

# Staff Report



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To	<b>City Council</b>
Service Area	Corporate Services
Date	Tuesday, May 27, 2025
Subject	<b>May 2025 Public Appointments to Advisory Committees of Council</b>

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## Recommendation

1. Motions regarding appointments to Advisory Committees of Council will be brought forward following City Council’s closed meeting discussion on May 27, 2025, regarding the closed staff report titled May 2025 Public Appointments to Advisory Committees of Council 2025-265, dated May 27, 2025.
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## Executive Summary

### Purpose of Report

To appoint members of the public to Advisory Committees of Council (ACOCs) in accordance with the [redesigned ACOC structure approved by City Council on March 25, 2025](#).

### Key Findings

The current vacancies on the redesigned ACOCs are determined according to the terms of reference of individual advisory committee, the approved Governance Framework and other applicable legislation. As public appointees cannot serve beyond the term of Council, these appointments will be in effect until November 2026.

The City Clerk’s Office and Strategic Communications and Community Engagement have worked to implement multiple strategies to advertise ACOCs vacancies, including:

Advertising through in-house tools/methods:

- Have Your Say Engagement Newsletter
- Have Your Say Engagement web page
- The Holler
- City of Guelph Infonet / SharePoint
- City of Guelph Screenscapes
- Direct emails and/or verbal message from GMs, Staff liaisons and Clerk’s Office sent to relevant networks, organizations and current ACOCs members
- Printed copies of advertisements distributed throughout Downtown and City facilities

Advertising through external tools/methods:

- Stone Road Mall digital kiosk ads
- University of Guelph 30 second digital ads
- The Downtown Guelph Business Association Newsletter
- City social media posts (Facebook, Instagram, LinkedIn and X); with paid advertisement on both Facebook and Instagram

The City has employed the above strategies to broaden public and targeted groups, resulting in 90 applications, 36 per cent of those are current ACOCs members while 61per cent are new applicants.

### **Strategic Plan Alignment**

This report supports the Strategic Plan through Foundations - Lead with Accountability, by reviewing the continued effectiveness of Council processes and its Advisory Committees, as well as fostering a culture of continuous improvement.

### **Financial Implications**

Total recruitment promotion cost \$1,949.12.

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## **Report**

ACOC positions were advertised using the City's in-house tools, as well as some new strategies such as digital kiosk advertising at Stone Road Mall and short digital ads at the University of Guelph.

The City Clerk's Office was directed by Council on March 25, 2025 to start recruiting to fill vacancies for the seven redesigned ACOCs. As a result, all ACOCs were required to recruit for a total of 69 vacant positions. The City Clerk's Office received 90 applications, 86 of those being unique applications, 59 of which are recommended for appointments.

Recruitment took place from March 31 to April 21, 2025. While each ACOC has sufficient members to reach the minimum requirements, the recruitment will be extended to encourage more applicants and fill outstanding vacancies for the Accessibility Advisory Committee (5 vacancies), Economic development and Tourism Advisory Committee (3 vacancies), and Transportation Advisory Committee (2 vacancies). The outstanding vacancies will be filled through a continuous recruitment. These three ACOCs still have a sufficient number of recommended members for appointment to operate while the additional recruitment takes place.

In addition to advertising vacancies using in-house tools, the City Clerk's Office has worked with Strategic Communications and Community Engagement to boost recruitment including using paid social media advertising on Facebook and LinkedIn, social media posts to targeted groups and other new strategies such as advertising through Stone Road Mall digital kiosk ads, digital ads at the University of Guelph, and promoting in the Downtown Guelph Business Association Newsletter. Unfortunately, despite these efforts, recruiting volunteers for all existing ACOC positions was still a challenge.

All ACOC staff liaisons were provided with all applications received from this recruitment cycle. The closed companion report titled May 2025 Public Appointments to Advisory Committees of Council, dated May 27, 2025, provides the City Council with the staff liaisons’ recommendations along with all applications received.

The terms of appointments are in accordance with the City’s [Advisory Committees 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-deserving groups on ACOCs with the aim to improve the diversity of ACOC members and make them more representative of the larger Guelph community in terms of indigenous identity, race, gender, and disability. Since November 2020, the City Clerk’s Office began voluntarily collecting demographic data from committee applicants on indigenous identity, race, disability, and gender.

**Summary of Applications for the Newly Created ACOCs**

The City received a total of 90 applications, 86 of those being unique applicants, 85 completed the diversity questions. A total of 65 applicants indicated they were from equity-deserving groups. Of those, staff have recommended 40 applicants for appointments.

The 2025 applicant pool is the most diverse since the City began tracking this data in 2020, with 22.2 per cent of the applicants identified themselves as a visible minority. Based on staff recommended appointments, the representation of visible minorities is 15 per cent. The City Clerk’s Office will continue to work to ensure that visible minorities constitute 25 per cent of total ACOC members, in alignment with the broader representation of visible minorities in the Guelph community.

Applicants’ demographic data from 2025 applications is summarized in the tables below. Statistics Canada continues to release 2021 Census data, the table below includes the data that has been released to date.

Table 1– Applicant’s demographic data from 2025 applications

<b>Applicants’ Demographic Characteristic</b>	<b>Applicants’ Data (% based on 90 applications)</b>	<b>Recommended Appointments (% based on 59 recommendations)</b>	<b>City of Guelph 2021 Census of Population data (% based on total population of 144,356)</b>
Indigenous identity	2 (2.2%)	1 (1.7%)	1.5%
Visible minority	20 (22.2%)	9 (15%)	25%

Table 2 – Applicant’s demographic data (disability) from 2025 applications

Gender -			
Woman (Cisgender)	41 (45.1%)	29 (49.2%)	51%
Man (Cisgender)	36 (39.6%)	23 (39.0%)	49%
Woman/transgender	0 (0%)	0 (0%)	Less than 1%
Man/transgender	2 (2.2%)	1 (1.7%)	Less than 1%
Non-binary	4 (4.4%)	2 (3.4%)	Less than 1%
Gender Diverse (gender-fluid), Two-Spirit	1 (1.1%)	1 (1.7%)	Unknown
Other	0 (0%)	0 (0%)	Unknown
Prefer not to answer	6 (6.7%)	3 (5.1%)	/
<b>Applicants' Demographic Characteristic</b>	<b>Applicants' Data (% based on 90 applications)</b>	<b>Recommended Appointments (% based on 59 recommendations)</b>	<b><a href="#">2022 Canadian Survey on Disability Data</a></b>
Persons self-identify themselves with a disability	19 (21.1%)	12 (20.3%)	27% of the Canadian population aged 15 years and over have one or more disabilities

**Next Steps**

City Council will appoint members to seven ACOCs, with each applicant receiving communication about the result of their application.

**Accessibility Advisory Committee**

Meetings: The Accessibility Advisory Committee will meet up to monthly, on the third Tuesday of each month at 3:00 p.m., as required and excluding August.

The [Accessibility Advisory Committee](#) (AAC) contributes strategic input and advice to City Council and City staff on matters outlined in the Accessibility for Ontarians with Disabilities Act (AODA). The Act includes the Integrated Accessibility Standards and awareness of the Ontario Human Rights Code. In accordance with the Accessibility for Ontarians with Disabilities Act, the AAC shall advise and assist the City on the requirements within the AODA and related legislation. The AAC can advise on promoting and facilitating an inclusive and equitable community that is universally accessible. This aim shall be achieved through the review of municipal

policies, programs and services and the identification, removal and prevention of barriers faced by persons with disabilities.

The Accessibility Advisory Committee shall consist of 11 members appointed by Guelph City Council as per the Public Appointment Policy. The majority of the members (minimum of six) shall be persons with disabilities.

The staff liaisons for the AAC are Manager, Equity and Community Investment and Supervisor, Accessibility Services.

### **Heritage Advisory Committee**

Meetings: The Heritage Advisory Committee will meet up to monthly, on the first Thursday of the month at 12:00 p.m., as required and excluding August.

The [Heritage Advisory Committee](#) contributes strategic input and advice to City Council and City staff on matters pertaining to conservation of cultural heritage resource in the City of Guelph, including identifying, protecting, conserving, and promoting cultural heritage resources in the community through designation, education, and stewardship.

The Heritage Advisory Committee shall consist of nine members appointed by Guelph City Council as per the Public Appointment Policy.

The staff liaison for the Heritage Advisory Committee is a Heritage Planner.

### **Arts and Culture Advisory Committee**

Meetings: The Arts and Culture Advisory Committee will meet monthly, as required, on the fourth Thursday of each month at 5:00 p.m., excluding August.

The [Arts and Culture Advisory Committee](#) contributes strategic input and advice to City Council and City staff on matters pertaining to arts, heritage, and culture in Guelph.

The Arts and Culture Advisory Committee shall consist of nine members appointed by Guelph City Council as per the Public Appointment Policy.

The staff liaisons for the AAC are Manager, Guelph Museums and Culture and Curator, Guelph Museums and Culture.

### **Committee of Adjustment and Property Standards Committee**

Meetings: Committee of Adjustment hearings are held on a monthly basis as outlined in the Committee of Adjustment Hearing Procedures, on the second Thursday of the month at 4 p.m.. Additional hearings may be held on the fourth Thursday of the month at 4 p.m., if required, or as determined by the Secretary-Treasurer. Property Standards hearings are held on an as required basis, and are scheduled once an appeal is received, on a date and time set in consultation with ACOC members, departmental staff, and the Clerk's Office.

The [Committee of Adjustment and Property Standards Committee](#) maintain separate and distinct mandates, each designed to ensure compliance with their respective legislative frameworks. The Committee of Adjustment is an independent, quasi-judicial tribunal appointed by City Council which operates under the authority

granted by the Province of Ontario under the Planning Act, R.S.O. 1990, c. P. 13, as amended. A Property Standards Committee shall function as set out in Section 15.6 of the Building Code Act, to hear and rule on appeals against the Orders of the Property Standards Officer.

The Committee of Adjustment and Property Standards Committee shall consist of seven members appointed by Guelph City Council as per the Public Appointment Policy.

The staff liaisons for the Committee of Adjustment and Property Standards Committee are Secretary-Treasurer/Deputy Secretary-Treasurer (for Committee of Adjustment) and Program Manager, Operations Administration (for Property Standards Committee).

### **Economic Development and Tourism Advisory Committee**

Meetings: The Economic Development and Tourism Advisory Committee (EDTAC) will meet up to monthly, on the second Tuesday of the month, at 3:00 p.m., as required and excluding August.

The [Economic Development and Tourism Advisory Committee \(EDTAC\)](#) contributes strategic input and advice to City Council and City staff on matters pertaining to economic development and tourism strategic priorities in the City of Guelph and other corporate master and strategic plans, policies, initiatives or regulatory changes that may affect Guelph's employers.

The EDTAC shall consist of eleven members appointed by Guelph City Council as per the Public Appointment Policy.

The staff liaisons for the EDTAC are Manager, Tourism and Destination Development and Manager, Economic Development.

### **Planning, Environment and Water Advisory Committee**

Meetings: The Planning, Environment and Water Advisory Committee will meet up to monthly, on the second Wednesday of each month at 6:00 p.m., as required and excluding August.

The [Planning, Environment and Water Advisory Committee](#) contributes strategic input and advice on a variety of environmental issues while also fulfilling the statutory requirements of the Planning Advisory Committee (Section 8 of the Planning Act).

The Planning, Environment and Water Advisory Committee shall consist of 11 members appointed by Guelph City Council as per the Public Appointment Policy.

The staff liaisons for the Planning, Environment and Water Advisory Committee are Policy Planner, Water Services Division Manager, Solid Waste Resources Division Manager and Energy and Climate Change Manager.

### **Transportation Advisory Committee**

Meetings: The Transportation Advisory Committee (TAC) will meet up to monthly, on the third Thursday of the month at 5:30 p.m., as required and excluding August.

The [Transportation Advisory Committee \(TAC\)](#) contributes strategic input and advice to City Council and City staff on advancing a safe, multimodal, equitable, sustainable, complete, affordable transportation system.

The Transportation Advisory Committee shall consist of 11 members appointed by Guelph City Council as per the Public Appointment Policy.

The staff liaisons for the TAC are the Manager of Transit Business Services, Manager of Transit Network Design and Control Centre and Parking and Transportation Policy Advisor.

### **Financial Implications**

Total recruitment promotion cost \$1,949.12.

### **Consultations and Engagement**

Staff liaisons from the various departments overseeing the ACOCs were consulted:

Alex Goss, Manager, Equity and Community Investment

Leanne Warren, Supervisor, Accessibility Services

Jack Mallon, Planner I – Heritage

Tammy Adkin, Manager, Museums and Culture

Dawn Owen, Curator, Guelph Museums and Culture

Trista Di Lullo, Secretary-Treasurer, Committee of Adjustment

Ashley Kassian, Program Manager, Operations Administration

Christine Chapman, Manager, Economic Development

Alex Jaworiwsky, Manager, Tourism and Destination Development

Lucas Mollame, Project Manager, Policy Planning

Bryan Ho-Yan, Manager, Energy and Climate Change

Cameron Walsh, Division Manager, Solid Waste Resources

Wayne Galliher, Division Manager, Water Services

Helya Oghabi, Policy Advisor, Parking and Transportation

Laura Catalano-Bragues, Manager, Transit Network Design and Control Centre

### **Attachments**

None

### **Departmental Approval**

Dylan McMahon, Acting General Manager, Legislative Services/Deputy City Clerk

### **Report Author**

Winnie Chan, Board and Committee Coordinator

**This report was approved by:**

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