

# Staff Report



To **City Council**  
Service Area Corporate Services  
Date Tuesday, November 28, 2023  
Subject **November 2023 Public Appointments to Advisory Committees of Council and Local Boards**

## Recommendation

Motions regarding appointments to Advisory Committees of Council and local boards will be brought forward following City Council’s closed meeting discussion on November 28, 2023, regarding closed staff report 2023-437 November 2023 Public Appointments to Advisory Committees of Council and Local Boards.

## Executive Summary

### Purpose of Report

To appoint members of the public to the Committee of Adjustment and Elliott Board of Trustees.

### Key Findings

Fall recruitment was conducted for two vacancies, one on the Committee of Adjustment and one on the Elliott Board of Trustees. Staff are recommending appointments to fill both vacancies. On April 25, 2023, City Council paused ACOC member recruitments and appointments until the approval of the ACOC Governance Framework in Q4 2023, excluding recruitments required to ensure quorum can be maintained. The vacancy on the Committee of Adjustment is being filled to maintain an odd number of members to ensure that tie votes do not delay minor variance or land severance applications.

Consistent with the City’s commitment to increasing diversity in its ACOCs, committee applications include voluntary disclosures of diversity related data. 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.

### Financial Implications

None.

## Report

A recruitment was conducted to fill one vacancy on the Committee of Adjustment and one on the Elliott Board of Trustees. On April 25, 2023, City Council paused ACOC member recruitments and appointments until the approval of the ACOC Governance Framework in Q4 2023, excluding recruitments required to ensure quorum can be maintained. The vacancy on the Committee of Adjustment is being filled to maintain an odd number of members to ensure that tie votes do not delay minor variance or land severance applications.

The current vacancies are the result of a resignation from the Committee of Adjustment and in accordance with the relevant legislation for the Elliott Board of Trustees.

In accordance with the City's [Advisory Committee of Council - Public Appointment Policy](#), vacancies were advertised online during City Council, Committee of the Whole and Special Council meetings, on [Guelph Today](#), on various social media platforms and targeted media posts during the recruitment period from October 5 to October 27, 2023. Links to ACOC vacancy advertisements were also shared with community groups representing equity-seeking populations.

A total of nine new applications were received. City staff who administer the ACOCs and staff supporting the local board (liaisons) were provided with all the applications received from this recruitment cycle. The closed companion report titled November 2023 Public Appointments to Advisory Committees of Council and Local Boards dated November 28, 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.

### **Summary of Fall 2023 Applications**

The membership of Guelph's ACOCs is becoming more diverse, however, the growth rate has slowed down in comparison to the results received in 2020-2022. This is a trend that is not only observed in other municipalities but also in other sectors. Initial efforts to boost diversity often result in significant improvements in the short term, but these results are not sustained in the long run. While the City of Guelph's ACOC diversity statistics are increasing, there is still room for improvement to meet our targets.

The report titled [Redesigning Advisory Committees of Council – A Governance Framework](#) was presented to the Committee of the Whole on November 6, 2023

and emphasizes the importance of diverse identities and perspectives on ACOCs. Phase Two of that project includes a variety of efforts designed to increase diversity in ACOCs over the long term, including random representative sampling.

<b>Demographic Characteristics</b>	<b>2023 ACOC Member Data (119 members, including current staff recommendations)</b>	<b>2021 City Wide Population Data</b>
Persons with a Disability	22 (18%)	22%
Indigenous identity	3 (3%)	1.5%
Visible minority	24 (20%)	25%
Gender (Woman+)*	56 (47%)	51%
Gender (Man+)**	54 (46%)	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)	1%	Unknown (data not yet released by Statistics Canada)
Other	N/A	Unknown (data not yet released by Statistics Canada)
Prefer not to answer	6 (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.

### **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 a 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 the Board were forwarded to the liaison to provide to the Board of Trustees and the 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.

### **Financial Implications**

None.

### **Consultations**

The staff liaison overseeing the Committee of Adjustment was consulted.

The liaison for the Elliott Board of Trustees and their nominating committees were consulted.

### **Attachments**

None.

### **Departmental Approval**

None.

### **Report Author**

Elizabeth Barber, Board and Committee Coordinator

### **This report was approved by:**

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### **This report was recommended by:**

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