will engage with stakeholders (including all current ACOC members) to develop an ACOC Governance Framework for Council's approval in Q4 2023. The Framework will not be specific to any existing ACOCs, instead it will establish why we have ACOCs in Guelph, clarify the different types of ACOCs (statutory, technical expertise, community engagement, etc.), their varying purpose and goals, key performance indicators and the resources required for them to be successful. The ACOC system of governance in Guelph lacks a strategic document to guide the work of existing ACOCs or the periodic creation and dissolution of ACOCs. The Framework fills this gap and provides strategic direction to staff and ACOCs.

During phase two, beginning in 2024, the Governance Framework will be applied to each ACOC. As ACOCs are reviewed, recommendations regarding each ACOC (as needed) will be brought to City Council for approval. These recommendations may include terms of reference updates, the merging of ACOCs or the dissolving of specific ACOCs if they do not meet the criteria established in the Framework. The Governance Framework will serve as a foundation for all ACOCs in Guelph, setting a strategic direction for staff and ACOC members.

While this work is on-going, staff are recommending that ACOC member recruitments and appointments be paused until the approval of the Governance Framework in Q4 2023, excluding any recruitments required to ensure quorum can be maintained. Any existing members whose terms are set to expire during the pause, would continue to serve until such time as a successor is appointed.

Pausing ACOC member recruitments will enable staff to focus on the work necessary to complete the ACOC Governance Framework. Additionally, the recruitment and appointment of members prior to the completion of the Governance Framework and review of each ACOC is likely to be viewed as

disingenuous by new appointees who may only serve for one or two meetings before a potentially significant change in the mandate of their ACOC.

### **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 Board. Applications received for vacancies on this Board were forwarded to the liaison to provide to the Board of Trustees for their Governance and Nominating Committee for consideration. The Governance and Nominating Committee met and are recommending three individuals for appointment.

### **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.

On March 27<sup>th</sup>, the Committee of Adjustment received an unexpected member resignation and considered retained fall 2022 applications in addition to spring 2023 applications in recommending an individual to fill the vacancy.

### **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.

Following the spring recruitment, one vacancy remains on the committee.

### **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.

### **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.

Following the spring recruitment, one vacancy remains for a member representing sports.

### **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.

Following the spring recruitment, one committee vacancy remains on the committee.

### **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 City 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, Environmental Programs.

### **Financial Implications**

None.

### **Consultations**

Staff from various departments overseeing the ACOC's were consulted.

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

### **Attachments**

Attachment 1 – ACOC Diversity Data Summary

### **Departmental Approval**

Dylan McMahon, Manager, Legislative Services/Deputy City Clerk

### **Report Author**

Donna Tremblay, 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](mailto: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](mailto:trevor.lee@guelph.ca)