



PUBLIC AGENDA - SPECIAL MEETING STREET ACTIVITY STEERING COMMITTEE

Wednesday, December 13, 2017, 12:00 p.m.

Committee Room E, Ground Floor, City Hall
Members

Mr. B. Penner (Downtown Saskatoon), Chair
Ms. V. Charles (Saskatoon Anti-Poverty Coalition)
Inspector R. Huisman (Saskatoon Police Service)
Ms. D. Mercier (Broadway Business Improvement District)
Mr. R. Pshebylo (Riversdale Business Improvement District)
Senior Planner E. Miller (Neighbourhood Planning, Community Services Department)

Pages

1. CALL TO ORDER

2. CONFIRMATION OF AGENDA

Recommendation

That the agenda be confirmed as presented.

3. DECLARATION OF CONFLICT OF INTEREST

4. STREET ACTIVITY STEERING COMMITTEE - GOVERNANCE REVIEW -
ADVISORY COMMITTEES [Files CK. 225-1 and 175-1]

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Attached is the Advisory Committees Governance Review report considered by the Governance and Priorities Committee (GPC) on November 14, 2017, and the recommendations of GPC approved by City Council on November 20, 2017.

In accordance with Committee and Council's direction the reports are being provided to the Street Activity Steering Committee for review and comment. The reports recommend dissolution and disbandment of the Street Activity Steering Committee for 2019, but that a new Advisory Committee be created with redefined Terms of Reference, including mandate, Committee composition and reporting structure.

The Core Committee would appreciate receiving any comments with respect to both the report and the newly created Committee, including the redefined Terms of Reference by no later than December 31, 2017.

It should be noted that comments will be shared with GPC at its Regular Public Business Meeting in February, 2018.

Recommendation

That the Committee provide direction.

5. ADJOURNMENT

Governance Review – Advisory Committees – Governance Structure

Recommendation

That the Governance and Priorities Committee recommend to City Council that:

1. The following existing Advisory Committees be dissolved and disbanded effective January 1, 2019:
 - a. Advisory Committee on Animal Control;
 - b. Street Activity Steering Committee;
 - c. Cultural Diversity & Race Relations Committee; and
 - d. Traffic Safety Committee;
2. The following new Advisory Committees be created effective January 1, 2019:
 - a. Diversity, Inclusion & Equity Advisory Committee; and
 - b. Advisory Committee on Community Wellness and Safety;
3. The Naming Advisory Committee be renamed and a different model selected as directed by City Council;
4. The Social Services Subcommittee no longer be classified as an Advisory Committee;
5. Each Advisory Committee report through a specified Standing Policy Committee or through the Governance and Priorities Committee as detailed in Attachment #1 to this report;
6. Membership of each Advisory Committee include at least one post-secondary student between the ages of 18 – 25 years to engage and involve local youth on issues within the purview of the Advisory Committees' mandates;
7. Members of City Council not be appointed to Advisory Committees;
8. Members of the Administration to attend Advisory Committees be specifically defined in the Terms of Reference and identified as non-voting resource members;
9. Standing Policy Committees have the ability to form ad hoc Advisory Committees in addition to the standing Advisory Committees;
10. Advisory Committees maintain the ability to form subcommittees of existing members;
11. The Leadership Team Governance Subcommittee report further on:
 - a. Bylaw and policy amendments required to implement the proposed Advisory Committee structure;
 - b. Recommended changes to the Terms of Reference, including mandates and composition of the respective Advisory Committees; and
 - c. Outstanding inquiries referred to the Leadership Team Governance Subcommittee.

Topic and Purpose

This report is the second in a series of reports respecting the Governance Review of the City's Advisory Committees, Controlled Corporations, Business Improvement Districts ("BIDs") and other agencies, boards and commissions.

The focus of this report is to provide information and seek direction from Council in respect of the general governance structure of City of Saskatoon Advisory Committees.

Strategic Goals

This report supports the Strategic Goals of Continuous Improvement and Quality of Life as it supports City Council in providing good governance to the citizens of Saskatoon.

Background

At the February 13, 2017 meeting of the Governance and Priorities Committee ("GPC"), the Committee resolved:

"that the project parameters for the review of governance structures, models, practices and procedures of Advisory Committees, Controlled Corporations, Business Improvement Districts and any other agency, board or commission established by the City of Saskatoon be approved."

In Phase One of the governance review, the approved project parameters provide that the Leadership Team Governance Subcommittee ("Governance Subcommittee") will provide recommendations respecting a general governance model for Advisory Committees.

Also referred to the Governance Subcommittee are a number of matters related to the Advisory Committee review:

- At its Regular Business Meeting held on January 26, 2015, City Council resolved, in part:
 - "That the Administration report back to the appropriate body with information about a transit advisory committee".
- At its Regular Business Meeting held on October 26, 2015, Councillor Hill made the following inquiry:
 - "Would the Administration please report on what work, if any, has been done in the past with respect to a City of Saskatoon Youth Council/Advisory Committee.

Please include the Administration's thoughts on how such a committee could be considered in the future. The report should include information on like sized communities in Canada and please include a review of Kindersley, SK and their Youth Council.

Suggested areas of review are FCM Youth Engagement Handbook, Ontario Youth Council Toolkit, The Canadian Coalition of Youth Councils to name a few";

Other matters referred to the Governance Subcommittee in relation to the Advisory Committee review are more properly considered in Phase Two of the reporting when policy and bylaw amendments are considered, as well as amendments to the Terms of Reference, including composition and qualifications for the individual Committees; both continuing and newly created or amalgamated.

Report

Saskatoon City Council has established a number of Advisory Committees pursuant to *The Cities Act* and Part V of *The Procedures and Committees Bylaw No. 9170*. Currently, there are ten: Advisory Committee on Animal Control, Municipal Heritage Advisory Committee, Naming Advisory Committee, Cultural Diversity and Race Relations Committee, Saskatoon Environmental Advisory Committee, Social Services Subcommittee, Traffic Safety Committee, Public Art Advisory Committee, Saskatoon Accessibility Advisory Committee and Street Activity Steering Committee.

Advisory Committees are generally made up of volunteer members of the public and stakeholder organizations appointed by City Council. They are to provide unbiased policy advice to municipal government on a range of municipal issues and processes within the mandate of the respective Committees. Advocacy or the championing of a particular issue is generally not the purpose of an Advisory Committee. Citizen appointments to Advisory Committees are the responsibility of City Council, in accordance with *Policy No. C01-003, Appointments to Civic Boards, Commissions, Authorities and Committees Policy*.

Each of the City of Saskatoon Advisory Committees provides advice to Council, through a Standing Policy Committee (“SPC”) on policy matters related to that Committee’s mandate. Currently, no Advisory Committee reports directly to GPC. Membership numbers range from five to 18, including volunteer members of the public, members of Council, the Administration and other levels of government and stakeholder organizations. The terms of appointment range from a minimum of one year to a maximum of six years, at Council’s discretion.

1. Advisory Committees - Other Jurisdictions

As part of its review, the Governance Subcommittee considered a sampling of other jurisdictions, including Edmonton, Calgary, Winnipeg, Regina and London. Similar to Saskatoon, all of those jurisdictions currently have Advisory Committees that provide advice and make recommendations to their Councils on policy matters within their respective mandates. The number of Advisory Committees and topic areas vary depending on jurisdiction, with London having 13 Advisory Committees, and Winnipeg only four. Likewise, all Advisory Committees in other jurisdictions report to a SPC or other Committee of Council on an annual basis, or as otherwise directed by Council. Terms of appointment range across jurisdictions from one to four years, with the most common being two or three year terms with a maximum of six consecutive years.

Membership composition in other jurisdictions is also similar to Saskatoon’s model. The number of volunteer public members ranges from five to 25 and includes citizens at

large from various sectors, with varying qualifications dependent on the type of Advisory Committee. Of the five jurisdictions surveyed, only two appoint members of Council, and three appoint members of the Administration. However, members of the Administration are largely non-voting, acting as resources for the benefit of the Committee. For an overview of the cross section of jurisdictions, please see Attachment #2 to this report. Attachment #3 to this report provides a summary of the particulars of each Advisory Committee within each of the jurisdictions surveyed.

2. Advisory Committee Engagement

In addition to considering the practices of various jurisdictions across Canada, the Saskatoon Advisory Committee Chairs were contacted for feedback on the current structure and functioning of the individual Committees. In brief, the feedback demonstrates that:

- Having a member of Council on the Committee is encouraged and valued.
- Having a member of Council from the SPC to which the Committee reports is beneficial.
- Having representation from the Administration is essential.
- The size of the Committees are manageable, although there was some discussion about gaps in representation from stakeholder groups and a lack of diversity.
- The terms of appointment are appropriate.
- It would be prudent to review and revise the mandates of at least some of the Committees;
- The ability to establish subcommittees is beneficial as this is where the bulk of work is completed.
- Submitting an annual report to a SPC is welcome:
 - Would like opportunity to have more contact to foster connection with Council.
- The location, time and frequency of meetings is appropriate.
- Standard orientation and training would be welcome:
 - Suggested topics included governance, roles, responsibilities and reporting, ongoing City initiatives and mandate review.
- The application process is satisfactory but not necessarily accessible to all.
- Not opposed to participation in recruitment process but unaware of what role the Committee might play.
- It is the Chair's responsibility to deal with or report problematic members.
- Benefits offered or lack thereof do not seem to be a barrier to public participation.

Attachment #4 to this report contains a detailed account of the feedback received from the Committee Chairs.

3. Inquiry Response - Saskatoon Transit Advisory Committee

The City of Saskatoon previously had a Transit Advisory Committee which was dissolved in 1995. Of the jurisdictions surveyed in preparation of this report, the City of Edmonton is the only jurisdiction which has an Advisory Committee responsible to provide advice and recommendations in respect of issues such as ridership, service levels and routing. All jurisdictions, however, have Advisory Committees that consider

accessibility issues in respect of public transportation. Attachment #5 to this report contains a more comprehensive review of the mandate and history of Saskatoon's Transit Advisory Committee.

In 1995, it was determined that public input with respect to transit system issues was being adequately achieved through the Administration. Given the public engagement resources currently available to and utilized by Saskatoon Transit, it is recommended that a Transit Advisory Committee not be re-established at this time. Saskatoon Transit holds regular events and initiates public feedback to obtain customer insights and ideas. Engagement activities include on-bus surveys, open houses and online discussions. Customer feedback is also invited online and in-person at Transit's Customer Service location. The Director of Saskatoon Transit also advises that Saskatoon Transit engages monthly with the Bus Riders of Saskatoon, an advocacy group that advocates for better public transportation in Saskatoon. Accessibility to public transportation issues are and would continue to be considered by the Saskatoon Accessibility Advisory Committee.

4. Inquiry Response - Saskatoon Youth Council Advisory Committee

Based on a review of the City's files, it appears that in 2014, the City Clerk's Office compiled research into Youth Council Advisory Committees in other jurisdictions. That research is being considered in the context of this report.

A number of jurisdictions have established Youth Council Advisory Committees, including the Town of Kindersley, the cities of Regina and Edmonton and places in Ontario. Attachment #5 to this report provides select details of the structure and mandate of Youth Advisory Committees in the noted jurisdictions.

Saskatoon City Council has the jurisdiction to create a Youth Council Advisory Committee. Generally speaking, the purpose of establishing such a Committee is to provide a voice for youth in the community and encourage participation in community issues which affect them. A review of Attachment #6 to this report demonstrates that while the mandates of the Committees are similar in nature, there is variation in the composition and selection process. What is also apparent from the research, is that members of Council and the Administration typically provide a level of mentorship and guidance beyond that provided to other Advisory Committees.

The parameters of a Saskatoon Youth Council Advisory Committee will inform the establishment of any such Committee. The types of initiatives that Council wishes youth input on, for example, will inform the purpose, mandate and age range of youth that Council wishes to engage. This will further inform the selection process and criteria for participation and the best way to attract youth to participate. Prior to further pursuing this idea, the Governance Subcommittee would require direction from Council as to whether it is interested in the establishment of a Youth Council Advisory Committee in light of the significant support and mentorship that would be required and to provide some direction as to its vision for such a Committee.

Alternatively, City Council could engage youth by means short of establishing a Youth Council Advisory Committee. For example:

- Section 56.1 of *The Cities Act* permits Council to appoint a “youth member” to sit with Council and participate in its deliberations for a term and on conditions that Council may decide. The youth member must be younger than 18 at the time of appointment, shall not be counted for the purposes of determining quorum or in deciding a vote. However, a youth member would provide a youth perspective on community issues affecting the youth population.
- Similarly, short of establishing a Youth Council Advisory Committee, City Council could consider appointing a youth member to any or all of its existing Advisory Committees to invite a youth perspective. In the City of London, for instance, nine of its 13 Committees have non-voting youth representation; in some cases post-secondary school representation (18 to 25 years) and in two others, secondary school representation from both School Boards. This alternative would actively engage more youth with interests in a variety of areas. For this reason, this option is being recommended.

5. Recommended Changes to the Current Advisory Committee Structure

Considering both the practices of other jurisdictions and the Advisory Committee Engagement conducted, the Governance Subcommittee recommends the following in respect of the structure of Saskatoon’s Advisory Committees:

- **Committee Structure**
 - Reconfigure Advisory Committees resulting in a reduction of the total number.
 - Dissolve the Animal Control Advisory Committee (“ACAC”):
 - A similar stand-alone Advisory Committee is not a best practice considering the jurisdictions surveyed, except for London, where the mandate is broader and includes animal welfare issues, which in Saskatchewan are within the jurisdiction of the Province.
 - The City’s Community Services Department oversees animal control and dangerous animal issues and has resources to engage stakeholders.
 - In the event City Council requires advice and desires engagement beyond that which can be achieved through public engagement initiated by the Administration, the SPC on Planning, Development and Community Services could request the establishment of an ad hoc Committee to address a particular issue.
 - Dissolve the Cultural Diversity and Race Relations Committee (“CDRRC”) and create a new Diversity, Inclusion & Equity Advisory Committee:
 - The jurisdictions surveyed indicate best practice is to have some sort of diversity-based Advisory Committee. In Calgary and Edmonton, the Advisory Committees are focused on a single diversity issue (Aboriginal and women’s issues respectively), while other jurisdictions have broader mandates.
 - It is anticipated that this new Advisory Committee would have a more robust mandate than the current CDRRC and could help City Council achieve its goal to promote a multi-cultural and diverse City and recognize the diversity of its citizens.

- Creation of the Terms of Reference would necessitate review and revision of *Policy C10-023, the City's Cultural Diversity and Race Relations Policy*.
- Dissolve the Traffic Safety Committee:
 - A similar stand-alone Advisory Committee is not a best practice considering the jurisdictions surveyed, except for London which has both a Cycling Advisory Committee and a Transportation Advisory Committee whose mandate is tied to the city's Transportation Master Plan.
 - Saskatoon already has a SPC dedicated to Transportation.
 - In the event City Council requires advice and desires engagement beyond that which can be achieved through public engagement initiated by the Administration, the SPC on Transportation could request the establishment of an ad hoc Committee to address a particular issue.
 - There already exists an Active Transportation Working Group with a diverse membership established under the Active Transportation Plan to provide advice and feedback to City Administration in formulating recommendations on implementation of the Plan. This is a significant public engagement tool.
 - Alternatively, the Traffic Safety Committee could be dissolved and replaced with a Transportation Advisory Committee which would have a more robust mandate than the current committee to consider all road users, including users promoting active transportation. There could be some overlap in composition of the Active Transportation Working Group and a Transportation Advisory Committee.
 - Assuming a separate Transit Advisory Committee is not created, transit system issues could be included in the mandate of a more robust Transportation Advisory Committee if one were established.
- Dissolve the Street Activity Steering Committee (“SASC”) and replace with the Community Wellness and Safety Advisory Committee:
 - This Committee in its current form is not a traditional Advisory Committee. Its purpose was to create and implement the Community Service Program (“CSP”) which is now a permanent program.
 - Of the jurisdictions surveyed, there is no similar or equivalent Committee. However, Regina and London have Advisory Committees with mandates dealing with community safety and crime prevention.
 - The day-to-day administration of the CSP is conducted by the Downtown BID in accordance with the terms of a contract between the City and the BID. The contract does prescribe some obligations of the SASC. However, the term of the current contract expires December 31, 2018, which coincides with the changes recommended in this report.
 - A Terms of Reference for a Community Wellness and Safety Advisory Committee will be developed, with a more robust mandate than the current SASC. The Community Service Supervisor currently reports through the SASC semi-monthly. It is proposed that administration of the contract continue by the Downtown BID and that the Community Service Supervisor report to the SPC on Planning, Development and Community Services; which Committee would be responsible to refer matters to the

- newly created Community Wellness and Safety Advisory Committee for consideration.
- Further, later phases of the Governance Review include a review of the BIDs. Mechanisms to bring forward common concerns and issues in relation to street activity and experiences in those areas could be considered as part of that review.
 - Naming Advisory Committee:
 - By definition, the current structure and functioning of the Committee is not *per se* advisory in nature.
 - Best practices demonstrate that one of two models is popular:
 - Council/Administration Working Groups:
 - This would be similar to Saskatoon’s current structure, however, having the Mayor responsible for naming is a distinct feature of Saskatoon’s model; or
 - True Advisory Committee with public representation similar to Saskatoon’s other Advisory Committees.
 - As an alternative to these models:
 - A working group similar to the Active Transportation Working Group could be created to inform the Administration with respect to recommendations to GPC for consideration and eventual approval by City Council; or
 - A Standing Subcommittee of Council could be created (similar to the Personnel Subcommittee) to make naming recommendations to Council. Civic Administration could simply act as a resource to this Standing Subcommittee.
 - Variations of the proposed options appear to be used in other jurisdictions. Any of the options could potentially work in Saskatoon. Regardless, further consideration of the intake process to attract a wider variety of nominations or applications from the public may be worth considering.
 - Pursuing any changes to the current model would necessitate review and revision of the Terms of Reference, including mandate and composition and *Policy No. C09-008, Naming of Civic Property and Development Areas Policy*.
 - Maintain the Social Services Subcommittee but remove it as an Advisory Committee, as it is a quasi-adjudicative or functional Committee, as opposed to a traditional Advisory Committee.
 - Based on a consideration of best practices of the other jurisdictions surveyed, all other Advisory Committees to be maintained.
 - Terms of Reference, including mandate, composition and qualifications to be reviewed and revised as appropriate for all existing, newly created or amalgamated Advisory Committees for consideration by City Council in future phases of the Governance Review.
 - Maintain ability for Advisory Committees to form Subcommittees of existing members.

- GPC or SPCs to have the ability to strike ad hoc Advisory Committees on particular issues or topic areas outside the scope of expertise of an existing Advisory Committee or where there is no appropriate Advisory Committee.
 - Amendments to Bylaw No. 9170, *The Procedures and Committees Bylaw, 2014* enabling GPC or the SPCs to strike such Committees will be brought forth in later phases of the Governance Review. Terms of Reference for each ad hoc Committee defining the distinct mandate, composition and reporting deadline of the Committee would be developed as necessary.
- **Composition**
 - Representation on the Advisory Committees should not include a member of City Council:
 - Best practices of the larger cities (Calgary and Edmonton) surveyed indicate that Council members do not sit on Advisory Committees. However, two of the five jurisdictions do; but one is the City of Regina that is also currently engaged in a governance review.
 - While interviews with Committee Chairs indicated a benefit in having a member of Council sit on each Advisory Committee in order to encourage a connection with City Council, it is suggested that redefining and reorganizing Terms of Reference, including mandates and composition to provide more clearly defined direction for each Committee, would encourage the referral of matters by City Council to the Advisory Committees for consideration and input, leading to an increased connection between the Advisory Committees and City Council.
 - Adding a youth member to the composition of each Saskatoon Advisory Committee would bring a youth perspective to the meetings and discussions.
 - A more detailed review of the Committee composition, including the size of the Committees and stakeholder representation, qualifications and diversity of membership will be considered in future phases of the Governance Review. The role Advisory Committees may have in the recruitment process will also be considered at that time.

6. Future Reporting

The project Terms of Reference for the Governance Review contemplate at least two phases of reporting. The first phase is intended to seek direction from City Council as to the general governance structure desired for each of Saskatoon Advisory Committees, Controlled Corporations, BIDS and other committees or boards on which members of City Council currently sit. Reporting in the second phase is intended to identify and introduce policy and bylaw amendments required to implement Council's desired governance model. In addition, updated Terms of Reference and other accompanying documents will be considered in future reporting on the Governance Review.

This report on the structure and reporting of Advisory Committees is the second report in the series of reports City Council can expect as a part of the Governance Review. Review of the existing governance model for Saskatoon's Controlled Corporations and

recommendations for change is anticipated as the next Governance Review report for presentation to City Council.

Options to the Recommendation

GPC could recommend to City Council to maintain the current structure of Advisory Committees. Considering the results of the research and engagement, this option is not recommended. Changes to the Advisory Committee structure being recommended are in accordance with the practices in other jurisdictions and the feedback received from the Advisory Committee engagement.

Alternatively, GPC could recommend variations of the dissolution, amalgamation and creation of Advisory Committees.

Public and/or Stakeholder Involvement

Existing Chairs for each of the Advisory Committees were contacted for information and feedback on the current Advisory Committee model (see Attachment #3).

Communication Plan

If the recommendations are adopted, a plan for education and communication in respect of the changes would be required and formulated prior to implementation.

Policy Implications

Adoption of the recommendations in this report will necessitate bylaw and policy amendments. Bylaw No. 9170, *The Procedures and Committees Bylaw, 2014* will require amendment to reflect the change in Advisory Committees and mandates. Amendments to *Policy C10-023, The Cultural Diversity and Race Relations Policy* and *Policy C09-008, the Naming of Civic Property and Development Areas Policy* would also be required. Similarly, amendments to *Policy C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees* may be forthcoming to reflect changes to the appointment process. Phase Two will also consider the current City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees which may give rise to further amendments to Policy C01-003.

Revised Terms of Reference will be necessary, and potentially standard form documentation for the recruitment process. Other policy implications may be identified as the Governance Review progresses. Further reporting on this area is anticipated in Phase Two of the project.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Attachments

1. Proposed Structure - Saskatoon Advisory Committees
2. Characteristics of City Advisory Committees – Overview
3. City Advisory Committees – Particulars
4. Advisory Committee Chair Engagement Results
5. Saskatoon Transit Advisory Board – History and Other Jurisdiction Practices
6. Youth Council Advisory Committee – Other Jurisdictions

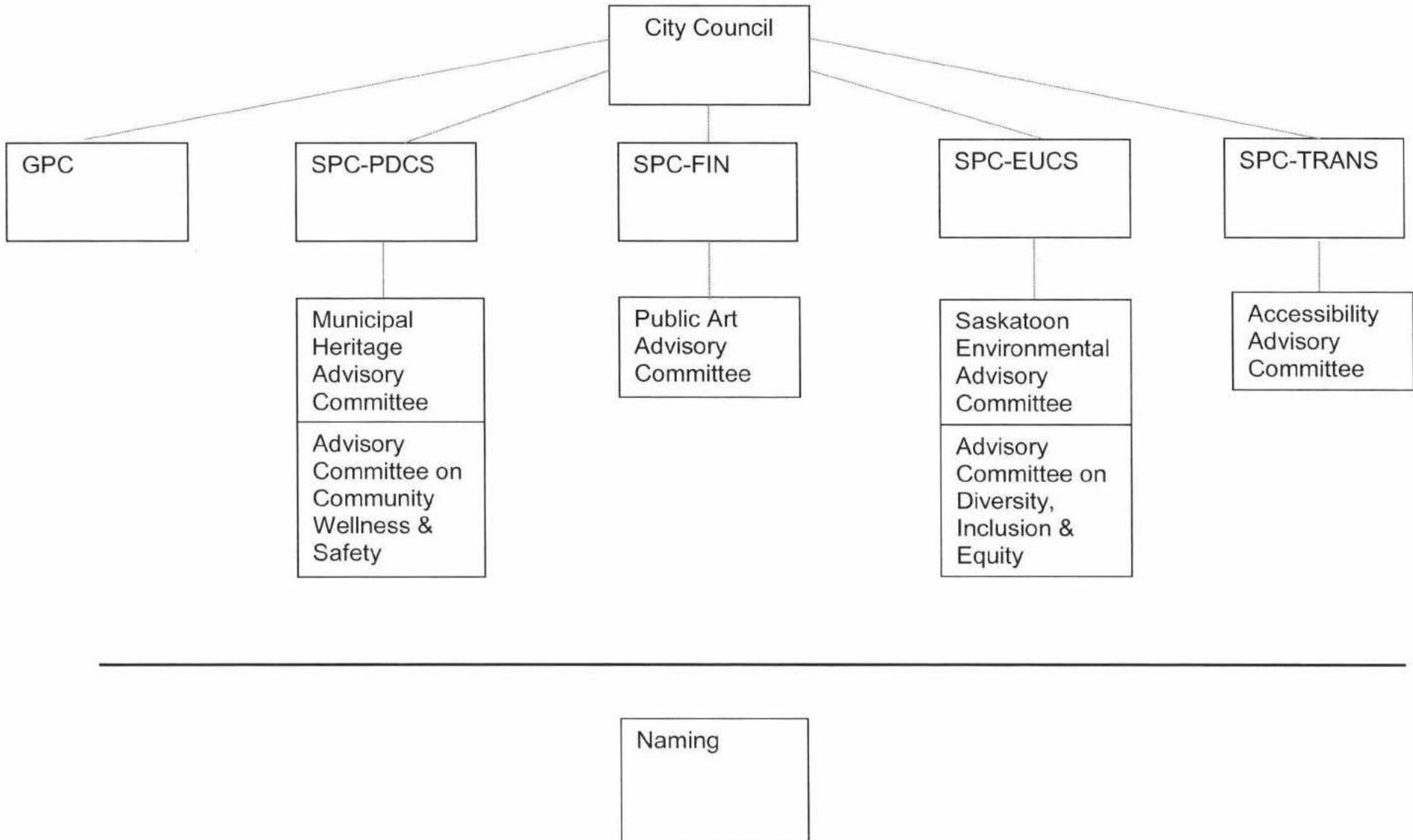
Report Approval

Written by: Christine G. Bogad, Director of Administrative Law
Shellie Bryant, Deputy City Clerk
Candice Leuschen, Executive Assistant to the City Solicitor

Approved by: Patricia Warwick, City Solicitor
Joanne Sproule, City Clerk
Mike Jordan, Director of Government Relations

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Proposed Structure – Advisory Committees



Characteristics of City Advisory Committees

	Edmonton	Calgary	Winnipeg	Regina	London (ON)	Saskatoon
General Definition	Established to provide citizen or expert input and advice to Council on issues relevant to Council's priorities as defined in the Committee's mandate	Established to provide public or expert input and advice to Council on varying issues Gives advice from the public to Council	Established to provide public or expert input and advice to Council on varying issues	Established to provide public or expert input and advice to Council on varying issues Referred to as "Secondary Committee" Advisory Committees are currently on hold as the City proceeds with a public engagement review	Established to provide recommendations, advice and information to the Council on specialized matters which relate to the purpose of the Advisory Committee, to facilitate public input to Council on programs and ideas and to assist in enhancing the quality of life of the community, in keeping with Council's Strategic Plan principles	Established to provide advice on all policy matters relating to each Committee's mandate
Number of Advisory Committees	8	5	4	9	13	9
Topic Areas	Accessibility Community Services Youth Transit History Alternative Energy River Valley Women Participation	Accessibility Biodiversity Aboriginal Affairs Heritage Public Art	Accessibility Urban Design Diversity & Equity Historical Buildings	Accessibility Arts Community Leadership Community Services Crime Prevention Environment Heritage School Boards Youth	Accessibility Environment Agriculture Animal Welfare Child Care Community Safety Cycling Diversity & Inclusion Ecology Heritage Housing Transportation Trees & Forests	Accessibility Animal Control CDRRC Municipal Heritage Naming Public Art SEAC Street Activity Steering Traffic Safety Social Services
Authority of Establishment	<i>Municipal Government Act</i> Each Advisory Committee is established by its own bylaw	<i>Municipal Government Act</i>	<i>The City of Winnipeg Charter</i>	<i>The Cities Act</i>	<i>The Municipal Act, 2001</i>	<i>The Cities Act</i>
Composition	Volunteer public members have ability to form subcommittees within each committee Range from 6-15 members	Volunteer public members Administration is non-voting Range from 9-14 members	Members of Council Volunteer public members Range from 9-14 members	Members of Council Volunteer public members Range from 9-25 members	Volunteer public members Range from 6-15 members	Volunteer public members Members of Council, Administration and other levels of government Range from 5-18
Term of Appointment	Minimum 1 year and maximum 6 years Appointment may be terminated if 3 meetings are missed within a 6 month period or if a member breaches the Code of Ethics	Generally, 2 year staggered term for a maximum of 6 years unless extended by 2/3 vote of Council	Generally 2 years, but some are 3 years	Generally, 3 year staggered terms Cannot exceed 9 consecutive years on same Committee	4 year term commencing March 1 of the first year of a Council term and ending on February 28 or, in the case of a leap year, February 29 of the first year of the following Council term Cannot serve on the same Committee for more than 2 terms	Minimum of 1 year with a maximum of 6 years (at Council's discretion)

ATTACHMENT 2

	Edmonton	Calgary	Winnipeg	Regina	London (ON)	Saskatoon
Reporting Requirements	Required to report to Council through Standing Committees on: (i) activities (ii) annual work plan aligned to mandate (iii) budget information	Required to report to Council through Standing Policy Committees on items as directed	Required to report to Council through Executive Committee or Standing Policy Committees on items as directed	Required to provide an annual report to Council through Executive Committee or Standing Policy Committees	Advisory Committee reports forwarded exclusively to the Standing Committee to which it reports Required to provide an annual work plan and annual report on activities	Required to report through Standing Policy Committee No Advisory Committee reports to GPC
Are Council Members Appointed?	No	No	Yes	Yes, but non-voting	No	Yes
Are Administration Members Appointed?	No	Yes, but non-voting	Yes	Yes, but non-voting	No, but act as a resource to Committee	Yes, for resource purposes only
Recruitment	Applications submitted online through City website City Clerk responsible for advertisement of vacancies Appointments and reappointments are at the pleasure of Council at its yearly organizational meeting Council may, by bylaw, delegate recruitment and selection of members to stakeholder or other outside groups with an interest in the activities of that Agency	Applications to City Clerk who acts as liaison between Committee and Council Board Chairs short list 2 applicants per vacancy Nominations Committee comprised of members of Council make recommendations to Council based on short list and/or entire pool Reserve list created	Applications to City Clerk to assemble and provide to Executive Policy Committee for consideration Executive Policy Committee to submit nominations to Council for appointment	City Clerk publicly invites submissions from the public for appointments Appointments to committees are for a calendar year	Vacancies for at-large members publicly advertised by City Clerk Recommendations for appointments to be made at the commencement of a Council term are vetted by an ad hoc "Striking Committee" made up of various members of the public. The Striking Committee has the option to liaise with outgoing chairs regarding qualifications and works with the Clerk regarding attendance history of those seeking reappointment Council makes final appointments	Applications to City Clerk to assemble and provide to GPC for consideration GPC to submit nominations to Council for appointment
Member Termination	Membership is deemed to have been terminated if a member misses 3 consecutive meetings of the Committee without Committee approval or on breach of the Code of Conduct	Code of Conduct for Citizen Members Appointed to Boards, Commissions and Committees stipulates certain conditions that must be met by the members of all citizen appointees which include such examples as meeting attendance requirements and conflict of interest provisions. If a breach of the Code occurs, it must be reported to either the City Auditor (pursuant to the Whistle-blower Policy) or the Committee Chair, an investigation is conducted and where Council is satisfied that a breach did occur, it may revoke a member's appointment	Not specified	Council may, at their discretion, revoke the membership of any individual whom they have appointed	Members-at-large and agency representatives are deemed to have resigned if they are absent from 25% of their regularly scheduled meetings without the prior consent of Council or for health reasons City Clerk provides written notice to any member who has exceeded the absence threshold and invites the member to provide a written explanation of the absences for review with the Committee Chair Breach of Code of Conduct	Currently, Council, at its discretion, may remove members upon breach of the Code of Conduct Members who have missed 3 meetings in a row without explanation are deemed to have resigned

ATTACHMENT 2

	Edmonton	Calgary	Winnipeg	Regina	London (ON)	Saskatoon
Source Documents	<p>Council Policy C57.5B – Agencies, Boards, Committees and Commissions</p> <p>Procedures and Committees Bylaw, Bylaw 12300</p> <p>Various bylaws passed to establish each Advisory Committee</p>	<p>The City of Calgary Procedure Bylaw 44M2006</p> <p>Governance and Appointments of Boards, Commissions and Committees, Policy No. CP2016-03</p>	<p>Procedure By-law No. 50/2007</p> <p>City Organization By-Law No. 7100/97</p> <p>The Citizens Appointments to Boards and Commissions, Policy No. C0-007</p>	<p>The Committee Bylaw No. 2009-40</p> <p>The Procedure Bylaw No. 9004</p>	<p>Council Procedure Bylaw No. A-50</p> <p>General Policy for Advisory Committees, Policy No. 5-16</p>	<p>Policy No. C01-003 Appointments to Civic Boards, Commissions, Authorities and Committees</p> <p>Bylaw No. 9170, The Procedures and Committees Bylaw, 2014</p>

Advisory Committee Mandates
Regina

Advisory Committee Name*	Mandate	Composition	Preferred Qualifications	Termination of Committee Members
Accessibility Advisory Committee	<ul style="list-style-type: none"> advises on the development, implementation and evaluation of guiding principles, policies, strategies and programs for the inclusion of all citizens, including persons with disabilities hears appeals in accordance with the Paratransit Policy and Procedure Guide 	<ul style="list-style-type: none"> 1 Councillor as a non-voting liaison 6 to 12 members of the public 	<ul style="list-style-type: none"> individuals with disabilities primary caregivers of those with a disability those who are knowledgeable in the areas of access, inclusion, employment and transportation of individuals with disabilities 	Any member of an Advisory Committee may be removed at the discretion of Council.
Arts Advisory Committee	<ul style="list-style-type: none"> provides advice and recommendations regarding arts-related issues, policy development and programming, incorporating contemporary art practices into city planning and development communication and outreach to the community 	<ul style="list-style-type: none"> 1 Councillor as a non-voting liaison 8 members of the public 	<ul style="list-style-type: none"> knowledgeable in arts 	
Community Leaders' Advisory Committee	<ul style="list-style-type: none"> provides a forum for community leaders who work collaboratively at a strategic level to provide a credible voice to both Council and citizens to inform and influence the vision and strategic directions of the community 	<ul style="list-style-type: none"> Mayor 1 Councillor City Manager 1 nominated representative from each of the following: <ul style="list-style-type: none"> Communities of Tomorrow Crown Investments Corporation First Nations Community First Nations University of Canada Metis Community Regina Airport Authority Regina and District Chamber of Commerce Regina Downtown Business Improvement District Regina Exhibition Association Reginal Intersectoral Committee Regina's Warehouse Business Improvement District Association Regina Police Service Regina Public School Board Regina Qu'Appelle Health Region Regina Regional Opportunities Commission Regina Catholic School Board Saskatchewan Institute of Applied Science and Technology United Way of Regina University of Regina Regina Open Door Society Government of Canada (non-voting) Government of Saskatchewan (non-voting) 	<ul style="list-style-type: none"> must be a community leader as specified 	

* Note – currently, all meetings are suspended as the City of Regina is undergoing a governance review of its Advisory Committees

**Advisory Committee Mandates
Regina**

Advisory Committee Name*	Mandate	Composition	Preferred Qualifications
Community Services Advisory Committee	<ul style="list-style-type: none"> • provides advice and recommendations pertaining to policies and services concerning: <ul style="list-style-type: none"> ○ parks and open space services ○ community ○ recreation and cultural programs/services ○ public transportation services • provides a forum for citizens to raise issues and concerns regarding community services • provides advice and recommendations on ways to increase awareness and improve usage of City community services 	<ul style="list-style-type: none"> • 1 Councillor as a non-voting liaison • up to 10 members of the public (currently 6) 	<ul style="list-style-type: none"> • must have interest in: <ul style="list-style-type: none"> • community/recreation programming/services • parks/open space services • public transportation services
Crime Prevention Advisory Committee	<ul style="list-style-type: none"> • safety and prevention of crime • advise on ways the City and other stakeholder members can participate in identifying strategies, policies and programs that address the root causes of crime and opportunities for crime reduction 	<ul style="list-style-type: none"> • Mayor (non-voting liaison) • 1 Councillor (non-voting liaison who is a member of the Community and Protective Services Committee) • Police Chief (non-voting liaison) • 8 members of the public • 1 representative from each of the following: <ul style="list-style-type: none"> ○ Saskatchewan Social Services ○ SGI ○ Regina Qu-Appelle Health Region ○ Regina Public School Board ○ Regina Catholic School Board ○ Saskatchewan Ministry of Justice and Attorney General 	<ul style="list-style-type: none"> • not specified
Environment Advisory Committee	<ul style="list-style-type: none"> • advise on ongoing strategies with significant environmental impact 	<ul style="list-style-type: none"> • 1 Councillor (non-voting liaison) • 11 members of the public 	<ul style="list-style-type: none"> • interest in environment, health and community sustainability • knowledge of Regina and its environmental issues • experience in environmental sciences
Municipal Heritage Advisory Committee	<ul style="list-style-type: none"> • advise on preservation, interpretation, development and designation of heritage buildings and cultural properties within the City in accordance with <i>The Heritage Property Act</i> 	<ul style="list-style-type: none"> • 1 Councillor (non-voting liaison) • 1 representative from each of: <ul style="list-style-type: none"> ○ Community Planning Association of Canada ○ Heritage Regina ○ Regina and District Chamber of Commerce ○ RCMP Museum ○ Regina Multicultural Council ○ Regina Plains Museum ○ Regina Public Library ○ Saskatchewan Association of Architects ○ Saskatchewan Association of Landscape Architects • 3 members of the public 	<ul style="list-style-type: none"> • not specified

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**Advisory Committee Mandates
Regina**

Advisory Committee Name*	Mandate	Composition	Preferred Qualifications
School Board/City Council Liaison Committee	<ul style="list-style-type: none"> • discuss issues of mutual interest and concern 	<ul style="list-style-type: none"> • Mayor (Chair) • 2 Councillors • City Manager • 4 representatives from Regina Public School Board • 4 representatives from Regina Catholic School Board 	<ul style="list-style-type: none"> • not specified
Youth Advisory Committee	<ul style="list-style-type: none"> • advise on issues that affect youth • promote youth engagement in civic issues • advise on strategies that enhance the focus of youth interests and needs 	<ul style="list-style-type: none"> • Mayor (non-voting liaison) • 1 Councillor (non-voting liaison) • 10 members of the public between the ages of 14 to 18 years old 	<ul style="list-style-type: none"> • members under the age of 18 require written approval of their guardian

* Note – currently, all meetings are suspended as the City of Regina is undergoing a governance review of its Advisory Committees

Advisory Committee Mandates Calgary

Advisory Committee Name & Meeting Info.	Mandate*	Composition	Preferred Qualifications	Committee Member Termination
<p>Advisory Committee on Accessibility (established by resolution of Council May 3, 1999)</p> <p>Meets monthly for 2.5 hours</p>	<ul style="list-style-type: none"> • reports to SPC on Community & Protective Services • makes recommendations on policy and systems issues impacting people with disabilities, rights and service needs of Calgarians • addresses all aspects of accessibility including physical, transportation, communication, social and economic accessibility issues • develop sensitivity and awareness training to educate staff and work in partnership with business units 	<ul style="list-style-type: none"> • 13, appointed by Council <ul style="list-style-type: none"> ○ 6 members with disabilities, including physical, sensory and cognitive ○ 1 member from senior's community ○ 3 citizens at large with an interest in access issues ○ 3 members of City Administration ○ must be resident of Calgary and at least 18 years old • 2 year staggered term for a max of 6 years unless extended by 2/3 vote of Council • dinner is provided 	<ul style="list-style-type: none"> • person with a disability or parent of a child with a disability • person with interest in senior population disability issues or generally in working with people with disabilities or the issues they deal with • community lobbyists are ineligible 	<ul style="list-style-type: none"> • breach of Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees [CC045 – December 15, 2014] may result in suspension or revocation of appointment
<p>Biodiversity Advisory Committee (established by resolution of Council March 30, 2015)</p> <p>Meets monthly</p> <p>Has the ability to establish subcommittees to undertake specific time limited tasks</p>	<ul style="list-style-type: none"> • reports to SPC on Community & Protective Services • provides strategic advice on matters affecting urban biodiversity: • Integration of biodiversity into policies and programs • connect biodiversity policy to related themes such as climate change, sustainable development, community resilience and human wellness • ecological systems • connecting economic and social development to biodiversity and healthy natural systems 	<ul style="list-style-type: none"> • 13, appointed by Council: <ul style="list-style-type: none"> ○ 5 members who represent technical industry or research field ○ 2 members from ecological literacy field ○ 2 citizens at large with an interest in biodiversity and ecological literacy ○ 4 members of City Administration (P&D, Law, Transportation, Utilities & Environment) • must be resident of Calgary and at least 18 years old • 2 year staggered term for a max of 6 years unless extended by 2/3 vote of Council 	<ul style="list-style-type: none"> • technical industry or research field background in biology, ecology, horticulture, applicable engineering field (waste management, storm water, hydrology), planning, economics, community health, recreational management or similar • ecological literacy field with a background in art, education and/or communications 	<ul style="list-style-type: none"> • breach of Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees [CC045 – December 15, 2014] may result in suspension or revocation of appointment
<p>Calgary Aboriginal Urban Affairs Committee (CAUAC)</p> <p>Meets monthly</p> <p>Empowered to strike standing, ad hoc or subcommittee to address specific/urgent concerns</p>	<ul style="list-style-type: none"> • reports to SPC on Community & Protective Services • provides professional and strategic advice to Council on matters affecting Aboriginal Calgarians and offers ongoing guidance to implement strategies that advance Aboriginal interests to the benefits of all Calgarians • liaise with and ambassadors for Aboriginal community • receive advice, recommendations, reports or complaints from those addressing concerns of Aboriginal people and take action • ensure public participation in Committee efforts to fulfill role • report at least annually to Council and Aboriginal community 	<ul style="list-style-type: none"> • membership minimum 12 and maximum 14, appointed by Council on recommendation of CAUAC <ul style="list-style-type: none"> ○ at least 60% + 1 must be Aboriginal ○ 1 Aboriginal Youth • must be at least 18 years old and be resident of Calgary, with the exception of 2 Aboriginal members who reside outside Calgary but within Treaty 7 territory • 2 year staggered term for a max of 6 years unless extended by 2/3 vote of Council 	<ul style="list-style-type: none"> • criteria to serve: • Aboriginal self identity • knowledge of Aboriginal history and current events • knowledge of urban Aboriginal community • personal experiences working with Aboriginal people • well versed in Aboriginal history, culture and current realities and will to provide professional advice based on expertise and knowledge of Aboriginal interests 	<ul style="list-style-type: none"> • CAUAC has right to terminate members through a motion where three or more consecutive absences without proper notice • breach of Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees [CC045 – December 15, 2014] may result in suspension or revocation of appointment

Advisory Committee Mandates Calgary

Advisory Committee Name & Meeting Info.	Mandate*	Composition	Preferred Qualifications	Committee Member Termination
<p>Calgary Heritage Authority</p> <p>Meets monthly</p> <p>Time commitment 12 to 14 hours monthly – Committee work and other Board requirements</p>	<ul style="list-style-type: none"> • reports to SPC on Planning & Urban Development (PUD) • advises Council on all matters relating to heritage resources in Calgary • evaluates potential heritage sites and maintains Inventory of Evaluated Historic Resources • promotes public awareness of Calgary’s heritage • governed by <i>The Calgary Heritage Authority Act</i> 	<ul style="list-style-type: none"> • membership minimum 10 and maximum 12 • 1 member may be a member of Council and one member may be a member of the Legislative Assembly • must be resident of Calgary and at least 18 years old 	<ul style="list-style-type: none"> • experience, education and interest in heritage conservation, architecture, urban planning, local history/heritage, communication, public and stakeholder engagement, fund development and non-profit governance 	<ul style="list-style-type: none"> • breach of Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees [CC045 – December 15, 2014] may result in suspension or revocation of appointment
<p>Public Art Board</p> <p>Meets monthly from 5 to 7 pm at the Cliff Bungalow Arts Centre</p>	<ul style="list-style-type: none"> • reports to SPC on Community & Protective Services • promotes awareness and understanding of the importance of high quality public art • advises on public art policies, guidelines, plans and issues • annual reporting to Council • reviews public art project plans and acquisitions and donations of public art • supports Mission of the Public Art Policy 	<ul style="list-style-type: none"> • 9, appointed by Council: <ul style="list-style-type: none"> ○ 6 citizens at large ○ 2 visual arts ○ 1 representative from the Calgary Arts Development Authority ○ superintendent of Public Art is a non-voting member • must be resident of Calgary and at least 18 years old • 3 year term with a maximum of 2 terms served in succession 	<ul style="list-style-type: none"> • Citizen members with experience or interest in public art will be considered, including: <ul style="list-style-type: none"> ○ Arts Administrators ○ Arts Consultants ○ Art Curators ○ Museum Professionals ○ Art Historians ○ Heritage Professionals ○ Architects ○ Design Professionals ○ Business Representatives ○ Civil Engineers ○ Conservators 	<ul style="list-style-type: none"> • breach of Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees [CC045 – December 15, 2014] may result in suspension or revocation of appointment

*All Advisory Committees required to:

- (i) meet regularly
- (ii) act within mandate
- (iii) set position descriptions for public members
- (iv) participate in performance management of public members
- (v) comply with applicable sections of Procedures Bylaw
- (vi) report to Council and SPCs as required
- (vii) participate in other activities as directed by Council.

Advisory Committee Mandates Winnipeg

Advisory Committee Name & Meeting Info.	Mandate	Composition	Preferred Qualifications	Committee Member Termination
<p>Access Advisory Committee (established by resolution of Council January 25, 1995)</p> <p>Meets monthly</p>	<ul style="list-style-type: none"> • reports to Executive Policy Committee • goal is universal access to information, services and public properties – therefore: <ul style="list-style-type: none"> ○ advises Council on status of accessibility of Winnipeg’s information, properties and services for persons with disabilities ○ communicate with citizens about public access to City properties and inform of accomplishments and achievements with respect to access and design ○ educate City departments about access issues as they relate to employment and public access 	<ul style="list-style-type: none"> • 14, appointed by Council: <ul style="list-style-type: none"> ○ 2 members of Council (one is Chair) ○ 1 Provincial representative from Minister responsible for persons with disabilities ○ 8 citizens at large with disabilities (representing range of physical, cognitive, agility, visual and hearing impairment) ○ 2 citizens at large, not necessarily with disability but with interest in access issues ○ Mayor, ex-officio • must be resident of Winnipeg and entitled to vote in municipal election • 2 year staggered term 	<ul style="list-style-type: none"> • person with a disability • person with interest accessibility issues • citizen appointments to reflect, to the extent reasonably practicable, the multi-ethnic diversity of Winnipeg 	<p>Not specified</p>
<p>Citizen Equity Committee (established by resolution of Council March 21, 2001)</p> <p>Meets monthly</p>	<ul style="list-style-type: none"> • reports to Executive Policy Committee • monitors existing City policies and explores introduction of new City policies in respect of services and hiring practices that will enable municipal government to better reflect diversity of City workforce • advises Council on emerging equity and diversity issues and trends as they affect Winnipeg communities 	<ul style="list-style-type: none"> • 13, appointed by Council: <ul style="list-style-type: none"> ○ Chief Administrative Officer ○ 2 members of Council (one as Chair) ○ Mayor, ex-officio ○ 7-9 citizens at large from among target group communities with broad representation • must be resident of Winnipeg and entitled to vote in municipal election • 2 year staggered term 	<ul style="list-style-type: none"> • person from target group communities • citizen appointments to reflect, to the extent reasonably practicable, the multi-ethnic diversity of Winnipeg 	
<p>Urban Design Advisory Committee (Downtown Winnipeg Zoning Bylaw No. 100/2004, section 250(2))</p>	<ul style="list-style-type: none"> • provides recommendations to Director of Planning, Property and Development regarding: <ul style="list-style-type: none"> ○ whether or not to grant urban design approval for particular development, redevelopment, expansion, demolition or exterior alteration; and ○ downtown urban design guidelines, standards or criteria 	<ul style="list-style-type: none"> • Total membership is 12: <ul style="list-style-type: none"> ○ Chairperson ○ 3 Architects ○ 3 Landscape Architects ○ 1 Planner ○ 1 Member of Development Industry ○ 1 Member from Centre Venture Development Corp. ○ 2 Members of Historical Buildings Committee • must be resident of Winnipeg and entitled to vote in municipal election • 2 year staggered term – may be reappointed for additional term 	<ul style="list-style-type: none"> • background in Architecture, Landscape Architecture, Planning • citizen appointments to reflect, to the extent reasonably practicable, the multi-ethnic diversity of Winnipeg 	

Advisory Committee Mandates Winnipeg

Advisory Committee Name & Meeting Info.	Mandate	Composition	Preferred Qualifications
Historical Buildings & Resource Committee (Historical Resources Bylaw No. 55/2014)	<ul style="list-style-type: none"> • advises on conservation and preservation of buildings with an architectural and historic interest in Winnipeg 	<ul style="list-style-type: none"> • membership maximum 13: <ul style="list-style-type: none"> ○ up to 3 members of Council (one as Chair) ○ 1 member Manitoba Association of Landscape Architects ○ 1 member of Association of Professional Engineers and Geoscientists of Manitoba ○ 2 members from Manitoba Association of Architects ○ 2 members from Province of Manitoba ○ 2 members from Government of Canada ○ 2 citizens at large • must be resident of Winnipeg and entitled to vote in municipal election • 3 year term 	<ul style="list-style-type: none"> • citizen appointments to reflect, to the extent reasonably practicable, the multi-ethnic diversity of Winnipeg

**Advisory Committee Mandates
Edmonton**

Advisory Committee Name & Meeting Info	Mandate	Membership Specifics	Preferred Qualifications	Termination of Committee Members
<p>City of Edmonton Youth Council (established under Bylaw 14126, Youth Council Bylaw)</p> <p>Meets monthly</p> <p>Subcommittees meet bi-weekly</p>	<ul style="list-style-type: none"> • advise on issues involving or affecting youth • research and write proposals for Council's review • co-ordinate community events that profile local youth issues • receive direction from Council on work or reports it requires on youth matters • develop and maintain relationships with individuals and organizations addressing issues that concern youth • promote initiatives to support well-being of youth; educate youth on City governance • procedures and policy-making • networking opportunities for youth • consult with City Administration or other organizations supporting youth initiatives • establish Youth General Assembly (defined in the Bylaw as "the group of youth named the General Assembly of Youth who voluntarily register to participate in and attend meetings of the General Assembly of Youth for the purpose of providing input to the Committee on issues of their demographic") • maintain the registry of individuals participating in the General Assembly, and oversee its meetings • if requested by Council, recommend individuals for appointment to the City's civic agencies; inform Council of initiatives of other levels of government that could affect youth and advocate for the City in the manner as directed by Council 	<ul style="list-style-type: none"> • 20 volunteer General Assembly members (ages 13 to 23) • 1 Councillor (liaison) 	<ul style="list-style-type: none"> • desire for volunteering and community work • desire to make a difference in the community • curiosity/want to learn • team-orientated attitude • youth under age of 18 require written permission from their legal guardian to participate 	<p>If the member misses 3 consecutive meetings of the Committee without Committee approval</p>
<p>Edmonton Transit System Advisory Board (established by Bylaw 16929 [replaced repealed Bylaw 12454])</p> <p>Meets monthly</p>	<ul style="list-style-type: none"> • issues relating to public transit such as: <ul style="list-style-type: none"> ○ ridership ○ mix of vehicles ○ relationship between City projects and public transit ○ reviewing initiatives of other levels of government, other municipalities or other local authorities ○ repair ○ maintenance and accessibility issues ○ servicing issues ○ public transit policies 	<ul style="list-style-type: none"> • 12 volunteer public members • president of ATU (or delegate) as liaison 	<ul style="list-style-type: none"> • strong interest in transit services • knowledge of Edmonton (or other municipalities) transit system • enhancement of diversity through unique talents, abilities or perspective • ability to discuss city-wide issues • ability to articulate views clearly and respectfully • background in senior management, financial/economics, engineering, city or transportation planning, public policy development or business administration 	<p>If the member misses 3 meetings within a 6 month period or breaches the code of conduct rules</p>
<p>The Accessibility Advisory Committee (established by Bylaw 17002 Accessibility Advisory Committee Bylaw)</p> <p>Meets monthly</p>	<ul style="list-style-type: none"> • provide advice and recommendations to Council about: <ul style="list-style-type: none"> ○ facilities and other infrastructure ○ programs ○ services ○ activities and policies for the purpose of improving the City's liveability ○ inclusiveness and accessibility for individuals with disabilities 	<ul style="list-style-type: none"> • 15 volunteer public members 	<ul style="list-style-type: none"> • appears to favour individuals who are disabled or individuals who have knowledge about various disabilities or individuals who care for disabled persons 	<p>If the member misses 3 meetings in a 6 month period or breaches the code of conduct rules</p>

**Advisory Committee Mandates
Edmonton**

Advisory Committee Name & Meeting Info	Mandate	Membership Specifics	Preferred Qualifications	Termination of Committee Members
<p>Community Services Advisory Board (established by Bylaw 11926 Community Services Advisory Board Bylaw)</p> <p>Meets monthly</p>	<ul style="list-style-type: none"> provide advice to Council to assist in long-term planning for community services the Board raises issues and offers advice on social policy, arts, culture, multiculturalism, parks, recreation and sports the Board may also recommend the allocation of funds under the Family and Community Support Services Program legislation and applicable Community Investment Grants and other awards 	<ul style="list-style-type: none"> 13 volunteer public City Manager or delegate to serve as liaison 	<ul style="list-style-type: none"> interest in social policy, recreation, and/or community safety ability to think strategically ability to look at the community through a "big picture" lens knowledge of boards and how they operate ability to commit 	<p>Members who are absent for 3 or more regular consecutive meetings required to resign</p>
<p>Edmonton Historical Board (established by Bylaw 13601 Edmonton Historical board Bylaw)</p> <p>Meets monthly</p>	<ul style="list-style-type: none"> advise Council on matters relating to the City's historical issues and civic heritage policies encourage, promote, and advocate for the preservation and safeguarding of historical properties, resources, communities and documentary heritage the Board may publicly acknowledge efforts of individuals/groups who have significantly worked towards preservation of history or made a significant contribution to history provide advice to increase public awareness through education/promotion may apply for or receive grants on behalf of the City with the City Manager's approval to carry out certain projects may hear and consider representations from the public on matters of historical concern act as a resource to City Departments assist and identify historic resources in Edmonton for inclusion on the Inventory of Historic Resources (if an issue is identified that would be covered under the jurisdiction of another government, the Board must seek direction from Council) 	<ul style="list-style-type: none"> 11 volunteer public members: <ul style="list-style-type: none"> 9 members at large 1 representative from the Northern Alberta Pioneers and Descendants Association 1 representative of the Edmonton and District Historical Society 	<ul style="list-style-type: none"> strong interest in and appreciation for the built heritage of the community previous board experience ability to work with social media ability to think creatively and lead projects ability to think and write effectively background in communications 	<p>Members who are absent 3 consecutive meetings or who miss 3 regular meetings in 6 months unless such absences are authorized by the Board</p>
<p>Energy Transition Advisory Committee (established by Bylaw 17431 Energy Transition Advisory Committee Bylaw)</p> <p>Appears that it meets monthly</p>	<ul style="list-style-type: none"> promote the Energy Transition Strategy to each member's professional and community networks share with, and receive from the City Manager, information regarding the implementation of the Energy Transition Strategy provide broad independent advice to Council about the Energy Transition Strategy assist Council in developing performance measures for the Energy Transition Strategy (note: the Energy Transition Strategy is a policy that was approved by Council regarding goals to identify ways Edmonton can "go green") 	<ul style="list-style-type: none"> 15 volunteer public members 	<p>Not specified in bylaw</p>	<p>Breach the code of conduct rules</p>

**Advisory Committee Mandates
Edmonton**

Advisory Committee Name & Meeting Info	Mandate	Membership Specifics	Preferred Qualifications	Termination of Committee Members
<p>River Valley Alliance Advisory Committee (established as a standing committee of the Board of Directors for the River Valley Alliance, which is a non-profit corporation)</p> <p>Meets monthly</p>	<ul style="list-style-type: none"> • responsible to be RVA ambassadors to their respective communities and stakeholders • champion its plans and activities and represent the River Valley Alliance as directed by the Board • provide a volunteer resource to assist and support the RVA involvement and participation in local or regional events, projects, public processes and other activities as approved or directed by the Board • facilitate bringing local volunteers, resources and partnerships to bear in support of Board and Municipal approved projects and activities including community level fundraising where appropriate • assist the Board and its municipal member in generating increased awareness, dialog and support for the Capital Region River Valley Park 	<ul style="list-style-type: none"> • 18 members: <ul style="list-style-type: none"> ○ 6 volunteer public members ○ 2 members from each of: <ul style="list-style-type: none"> ▪ City of Fort Saskatchewan ▪ Leduc County ▪ Parkland County ▪ Strathcona County ▪ Sturgeon County ▪ Town of Devon 	<ul style="list-style-type: none"> • demonstrated commitment to the long-term RVA goals for the Capital Region River Valley Park • willingness to take an active participatory role in RVA meetings, working committees and projects • demonstrated ability to communicate the mission, vision and values and objectives of RBA to stakeholders • knowledge/experience related to fundraising, environmental education, outdoor recreation, events, marketing/communications, regional municipal interaction and cooperation 	<p>Not specified in bylaw</p>
<p>Women's Advocacy Voice Of Edmonton Committee (established pursuant to Bylaw 16658 Women's Advocacy Voice of Edmonton Committee Bylaw)</p> <p>Meets monthly</p>	<ul style="list-style-type: none"> • make recommendations to Council about women's gender based issues and opportunities in relation to Council policies, priorities and decisions • promote leadership development to empower Edmonton women to fully participate in civic life; research and provide information and resources about women's gender based issues and opportunities to Edmontonians • Committee advocates and provides advice on leadership on women's perspectives through activities such as: <ul style="list-style-type: none"> ○ identifying and integrating women's gender perspective opportunities in urban development, services, programs and policies from inception to evaluation ○ advocating to Council and residents of Edmonton for recognition of the needs and interests of women in relation to programs, services and urban development ○ making recommendations to eliminate barriers to women's participation in civic life ○ engaging with entities with mandates similar to the Committee ○ acting as a resource, liaison and centralized voice for Edmonton women 	<ul style="list-style-type: none"> • 15 volunteer public members • City Manager may appoint up to 3 City employees to perform liaison functions between the City and the Committee 	<ul style="list-style-type: none"> • women from diverse backgrounds • must meet following criteria <ul style="list-style-type: none"> ○ connection to stakeholder and related communities of interest ○ governance, communication and negotiation skills and experience ○ leadership, advocacy and community organization skills, and experience ○ commitment to mentoring and empowerment ○ ability to fill a skills or experience deficiency within the Committee's membership ○ other characteristics identified by the Committee for the purpose of ensuring that the Committee remains progressive and robust during its mandate 	<p>Not specified in bylaw</p>

**Advisory Committee Mandates
London**

Advisory Committee Name & Meeting Info	Mandate	Composition	Preferred Qualifications	Termination of Committee Members
<p>Accessibility Advisory Committee</p> <p>Meets monthly</p>	<ul style="list-style-type: none"> • initiate and provide recommendations, advice and information to Council. • provide advice and assist various organizations in promoting and facilitating a barrier-free London for citizens of all abilities (universal accessibility), including persons with disabilities • review of civic policies, programs and services and the identification, removal and prevention of barriers faced by individuals with disabilities 	<p>Voting members:</p> <ul style="list-style-type: none"> • maximum of 13 public members consisting of: <ul style="list-style-type: none"> ○ a minimum of 7 members of the public with disabilities ○ a maximum of 6 members who may have a disability: <ul style="list-style-type: none"> ▪ 1 member or parent representing children with disabilities ▪ 5 members at large interested in issues related to persons with disabilities <p>Non-voting members:</p> <ul style="list-style-type: none"> • 2 representatives from both Boards of Education • 1 representative from the Ontarians with Disabilities Act Regional Committee • 1 representative from the Employment Sector • 1 representative from the seniors community • 1 representative from the housing and development sector • 1 health care or wellness practitioner • 1 representative from the Association for the Elimination of Hate • 1 representative from the mental health sector • 1 post-secondary student representative <p>Staff Resources provided:</p> <ul style="list-style-type: none"> • Policy Analyst • Facilities Planning • Environmental and Engineering Services Department • Housing Division • Purchasing Division • Recreation Division • Dearness Services • Building Division 	<ul style="list-style-type: none"> • representation of the concerns of more than one disability group. • special expertise, experience, dedication and commitment to the mandate of the Committee in promoting and facilitating a barrier-free London to persons of all abilities • non-voting representatives must be members or employees of the organization they represent • post-secondary student representative must be a current student at the various local universities/colleges 	<ul style="list-style-type: none"> • members-at-large and agency representatives, and voting members shall be deemed to have resigned their appointments if they are absent from 25% of their regularly scheduled meetings, without the prior consent of the Council, unless they are absent for health reasons • City Clerk provides written notice to any member who has exceeded the absence threshold and invites the member to provide a written explanation for the absences on the understanding that the reasons are reviewed with the Committee Chair before a decision is made by the Clerk. • upon breach of the Code of Conduct, Council may decide to remove the Committee member after an investigation

**Advisory Committee Mandates
London**

Advisory Committee Name & Meeting Info	Mandate	Composition	Preferred Qualifications
<p>Advisory Committee on the Environment</p> <p>Meets monthly</p>	<ul style="list-style-type: none"> • initiate and provide recommendations, advice and information to Council • provides input, advice and makes recommendations on environmental matters • serves as a resource to the Planning and Environment Committee, Council and other committees and to citizens to promote the following: <ul style="list-style-type: none"> ○ remedial planning toward the clean-up of contaminated areas ○ waste reduction ○ reuse and recycling programs ○ water and energy conservation measures ○ climate change mitigation ○ investigation of such other aspects of environmental concerns ○ to initiate and/or receive submissions and/or delegations regarding any environmental concerns and to report with recommendations to the Planning and Environment Committee 	<p>Voting members:</p> <ul style="list-style-type: none"> • maximum of 13 members consisting of: <ul style="list-style-type: none"> ○ 9 members at large ○ 1 representative of the Environmental and Ecological Planning Advisory Committee ○ 1 representative of the Thames Region Ecological Association ○ 1 representative of an environment and/or private sector interest group ○ 1 representative of the Industrial/Commercial/Institutional sector <p>Non-voting members:</p> <ul style="list-style-type: none"> • 1 representative from each of the following: <ul style="list-style-type: none"> ○ Ministry of the Environment ○ Middlesex-London Health Unit ○ Thames Valley District School Board ○ London District Catholic School Board ○ City's Community Services Department ○ City Ecologist ○ City's Planning Division ○ Planning, Environmental & Engineering Services Department ○ London Hydro ○ Youth representative under the age of 18 ○ Institute for Catastrophic Loss Reduction of the University of Western Ontario ○ UWO Biotron ○ post-secondary student 	<ul style="list-style-type: none"> • representatives of organizations must be members or employees of the organizations they represent • members are chosen for their special expertise, experience, dedication and commitment to the Committee's mandate • post-secondary student members must attend the local universities/colleges specified

**Advisory Committee Mandates
London**

Advisory Committee Name & Meeting Info	Mandate	Composition	Preferred Qualifications
<p>Agricultural Advisory Committee</p> <p>Meets 5 times annually</p>	<ul style="list-style-type: none"> • role of the Committee is to report to Council and to provide input on agricultural and rural issues, including urban agriculture, as a major component of land use planning and development • provides liaison between agricultural and rural communities and the Council • helps to ensure that the City maintains a secure, economically viable agricultural industry • advise Council on issues/concerns of farming industry, agricultural organizations, community groups and rural citizenry; • assist Council in the implementation of the Agricultural Code of Practice and the Farming and Food Production Protection Act; provide input on how agricultural/rural issues, including urban agriculture, can be incorporated into the goals and objectives in the development of the Official Plan • encourage public awareness of agricultural/rural issues, including urban agriculture • review studies/plans/proposals as may be referred by Council/Administration • provide comments and advice on legislation/programs/funding from the Province and other government agencies • initiate advice on agricultural/rural/urban agriculture issues • liaise with the County of Middlesex Agricultural Committee 	<p>Voting members:</p> <ul style="list-style-type: none"> • 7 public members consisting of: <ul style="list-style-type: none"> ○ 4 members at large and 1 alternate member at large ○ 1 representative and 1 alternate from each of the following organizations: <ul style="list-style-type: none"> ▪ Middlesex Federation of Agriculture ▪ Christian Farmers Federation of Agriculture ▪ Middlesex Soil and Crop Improvement Association <p>Non-voting members:</p> <ul style="list-style-type: none"> • 1 representative from each of the following: <ul style="list-style-type: none"> ○ City's Planning & Research Division ○ City's Development Approval Business Unit ○ Ministry of Agriculture, Food and Rural Affairs 	<ul style="list-style-type: none"> • possess special expertise • willingness to liaise with the range of agencies, organizations and interest groups represented on the Committee • represent the interests of the broader community rather than a specific interest group

**Advisory Committee Mandates
London**

Advisory Committee Name & Meeting Info	Mandate	Composition	Preferred Qualifications
<p>Animal Welfare Advisory Committee</p> <p>Meets monthly</p>	<ul style="list-style-type: none"> • advise, conduct research, report on findings and make recommendations on issues relating to: <ul style="list-style-type: none"> ○ animal welfare for domestic animals, urban wildlife and animals for use in entertainment. (Farm animals do not fall within the mandate) ○ animal control legislation ○ licensing and other fees ○ public education and awareness programs ○ off-leash dog parks ○ adoption programs ○ spay/neuter programs ○ feral cats ○ animals in entertainment 	<p>Voting members:</p> <ul style="list-style-type: none"> • maximum of 18 members of the public consisting of: <ul style="list-style-type: none"> ○ 1 representative from each of the following: <ul style="list-style-type: none"> ▪ Citizens for Companion Animals ▪ Friends of Captive Animals ▪ London Dog Owners Association ▪ London Human Society ▪ London Veterinarian Association ▪ Urban League of London ○ 1 representative from each of the following categories: <ul style="list-style-type: none"> ▪ wildlife rehabilitator ▪ animal rescue group ▪ veterinarian or vet technician ▪ local pet shop owner ○ 8 members at large <p>Non-voting members:</p> <ul style="list-style-type: none"> • 1 representative from each of the following will attend meetings where necessary <ul style="list-style-type: none"> ○ Planning, Environmental & Engineering Services Department (Engineering) ○ Planning, Environmental & Engineering Services Department (Planning) ○ Community Services Department ○ Middlesex-London Health Unit ○ Upper Thames River Conservation Authority ○ Ministry of Natural Resources • 2 secondary school student representatives 	<ul style="list-style-type: none"> • experience operating a domestic animal kennel, a veterinarian clinic, animal rescue program, breeding operation or pet supply store • experience with the unique nature of urban wildlife and its associated needs • keen interest in animal welfare within the City • regard for the interest of all citizens, respecting that there are very diverse views on animal welfare • commitment to working with all parties & Council, to develop a common approach which is reasonable and practical and considers the interests of all parties • knowledge/understanding of legislation applicable to animals

**Advisory Committee Mandates
London**

Advisory Committee Name & Meeting Info	Mandate	Composition	Preferred Qualifications
<p>Child Care Advisory Committee</p> <p>Meets 3 times annually</p>	<ul style="list-style-type: none"> • provide information, advice and recommendations to Council on issues affecting early learning and child care of children from infant up to and including 12 years old • special needs funding • resource centres funding • wage subsidy • childcare fee subsidy • health and safety issues such as playgrounds 	<p>Voting members:</p> <ul style="list-style-type: none"> • 13 public members at large representing the following sectors: <ul style="list-style-type: none"> ○ licensed childcare providers (at least 7 out of 13) ○ post-secondary early childhood education departments ○ early child education resource centre ○ Ontario Early Years Centre ○ informed community members <p>Non-voting members:</p> <ul style="list-style-type: none"> • at least 1 representative from each of the following: <ul style="list-style-type: none"> ○ Ministry of Children and Youth Services ○ Ministry of Education ○ Early Learning Division ○ City's Community Services Department ○ Middlesex-London Public Health Unit ○ Children's Aid Society ○ Local School Boards ○ Support Services for children with special needs 	<ul style="list-style-type: none"> • ability to speak on behalf of sector they represent • special expertise, experience, dedication and commitment to childcare/children's needs • non-voting members must be employees of the organization they represent

**Advisory Committee Mandates
London**

Advisory Committee Name & Meeting Info	Mandate	Composition	Preferred Qualifications
<p>Community Safety and Crime Prevention Advisory Committee</p> <p>Meets 6 times annually</p>	<ul style="list-style-type: none"> • resource to Council on matters regarding safety and crime prevention • responsible for developing, encouraging and promoting activities/education programs for all ages on all aspects of community safety and crime prevention 	<p>Voting members:</p> <ul style="list-style-type: none"> • 14 members consisting of: <ul style="list-style-type: none"> ○ 4 members-at-large ○ 1 youth representative (18 – 25 years old) ○ 1 representative from each of the following <ul style="list-style-type: none"> ▪ Thames Valley District School Board + Alternate ▪ London District Catholic School Board + Alternate ▪ Thames Valley Council of Home & School Associations + Alternate ▪ London District Catholic School Council + Alternate ▪ Neighbourhood Watch London Board of Directors + Alternate ▪ London and Area Council of Women + Alternate ▪ Traffic Safety Education Committee (Safety Village) + Alternate ▪ Child Safety Middlesex London + Alternate <p>Non-voting members:</p> <ul style="list-style-type: none"> • 1 representative from each of the following: <ul style="list-style-type: none"> ○ London Police ○ Fire Prevention Bureau ○ Planning, Environmental & Engineering Services Department ○ Community Services Department ○ Neighbourhood Watch Office ○ Block Parent Office ○ Ministry of Transportation of Ontario ○ Middlesex-London Health Unit ○ London Public Library ○ London and Area Active & Safe Routes to School ○ Youth Representative of both school boards ○ Post-Secondary Student ○ Emergency Medical Services Organization 	<ul style="list-style-type: none"> • interest in safety and/or crime prevention • special expertise relating to the Committee's mandate • school board employees/trustees • members or employees of the other non-voting member groups

**Advisory Committee Mandates
London**

Advisory Committee Name & Meeting Info	Mandate	Composition	Preferred Qualifications
<p>Cycling Advisory Committee</p> <p>Meets monthly</p>	<ul style="list-style-type: none"> • advises and supports Council in the implementation of the City's Bicycle Master Plan, the cycling component of the Transportation Master Plan, the cycling component of the Active Transportation and Transportation Demand Management Plan, and the cycling component of the London Road Safety Strategy • assisting in development of new cycling policies/strategies/programs • encouragement of public participation in initiatives • advice on measures to implement City's commitment to cycling • recommending/advising on new cycling initiatives pursuant to an allotted budget • assistance in monitoring effectiveness of cycling facilities and programs 	<p>Voting members:</p> <ul style="list-style-type: none"> • 11 members consisting of: <ul style="list-style-type: none"> ○ 2 members-at-large who regularly cycle ○ 1 representative from each of the following: <ul style="list-style-type: none"> ▪ Transportation Advisory Committee ▪ Advisory Committee on Environment ▪ London Middlesex Road Safety Committee ▪ London Cycle Link ▪ Thames Region Ecological Association ▪ Cycling Club with membership in the Ontario Cycling Association ▪ Urban League of London ▪ Chamber of Commerce ▪ London Development Institute <p>Non-voting members:</p> <ul style="list-style-type: none"> • at least 1 representative from each of the following: <ul style="list-style-type: none"> ○ Environmental & Engineering Services ○ Planning Services ○ Development & Compliance Services ○ London Transit Commission ○ London Police Service ○ Middlesex-London Health Unit ○ post-secondary student 	<ul style="list-style-type: none"> • persons who regularly cycle as a mode of transportation • special expertise on cycling • members of representative organizations

**Advisory Committee Mandates
London**

Advisory Committee Name & Meeting Info	Mandate	Composition	Preferred Qualifications
Diversity, Inclusion and Anti-Oppression Advisory Committee Meets monthly	<ul style="list-style-type: none"> • consult/advise/report on matters of discrimination and matters related to diversity/inclusivity/equity • work with police services/education/community groups/municipal organizations/social services/government agencies • provide City with policy advice or initiate new policies/programs • source of information on community resources regarding acts or prejudice, racism or hate 	Voting members: <ul style="list-style-type: none"> • 10 members-at-large • 1 member of Francophone community (primarily French speaking) Non-voting members: <ul style="list-style-type: none"> • in representative from each of the following: <ul style="list-style-type: none"> ○ ethno-cultural and linguistic community organizations ○ police/justice/legal services ○ age-based organizations/services ○ health care services ○ educational institutions ○ immigrant settlement services ○ income support organizations ○ employment-related agencies ○ faith-based community groups ○ LGBT groups ○ gender-based groups ○ Aboriginal community groups ○ disabilities groups/agencies ○ race, anti-racism or anti-hate groups ○ post-secondary student 	<ul style="list-style-type: none"> • expertise on principles of diversity/inclusion/human rights for voting members
Environmental and Ecological Planning Advisory Committee Meets monthly	<ul style="list-style-type: none"> • provision of technical advice relating to London's Official Plan or other such City plans • provision of advice on natural areas, environmental features and policies • advise on enhancement of the Natural Heritage System • advise on development of Conservation Master Plans • monitor and report on other various environmental impacts and conditions relating to City policies 	Voting members: <ul style="list-style-type: none"> • 17 – 23 members-at-large • 1 member from Advisory Committee on Environment Non-voting members: <ul style="list-style-type: none"> • City's Ecologist • 1 representative from each of the following: <ul style="list-style-type: none"> ○ City's Planning & Research Division ○ City's Development Approval Business Unit ○ City's Stormwater Management Division ○ Upper Thames River Conservation Authority ○ Lower Thames River Conservation Authority ○ Kettle Creek Conservation Authority ○ Ministry of Natural Resources 	<ul style="list-style-type: none"> • based upon interest, experience, availability, academic qualifications and expertise • areas of expertise may include: <ul style="list-style-type: none"> ○ Biology Ornithology ○ Geology ○ Botany ○ Zoology ○ Landscape Architecture ○ Forestry ○ Ecology ○ Resource Management ○ Hydrology ○ Geography ○ Environmental Planning ○ Limnology ○ Natural History

**Advisory Committee Mandates
London**

Advisory Committee Name & Meeting Info	Mandate	Composition	Preferred Qualifications
<p>London Advisory Committee on Heritage</p> <p>Meets monthly</p>	<ul style="list-style-type: none"> • serves as the City’s municipal heritage community pursuant to section 28 of the <i>Ontario Heritage Act</i> • advises on conservation of cultural heritage resources in the community and to guide the City in the conservation of its cultural heritage through planning, education and stewardship, which resources include both physical and tangible resources and properties protected pursuant to the <i>Ontario Heritage Act</i> 	<p>Voting members:</p> <ul style="list-style-type: none"> • 5 – 14 members which include the following: <ul style="list-style-type: none"> ○ 3 members-at-large ○ 1 representative from Emerging Leaders Initiative ○ representative from each of the following: <ul style="list-style-type: none"> ▪ Built Heritage (Architectural Conservancy Ontario London) ▪ Local History (London & Middlesex Historical Society) ▪ Archaeology/Anthropology (Ontario Archaeological Society, London Chapter) ▪ Natural Heritage (Nature London) ▪ Moveable Heritage (Archives Association of Ontario) ▪ Moveable Heritage (Museums & Galleries) ▪ Neighbourhoods (Urban League of London) ▪ Development Community (London Home Builders Association/London Development Institute) ▪ London and area Planning Consultants ▪ Rural/Agricultural Community (Agricultural Advisory Committee) <p>Non-voting members:</p> <ul style="list-style-type: none"> • at least 1 representative from each of the following: <ul style="list-style-type: none"> ○ Heritage Planner/City’s Planning Division ○ Culture Office ○ post-secondary student ○ London Heritage Council 	<ul style="list-style-type: none"> • expertise or interest in heritage conservation or be a member of a particular group as specified

**Advisory Committee Mandates
London**

Advisory Committee Name & Meeting Info	Mandate	Composition	Preferred Qualifications
<p>London Housing Advisory Committee</p> <p>Meets monthly</p>	<ul style="list-style-type: none"> • advises on various housing issues and initiatives • provides forum for exchange of information pertaining to housing • obtains pertinent information from the housing market and identifies applicable trends • makes recommendation on needs for all sectors of the community • reports on legislation from other forms of government • recommends on social housing policies or affordable housing initiatives • conducts educational programs under supervision of Housing Mediation Officer and assists the Officer with various required advice or action • approves/recommends annual budget for Housing Mediation Office and reports on its ongoing activities 	<p>Voting members:</p> <ul style="list-style-type: none"> • 13 members consisting of: <ul style="list-style-type: none"> ○ 9 members-at-large ○ 2 alternate members-at-large ○ 1 representative from each of the following sectors: <ul style="list-style-type: none"> ▪ non-profit ▪ tenants ▪ private ▪ emergency housing <p>Non-voting members:</p> <ul style="list-style-type: none"> • 1 representative from each of the following: <ul style="list-style-type: none"> ○ London Police ○ Planning Division ○ City's Fire Prevention Office ○ Housing Mediation Office ○ CMHC (London) ○ London and Middlesex Housing Corporation ○ London & St. Thomas Real Estate Board ○ London Homeless Coalition ○ City's Housing Division ○ post-secondary student 	<ul style="list-style-type: none"> • general interest in housing • must be members of various housing related associations • special expertise

**Advisory Committee Mandates
London**

Advisory Committee Name & Meeting Info	Mandate	Composition	Preferred Qualifications
<p>Transportation Advisory Committee</p> <p>Meets monthly</p>	<ul style="list-style-type: none"> • support Council in the implementation of the City's Transportation Master Plan • review various studies and plans to ensure conformity with the objectives of effective transportation planning • assist in development of new transportation policies • encourage public participation in various initiatives • recommend/advise on new transportation planning initiatives pursuant to approved budget • monitor effectiveness of active transportation facilities/programs 	<p>Voting members:</p> <ul style="list-style-type: none"> • 13 members consisting of: <ul style="list-style-type: none"> ○ 4 members-at-large ○ 1 representative from each of the following: <ul style="list-style-type: none"> ▪ Cycling Advisory Committee ▪ Advisory Committee on the Environment ▪ Community Safety & Crime Prevention Advisory Committee ▪ Accessibility Advisory Committee ▪ London Middlesex Road Safety Committee ▪ Canadian Automobile Association ▪ Urban League of London ▪ Chamber of Commerce ▪ London Development Institute <p>Non-voting members:</p> <ul style="list-style-type: none"> • at least 1 representative from each of the following: <ul style="list-style-type: none"> ○ Environmental & Engineering Services ○ Planning Services ○ Development & Compliance Services ○ London Transit Commission ○ London Police Service ○ Middlesex-London Health Unit ○ post-secondary student 	<ul style="list-style-type: none"> • general interest in transportation issues • special expertise in transportation issues • members of organizations they represent

**Advisory Committee Mandates
London**

Advisory Committee Name & Meeting Info	Mandate	Composition	Preferred Qualifications
<p>Trees and Forests Advisory Committee</p> <p>Meets monthly</p>	<ul style="list-style-type: none"> • resource and information support group to the Planning and Environment Committee and Council • provides advice on planning and protection, planting & renewal, management & maintenance of trees/urban forests 	<p>Voting members:</p> <ul style="list-style-type: none"> • maximum of 13 members consisting of: <ul style="list-style-type: none"> ○ 5 members-at-large ○ 1 representative from each of the following: <ul style="list-style-type: none"> ▪ Environmental & Ecological Planning Advisory Committee ▪ forestry expert ▪ local business association or tree-related business ▪ activing community planting group ▪ Urban League of London ▪ University of Western Ontario ▪ Fanshawe College ▪ Middlesex-London Health Unit ▪ London Development Institute/London Home Builders Association (jointly) <p>Non-voting members:</p> <ul style="list-style-type: none"> • 1 representative from each of the following: <ul style="list-style-type: none"> ○ Ministry of Natural Resources ○ City's Community Services Department ○ City's Ecologist ○ Urban Forester ○ City's Planning Division ○ Planning, Environmental & Engineering Services Department ○ London Hydro ○ Upper Thames Valley Conservation Authority ○ City Manager's Office 	<ul style="list-style-type: none"> • employees of the organizations represented • special expertise in forestry

Advisory Committee Mandates Saskatoon

Committee Name	Mandate	Composition	Preferred Qualifications	Committee Member Terminations
Accessibility Advisory Committee	<ul style="list-style-type: none"> • develop an Action Plan to provide short and long-term goals for improving accessibility to City of Saskatoon services, facilities and infrastructure • monitor and report on progress in achieving the goals set out in the Action Plan and provide City Council with an annual evaluation of that progress • provide advice on policies and programs for improving accessibility to City services, facilities and infrastructure • act as a resource respecting development and implementation of a public relations campaign to promote the City's efforts to make City services, facilities and infrastructure accessible and barrier free • receive referrals from and provide advice on accessibility issues • when instructed, encourage and promote communication and coordination between and among City departments, local businesses, and other levels of government respecting accessibility issues • ensure adequate and appropriate consultation with the community of common interest for persons with disabilities and/or persons fulfilling the role of primary caregiver to a person with a disability • establish, as deemed appropriate, ad hoc task groups to undertake specific tasks within the Committee's mandate • reports through Standing Policy Committee on Finance 	<ul style="list-style-type: none"> • 2 Councillors • 2 members of Senior Administration • 5 members of the public with disabilities or primary caregiver to person with disability • 1 member of the public representing the senior community • 2 year term (initial term) 	<ul style="list-style-type: none"> • ability to commit time to meetings • resident of the City 	<ul style="list-style-type: none"> • members who miss 3 meetings in a row without explanation shall be deemed to have resigned • breach of the Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees may result in an investigation and recommendation to Council for removal of the individual or other sanctions as determined
Advisory Committee on Animal Control	<ul style="list-style-type: none"> • the function shall be to advise City Council on all policy matters relating to animal services in the community • reports through the Standing Policy Committee on Planning, Development and Community Services 	<ul style="list-style-type: none"> • 1 Councillor • 1 member of the College of Veterinary Medicine, U of S • 1 member from the Saskatoon Health Region • 1 member from the Board of the Saskatoon Branch, Society for the Prevention of Cruelty to Animals • 1 member of Saskatchewan Veterinary Medical Association • 5 members of the public • 1 year term (initial term) 	<ul style="list-style-type: none"> • adult resident of the City interested in pets and pet control 	

Committee Name	Mandate	Composition	Preferred Qualifications
Cultural Diversity and Race Relations Committee	<ul style="list-style-type: none"> • the function is to monitor and provide advice to City Council on issues relating to the Cultural Diversity and Race Relations Policy • reports through the Standing Policy Committee on Environment, Utilities and Corporate Services 	<ul style="list-style-type: none"> • 1 member of Board of Education – Public Schools • 1 member of Board of Education – Catholic Schools • Chief of Police (or designate) • 1 member of Saskatchewan Intercultural Association • 1 member of Saskatoon Health Region • 1 member from Metis community • 1 member from First Nations community • 1 member from Community Services Department • 1 member from Department of Corrections and Public Safety • 8 members of the public (ensure at least 50% are visible minorities) • 1 Councillor • 1 – 2 year term dependent upon representation (initial term) 	<ul style="list-style-type: none"> • level of community involvement on related issues • demonstrated commitment to improving race relations in the community • knowledge and understanding of the concepts • ability to commit time to attend meetings and other activities • resident of the City
Municipal Heritage Advisory Committee	<ul style="list-style-type: none"> • the functions shall be to provide advice to City Council on any matter arising out of The Heritage Property Act or the regulations thereunder, and on the Civic Heritage Policy • reports through the Standing Policy Committee on Planning, Development and Community Services 	<ul style="list-style-type: none"> • 1 nominee from Saskatoon Heritage Society • 1 nominee from Saskatchewan Association of Architects • 1 nominee from Saskatoon Region Association of Realtors • 1 nominee from Saskatoon Archaeological Society • 1 nominee from Meewasin Valley Authority • 1 nominee from Tourism Saskatoon • 4 members of the public • 1 City Councillor • 1 person from each BID (5) • 1 person from Saskatoon Public Library • 2 year term (initial term) 	<ul style="list-style-type: none"> • interest/expertise in heritage and history • level of community involvement on related issues • ability to commit time to participate in committee programs/activities • consideration will be given to extended terms for members who are serving on related national or international committees • resident of the City

Committee Name	Mandate	Composition	Preferred Qualifications
Naming Advisory Committee	<ul style="list-style-type: none"> the function shall be to screen and make recommendations regarding requests from the general public for naming of municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks, so as to ensure they meet Council guidelines report to Council as new requests and suggestions are screened and recommended for approval and addition to the Names Master List screening for approval and addition to the Names Master List must adhere to the guidelines identified in Policy C09-008, <i>Naming of Civic Property and Development Areas</i> requests for naming from the public are received through the Community Services Department prior to being screened by the Committee the Mayor retains the responsibility of selecting names for new streets, parks and civic-controlled facilities upon request from the Community Services Department reports through the Standing Policy Committee on Planning, Development and Community Services 	<ul style="list-style-type: none"> Mayor – Council term 2 Councillors – 1 year term 3 members of the Administration 	<ul style="list-style-type: none"> ability to commit time to attend meetings
Public Art Advisory Committee	<ul style="list-style-type: none"> the function is to adjudicate public art on behalf of the Administration and City Council for placement in open space, civic facilities and other City-owned property, with the exception of the Mendel Art Gallery/Remai Art Gallery of Saskatchewan; to provide advice to City Council on the purchase and donation of works of art, to provide advice to Administration concerning the de-accessioning of artworks, and to assist in promoting public awareness of the City's Public Art Program including the education of artists and community groups regarding the program reports through the Standing Policy Committee on Planning Development and Community Services 	<ul style="list-style-type: none"> 7 residents with at least 4 members having certain competencies related to different forms of art initially 2 year term, with further one year terms 	<ul style="list-style-type: none"> must be able to demonstrate a level of competency in one of the following areas: <ul style="list-style-type: none"> visual arts new media performing arts arts administration Aboriginal art and culture architecture landscape architecture design arts education resident of the City
Saskatoon Environmental Advisory Committee	<ul style="list-style-type: none"> the function is to provide advice to Council on policy matters relating to the environmental implications of City undertakings and to identify environmental issues of potential relevance to the City reports through the Standing Policy Committee on Environment, Utilities and Corporate Services 	<ul style="list-style-type: none"> 9 residents 1 Councillor 1 representative from Saskatoon Health Region 2 year term (initial term) 	<ul style="list-style-type: none"> sound general knowledge of the Saskatoon area and its existing and potential environment problems expertise in ecology, biology, chemistry, physics, geography, economics demography, sociology, medicine aesthetics, toxicology, engineering or conservation resident of the City

Committee Name	Mandate	Composition	Preferred Qualifications
Street Activity Steering Committee	<ul style="list-style-type: none"> • the function is to oversee the Community Support Program, which is a program delivered by the Saskatoon Downtown Business Improvement District (The Partnership) to engage in highly visible, uniformed patrols in the Riversdale, Broadway and Downtown Business Improvement District areas that reassure community members, as well as coordinating a response to some of the community issues with relevant community support organizations, local businesses and the Saskatoon Police Service • reports through the Standing Policy Committee on Finance 	<ul style="list-style-type: none"> • 1 person from Saskatoon Anti-Poverty Coalition • 1 person from Broadway BID • 1 person from Riversdale BID • 1 person from The Partnership • Police Chief or designate • 1 person from Community Services Department (advisor to committee) • 2 year term (initial term) 	<ul style="list-style-type: none"> • must be a member of the particular organization as specified in the Composition column • resident of the City
Traffic Safety Committee	<ul style="list-style-type: none"> • the function of the Committee is to provide advice on policy matters related to traffic safety • reports through the Standing Policy Committee on Transportation 	<ul style="list-style-type: none"> • 1 Councillor • 1 representative from Saskatoon Board of Education – Driver Education • 1 representative from Saskatoon Police – Traffic Division • 1 representative from Saskatoon and District Safety Council • 1 representative from Citizens' Advisory Council of the Saskatoon Board of Education • 1 representative from SGI Traffic Safety Promotion Division • 1 representative from trucking industry • 1 representative from Saskatoon Health Region • 4 citizens • 2 year term 	<ul style="list-style-type: none"> • interest in identifying and solving traffic hazards and promotion of safe driving • resident of the City

Notes:

- Mandates are outlined in The Procedures and Committees Bylaw, 2014
- All appointments are made pursuant to Appointments to Civic Boards, Commissions, Authorities and Committees Policy
- The names of Advisory Committees in The Procedures and Committees Bylaw, 2014 do not match the names on the City's website

Question	ACAC Andrea Zeigler, Chair	CDRR Chris Scotte, Chair	MHAC Maggie Schwab, Chair	NAC Mayor Clark, Chair	PAAC Jeremy Morgan, Chair	SAAC J.D. McNabb, Chair	SEAC Kathleen Aikens, Chair	SASC Brent Penner, Chair	TSC Cora Janzen, Chair
<p>1 We are looking at the best practices of other jurisdictions and notice that, in most cases, members of Council are not members of Advisory Committees.</p> <p>Does your Committee find value in having members of Council attend your Committee's meetings?</p>	Councillor rep provides incite into process - aware of Council initiatives and goals, Committee may not. Knows where/when things fit in.	Councillor rep is encouraged as is consistency of Councillor rep.	Good to have Councillor on Committee - provides insight into community and can provide updates to Council.	Due to current structure Mayor and Councillors have a critical role and understand the politics of naming.	There are no Councillors that sit on PAAC and doesn't see a need. Suggested useful for the Committee to present annually or semi-annually to committee responsible for PAAC. Given appointments are by Council, there is value in the connection.	Value in having Councillor on Committee. More direct contact this way.	Council has insight about what's happening with Council and don't exert undue influence.	Not necessarily, but having a Councillor attend might be welcome.	It's good to have real-time input and have that stronger connection with Council.
<p>a. Would you find it valuable to have the Chair of the Standing Policy Committee to which your Committee reports, attend your Committee's meetings?</p>	Doesn't need to be on the SPC, although perhaps there is an advantage if there is a link back to the Committee. Don't see strong advantage currently.	Having the Chair would make sense, or at the very least a Councillor rep that sits on the SPC we report to.	Doesn't see a need to have SPC Councillor rep on Committee.	Having the Chair of the SPC attend not essential. If there was a process issue or deal with a naming matter with a special issue they can be invited on ad hoc basis.	n/a	Not sure if having the Chair beneficial, but prefer to approach SPC with concrete information.	Could be helpful. The Committee usually attends the SPC to make sure it has a voice.		Doesn't have to be the Chair, but someone from Committee could be more efficient to have that point of real-time.
<p>2 Does your Committee find value in having members of the City's Administration attend your Committee's meetings?</p>	Admin reps very important for Committee as they have insight into process and historical information that's helpful to the Committee.	This Committee has excellent Admin reps that provide value.	Necessary for Admin to be in attendance to provide direction (mandate, process, etc).	The Admin is essential. On this Committee the appointed Admin have a vote. Dynamics might prevent opinion however.	Admin is essential on this Committee.	Admin opens lines of communication.	The Admin contributes to the Committee and we value that.	Yes	Yes, having that point of timely information to share and Admin can give more insight or play liason back to division.
<p>a. Would you find it valuable to have representation from other Civic Departments?</p>	This Committee has good coverage: Police, Parks, Solicitor.	The reps that currently sit have the most impact.	Beneficial to have the presentation from City Clerk's re governance, TOR, budget, etc.	The City Archivist would be a good addition to explain the history of names. Membership is unclear with voting members of the Administration.	It would be beneficial to have high-level staff in attendance from time to time for context (General Manager). Also to provide broader strategy, strategic plan so Committee can provide full value.	This should be left up to Council to decide.	Committee work intersects with other depts and Committee invites when input needed. Hard to move through agenda as it is, so others as needed is preferred.	When required they attend now.	Not at this time.
<p>3 Can you comment generally on the current membership structure of your Committee?</p> <p>a. Size - Do you think there are too many Committee members or not enough?</p>	10 Members - Good size. There is enough time for speakers. Attendance is good.	Up to 18 Members - A larger Committee means larger quorum requirement and there have been issues in the past meeting quorum.	17 Members - The Committee is too large and hard to manage. Getting timely feedback is tough in meeting time allotted.	5 Members - Good size, it works.	7 Members - Committee size is good. Doesn't recommend any fewer members.	10 Members - Size is manageable.	Currently have 11 Members, and don't believe it would be overwhelming to have more members.	Could increase but overall I think we are questioning the role of the Committee and whether the current format is leading to outcomes that warrant meeting. I believe this is being examined already.	Good size, not onerous to manage.

b. Committee Specific - Should Committee membership be reconsidered? Adequate representation from stakeholder organizations? Current stakeholder organizations that should be removed from appointment?	Committee is currently 'vet heavy'. Other agencies are called upon when needed (eg. Pet adoption agencies). Don't see a need for these other agencies to sit on Committee but want ability to consult with them.	Stakeholder composition of the Board is good. It would be good to have a specific seat from the Muslim community.	There is large BID representation and realtors etc. All have a vested interest. Don't know how to handle that.	Again, Archivist would be valuable. Adding citizen membership a thought but complicated to figure out - low priority and no public demand.	There is no organizational voice but believes that is better as there is no lobbying.	Having a senior organization rep on the Committee gives different methodology.	Indigenous representation has been low. Also representation from school system or U of S would be welcome.	For as big an issue that this Committee deals with, the structure of the Committee is important but a business voice must remain key.	Doesn't think anything is missing. Questions the trucking industry representation as we don't have any of the other vehicle types represented. No drawback however. That being said, if other sectors are invited, wouldn't want it to be over-represented on Committee.
c. Adequate diversity in appointments? What sector underrepresented/overrepresented?	Committee composition currently mostly women. Race diversity is lacking as well as younger representatives that could offer different perspective.	Indigenous people well represented on board, including some agency reps.	There is no First Nations or Metis representation and is necessary.	Reps from Admin include Indigenous and Newcomer perspective.	Currently only one male on the Committee. Indigenous rep would be valuable.	Chronologically the make-up of the Committee is 'senior' however looking at skills, it's well diversified.	Lacking Indigenous representation. There is lots of connection between environment and Indigenous people.	Believe balance is important when possible in civic appointments - this Committee consists of people who are heading up various organizations or positions with the City, so the diversity aspect would be hard to change. Having said this, it's balanced along gender lines.	No Newcomer perspective and has been raised. Coming from countries with different traffic laws, etc. No idea how to address that, might be valuable on Committee.
4 In general, what comments can you provide regarding the term of appointment? Do you think the term is too short, too long, or just right?	One Year - Because there has been turnover in membership, there is no issue with the term. Bringing new people up to speed can be a challenge with a mid-term replacement.	One- and two-year terms - Terms are appropriate.	Two-Year - Terms are appropriate.	Annual appointments are working and allow for rotation.	Current term is two years initial term, then one year. Term should be 2-2-2	Two year Term adequate. There is a built in rotation.	Two years is appropriate.	Appointments are based on position, not term per se.	Term is okay.
5 Do you have any other comments related to the Committee's membership structure or term of appointment?	Nothing.	Being a large Committee, quorum is sometimes an issue.	Nothing.	Nothing at the present.	None.	None.	None.	None.	Would like to see a connection with the Active Transportation Advisory Group, don't see it as redundant.

6	<p>In general, what comments can you provide regarding your Committee's mandate? For example, do you think that the mandate is too broad or too restrictive?</p>	<p>Committee struggles with mandate. Group of members who want to make a difference, but don't know how or what the limits are. Mandate is general but grey in how to exert the mandate. City has Animal Services with goals and asks for budget from the Committee for some things. Committee has poorly defined goals. Not sure if Council takes the Committee's advice, there is a disconnect. Direction would be welcome from the SPC so things more clear and give purpose. One member left the Committee because they felt the Committee "doesn't do anything".</p>	<p>CDDR intends to discuss its mandate in October. There has been some discussion regarding the name of the Committee if still appropriate. The mandate should incorporate Reconciliation.</p>	<p>The mandate is clear and broad, but it needs to be. Committee tries to accomplish goals and objectives annually.</p>	<p>Committee has a focussed role. Ambiguity on the purpose on naming - what is trying to be achieved.</p>	<p>The mandate is restrictive. There is no citizen based committee/board that takes in range of the Arts. (eg. Arts Council in Wpg.) A number of City's have arts councils that receive funding from city and advises on policy. Committee has no way of linking civic engagement and arts in community to the City and arts.</p>	<p>The mandate is not broad but not restrictive. There are some changes coming with the Canadian Disabilities Act and formation of that Act. Believes its responsibility of Committee to aid the City in a leadership role. Currently Committee has to be asked for input otherwise Committee can't really endorse, act or promote.</p>	<p>Broad mandate. Newer members it takes about a year to understand their role and relationships as to what Committee can and can't do.</p>	<p>The mandate is a large one and Committee is not resourced to actually implement needed changes. The SASC was to advise Council on what was going on out on the street and make recommendations. When that's been done, we don't always get support from Council which causes wonder why we're meeting as a Committee in the first place and whether Council understands why the SASC was formed in the first place.</p>	
7	<p>Does your Committee have any internal standing subcommittees? If so, what are their mandates? How are they established?</p>	<p>This Committee has sub-committees comprised of Committee members, no formal mandates. Established by resolution. (eg. Bite awareness sub-committee) These are really formed around education.</p>	<p>The Committee a Sponsorship Sub-committee. Has criteria to follow for reviewing sponsorship requests. Also has a sub-committee for Living in Harmony awards. The sub-committees typically consist of the Chair and 5 volunteer Committee members.</p>	<p>The Committee has sub-committees (Heritage Awards, Education & Awareness) and others formed out of need. There are no mandates but the recommendations from the subs are presented to the whole Committee.</p>	<p>Not currently. Bridge naming could work with the Committee.</p>	<p>No need for sub-committees.</p>	<p>No, not required to date.</p>	<p>Currently has 2 sub-committees established by vote. Much of the work happens at subcommittees.</p>	<p>None.</p>	<p>No standing sub-committees.</p>
8	<p>Is there value in having the ability to form various ad hoc, internal committees to respond to various issues within your Committee's mandate? Has your Committee formed any ad hoc committees? If so, what are they and how are madates established?</p>	<p>Yes, the ad hoc/sub-committees are more informal and can work on action plan. Alleviates feeling of not being able to do something.</p>	<p>The Committee is looking at an ad hoc committee to look at issues of Indigenous women. Further discussion will occur in October and where does this flow with Council.</p>	<p>Sub-committees are needed as the whole Committee only meets monthly, the sub-committees do most of the work.</p>	<p>There may be value in ad hoc committees.</p>	<p>n/a</p>	<p>If you include the ability to expand an ad hoc committee to include other than Committee members so we can bring in expertise we need to come with a positive, concrete solution.</p>	<p>Created out of a need and have had tremendous value to the Committee.</p>	<p>n/a</p>	<p>Ad hocs very beneficial. Working groups - volunteers from the Committee who bring back recommendations to larger committee.</p>
9	<p>In general, do you have any comments with respect to your Committee's reporting structure to City Council?</p>	<p>The Committee is unsure of its role with Council. What's our role advising Council? What is it we are trying to do? We want to be clear how we can provide value and assistance to Council.</p>								

a. Do you like having a specific Standing Policy Committee of Council to report to?	Committee submits an annual report, doesn't formally present, but is available for questions. Not sure of value of reporting, the SPC never makes any specific requests or provides feedback.	See above.	Doesn't affect which SPC MHAC reports to, sometimes dependent upon issue which SPC is most appropriate.	Reporting to SPC-PDCS is working.	Annual report at least should be presented by the Committee in order to make connection with Council. Board would value opportunity.	No problem with that.	Good to have the relationship. Good to have ability to report in person more often. Maybe other SPCs have issues SEAC could address as needed or as relevance dictates.	Thinks it's necessary but as a Committee without a Councillor, SASC is different than the majority of Committees.	Yes, having that direct, clear line who the Committee is advising. The only requirement is a written report, once per year. Would like to have more touch points with the Committee so more engaged. We are trying to be more cognizant of policy matters and plans, in terms of transportation and traffic safety but no process to bring them up. Would appreciate being kept in the loop of items reported to SPC in order to provide advice.
b. Are there matters that you believe the Committee should be reporting on that the Committee does not currently report on?	Nothing comes to mind. If SPC had interest in something the Committee could undertake, it would have more purpose and regular updates.	See above.	Nothing other than the annual report. Noted sometimes items come to MHAC after the fact.	Not for this Committee.	Doesn't believe so. Believes inherited some ways of doing things through Admin work on Placemaker Program and other aspects of public art and competitions.	Some issues will come up in the future. Designs so that they are accessible in the future, needs work and education. Permit body or building codes need to look at retrofits on new builds with accessibility in mind.	No, the Committee is working at capacity. Does goal setting at start of the year and wishes it could do more but do good with how we react and report.	No.	Nothing comes to mind.
c. Do you find the Committee provides value to Council and if so, in what way(s)?	Having ability to provide a recommendation provides value to Council (eg. Rec to introduce bylaw re animals in back of pick-up trucks) Value added to public well-being.	See above.	Essential to have volunteers that are removed from Council and Admin. Members active in heritage community.	Helps to manage sensitive and impartial decisions on what to name things and takes it out of Chambers.	Committee and staff provide great value. Provide expertise, knowledge, art juries and committees are used quite commonly. Use objective criteria. Multiple opinions, good technical advice from City Staff. Provided comment on role of the Committee as it provides jury decisions on Placemaker Program. Lines of authority and governance need attention.	Committee provides value to Council and has potential to provide more value.	Committee values the work it can do. (Gave examples of initiatives)	I think the information is valuable; not sure that it's acted upon in a meaningful way all the time.	Committee blend of agency and public is robust input. We could be used more.

10 When your Committee conducts its meetings, what comments can you provide as to the meeting process?

a Does it follow formal meeting procedures or is the meeting conducted in a more relaxed manner?	Follows the agenda and stays to business.	Follows the agenda and offers feedback session at the meetings.	Follows agenda and formal procedure.	Formal motions are made, but meetings are relaxed, less formal.	Process is ordered, collegial, relaxed. Good governance structure and high involvement from Committee Members.	Hybrid. Formal if needed. Discussion always open.	Uses a combination of following rules for moving and voting, but members speaking is left relatively informal and Chair ensures no dominance.	Follow a business-like meeting format.	It's a blend, use formal procedures of motions and voting.
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b	Do you find the current agenda template satisfactory? Any suggestions to make it better?	Agenda template works. Committee struggles to put items on agenda at right time.	Agenda format is good, familiar.	Agenda template is good.	Agenda template works. No discussion on what should be on the agenda or to add to it in advance. Some committees feel the agendas are too passive - no guidance for productivity, who builds the agenda has an impact on that. GMs can help identify concerns and direction with Chairs of SPC's.	Agenda template covers work scope.	Template satisfactory however only having an hour to meet may not be long enough for review of an issue.	Agendas tend to be large but provided in enough time prior to meeting to go over information.	None.	Order of items seems to flow.
c	Is the frequency of meetings satisfactory? Too many? Not frequent enough?	No meetings in July, August, and December. Frequency good. Summer break can impact action plan for the fall. Members realize this and try to deal with certain issues (budget, etc) early in the year.	Committee meets six times per year, and that is sufficient.	Committee meets monthly, except for summer, and has ability to call special meetings when required. Having sub-committees helps.	Meets quarterly, and working.	Monthly - Frequency is okay.	Depends on issues. May have to call extra meetings.	More meetings would be too many. Subcommittees do much of the work. New fewer meetings however. Currently no meetings in December but could meet. Struggle in the summer without meetings to get work done.	The Committee currently meets six times per year and believe four is sufficient if some additional changes that are being looked at are considered as well.	Could maybe do with one less meeting per year. Tends to be heavier in the beginning of the year.
d	Is the time/day of the meetings held working? How or how not?	Fourth Thursday of month @ 11:30 a.m. Time/day is good.	Second Thursday of month @ Noon - Lunch meetings work for members and appreciate being provided with lunch.	First Wednesday of month @ 11:30 a.m. - Members are easily available for lunch meetings.	Working on the time meetings are held.	Friday @ 1:30 p.m. - Time and day works for the Committee.	Time of day is good.	Time of day can be a factor on who applies but not sure how to address that. Lunch time probably best possible time. Perhaps Skype participation could address that.	No issues.	Meetings are well attended by members.
e	Is the location of your meetings working for the Committee? Suggested better location?	City Hall location is good. Reminds people of the purpose (civic duty).	City Hall location is good, however available parking spots can be an issue.	Committee room E in City Hall is good as it's a larger room.	City Hall good.	City Hall location good.	Committee Room E - City Hall - Room and location is good.	Location works.	No issues.	City Hall ideal, and likely easier for the Administration to attend.
11	Do you think that members of your Committee would benefit from training?	Yes.	Yes.	Yes.	Yes.	Yes.	Yes.	Yes.	No.	
a	What kind of training? Governance/Meeting procedure/other?	All training is good especially for those with no experience. Good info in Terms of Reference regarding reporting relationship. Good to have governance review at first meeting of year.	Governance training would be welcome. Possible discussion on this in September or October.	Having Deputy Clerk attend first meeting was useful. It would be beneficial for the Chair and Vice-Chair to receive training as to the role and what is expected. An annual overview to Committee role and what City is doing would be good as well. Useful to know deliverables; annual report, goals & objectives, matrix. Expectation needs to be communicated.	Training about best practices in this area (how City does naming).	Committee should be given a brief orientation of how the Committee fits into the Administration structure. Committee has opportunity to attend conferences.	Some of the members may benefit from governance training.	Clarification of expectations and roles would be helpful. Good to have verbal information.		Training around policy pieces would be beneficial. If there are internal consultations occurring with staff, if there is staff engagement, including the Committee in those specific cases where policy is developed.
b	Does your Committee provide orientation to new members? What does this entail?	Committee doesn't do its own orientation aside from introductions.	No formal orientation provided.	No formal orientation provided.	None.	Committee has no training in place for new members.	Attempt to in first year, but takes a year to grasp in most cases.	Chair provided orientation to new members this year.		No orientation provided.

c	Would it be valuable if the City provided standard orientation to new members? What should be covered in such orientation?	Orientation should include information on Council's Seven Strategic Goals and how the Committee fits. Also roles, responsibilities, and reporting.	Standard orientation would be beneficial, Committee history, etc.	Yes, as stated above.	Awareness around diversity (training) can play a role.	Could be useful - history or briefing on grants structure. Urban design - no sense of how Placemaker Program fits into urban design initiatives.	Having the Administration provide an overview of City initiatives is helpful.	Yes, on what the City is doing, Council's goals, role and responsibilities, etc.	Orientation would be beneficial. Highlighting relevant City plans and documents relevant to the Committee so there's no duplication. Roles and expectations.	
12	Do you find the application for recruitment process user-friendly? Why or why not?	The process requires the applicant to do some work, which determines a commitment to involvement on Committee vs those that just want to sit 'to complain'. It isn't 'easy' but it shouldn't be.	More awareness is needed when ads are available. The online application process is good. Would be beneficial to follow-up on references.	Application process is okay, but might not be accessible to those without internet access.	n/a	Suggested interviews replace paper/electronic application for situations where English not a first language. Technology can be intimidating.	It is good.	Fairly simple and straightforward. Access might be an issue how the call for applications gets out. Might attract people more civically engaged than others. Wider access might be helpful.	n/a	
a	Does your Committee have its own internal competencies matrix with respect to filling vacancies on the Committee?	No Matrix. Members not always sure of skills or assets of others. No responsibility given to the Committee to do this. Committee hasn't considered this but might be a good practice to identify gaps.	No matrix but would be good to identify groups that could participate (i.e. Muslim).	No, and believes filling of vacancies should come from the City, not the Committee.	No matrix.	The Committee would like to try to identify Indigenous applicants, but don't know how to go about it.	There is not one in place.	No relationship to the recruitment process.	No, but if there was one would be interested in seeing it.	
b	How do you handle 'challenging members' or various 'situations' (eg. Poor attendance, inappropriate comments, value of contribution, etc.)	Challenging members can be good but have to keep people on track. There are times these members ask questions some don't want to ask.	No comments.	Attendance needs to be addressed from time to time, but no other issues.	n/a	Up to the Chair to draw the members out for participation, opinion, etc.	Encourage participation from all members. Would do a one-on-one as well if required.	Haven't had member issues, no attendance issues. Need to make sure all have opportunity to participate. Balance between getting agenda and when to table something could be an issue.	When passions run high need to step in and defuse the situation, remind participants to step back and be respectful. Would work with the Secretary to see what process to follow but deal with it one-on one.	
c	Whose responsibility is it to inform Council on problematic members?	Should come from the Chair through Committee Assistant to determine process that should be used.	Chair's responsibility to inform Council.	The Chair and Vice Chair with the City Clerk's Office.	n/a	Should be responsibility of Chair and Admin rep.	Chair is responsible through the Admin or Council rep.	If there is an issue, Chair would discuss with Committee Assistant first. As Chair would do one-on-one with member to give feedback, if not working then discuss with Clerk again.	The Chair and Council rep, and City Clerk's Office if the situation called for it.	
d	How do you feel about having that responsibility to deal with Committee member discipline?	Discipline not common but should be the duty of the Chair taking that role on.	It's not nice to have to do, but Chair's responsibility. Important to have a strong Chair.	Should be the Chair. Have to be able to steer Committee.	n/a	Part of the role of being Chair.	Part of the role of being Chair.	Makes sense for the Chair to provide discipline. Not appropriate for it to be a Councillor - could be seen as silencing someone.	Not confrontational but if the one-on-one doesn't work you have to consider the other people involved.	
13	The current appointment policy provides for services members, including the payment of child care expenses, bus passes and parking and visual and hearing assistance. Also refreshments/lunches are provided when applicable.									

<p>a Are there other services which, in your opinion, if offered, would help ensure that no barriers exist to public participation on Committees?</p>	<p>Nothing at the moment.</p>	<p>Wasn't aware of childcare expenses. Parking is an issue.</p>	<p>Services adequate.</p>	<p>Nothing to add.</p>	<p>Would like to see Elder involvement with an offer of an honorarium, given stature.</p>	<p>All covered.</p>	<p>Main barrier is timing of the meeting.</p>	<p>No.</p>	<p>Well covered. May consider taxi as an option. Provided information regarding social inclusion guidelines.</p>
<p>b Are the services provided for, in the amounts or mechanisms provided for, adequate to encourage public participation?</p>	<p>Adequate but maybe not enough to encourage participation. This Committee does not have much public participation. People don't know or don't care until they have a complaint. That or they don't know process or that they have a say. Unless people are interested, they aren't going to go looking for information.</p>	<p>Have tried to be visible as Chair of the board. Social media very important to encourage public participation at meetings. Would like to see recognition of Committee in campaigns it was involved in.</p>	<p>Yes, the agendas are on the website and public will write in or attend meeting.</p>	<p>With naming process, few know how it happens and are not engaged. We don't have people from Newcomer or Indigineous communities feeling connected to the process or bringing names forward. There is room to bring in public participation in the process.</p>	<p>Have had good public response with different public events that lead to public participation.</p>	<p>Time of the meetings might be biggest barrier to public attendance and corresponding with the Committee in advance could be a barrier. Length of meetings dictates that we know of requests in advance.</p>	<p>Want public participation. We do word of mouth. Organizations come to us, do presentations. City has good social media presence right now.</p>	<p>Yes.</p>	<p>Media has attended and sometimes general public. In her opinion, many people that participate in civic committees are usually more affluent. Also, generally, people less affluent are less engaged in civic processes, for a number of reasons (working multiple jobs, crisis, not knowing what opportunities are available, not feel comfortable or competent that they have anything valuable to share/offer, disillusionment in the processes, etc.) If the City is looking at barriers, diversity of membership, etc, this might be considered.</p>
<p>14 Do you have any further comments or suggestions?</p>	<p>Nothing to add.</p>	<p>Nothing to add.</p>	<p>Nothing to add, again noted size of the Committee needs to be addressed.</p>	<p>Content-based Admin lead in charge of the agenda and tie into Council priorities. Council lead could meet with Chairs to reconnect and strengthen relationships with Committees.</p>	<p>Broader context provided so Committee can connect the dots.</p>	<p>Development of Canadian Disabilities Act, would like City to provide a leadership role prior to the CDA making them act. Wants the City to be proactive.</p>	<p>Nothing to add.</p>	<p>Nothing to add.</p>	<p>There have been many name changes in recent years. Future would like "Transportation" instead of "Traffic" ties in with SPC, policies and reporting.</p>

Transit Advisory Committee

City of Saskatoon - History

In 1968, Saskatoon City Council adopted Terms of Reference for a Transit Advisory Committee. The Committee was advisory to the Saskatoon Transit Board, who was advisory to Council (pursuant to Bylaw No. 4992, *A bylaw of the City of Saskatoon to appoint a Board to assist in the management of its Transit System and to define the powers of said Board*). As part of its mandate, the Transit Advisory Committee was responsible to:

- (a) Assist the Transit Board in providing a high and improving standard of public transportation to all citizens of Saskatoon;
- (b) Act as a spokesperson for the citizens in all matters relating to maintenance and improvement of service; and
- (c) Act as a liaison between the Transit system and the citizens in the interest of enhancing the efficiency and improving utilization of the Transit system.

Six members were appointed by the Transit Board for either a one or two year term. The Superintendent of the Saskatoon Transit system, the Manager of Utilities and any member of the Transit Board were entitled to attend meetings of the Committee.

At the direction of City Council in January of 1980, the Transit Board considered the viability of the Transit Advisory Committee and reviewed its Terms of Reference. The Transit Advisory Committee continued, with added procedural requirements:

- (a) At least two times per year the Transit Board and Transit Advisory Committee were required to participate in a joint meeting;
- (b) The meeting agenda consisted of two parts: (i) items brought forward by the Transit Advisory Committee; and (ii) items brought forward by the Transit Board; and
- (c) Transit Board information, including monthly meeting minutes and month statements of Transit operations were shared with the Transit Advisory Committee.

In 1982, Committee membership increased to 10, after efforts to engage the University of Saskatchewan Students' Union, the Kelsey Students' Union and the School Boards. The Amalgamated Transit Union was also asked to nominate a representative.

In 1989, the Transit Board was eliminated and the functions assumed by the Works and Utilities Committee. The Transit Advisory Committee became the Citizens' Advisory Committee on Transit Operations, reporting to the Works and Utilities Committee. However, over time, the Transit Operations Committee was underutilized. Instead, public input on such things as route and service level changes was achieved through the activities of the Transportation Coordinator and the Marketing and Planning

Manager of Transit Services. This eventually led to disbanding of the Committee in September of 1995.

Other Jurisdictions

Of the jurisdictions surveyed, only the City of Edmonton has a Transit System Advisory Board whose mandate deals with public transit issues, such as ridership, servicing, repair and maintenance issues, accessibility issues and public transit policies. The Advisory Committees in other jurisdictions do contemplate aspects of public transportation, largely on the issue of accessibility under the mandates of their respective Accessibility Advisory Committees. However, the other jurisdictions do not appear to have within the mandates of any other Advisory Committees, consideration of operational type issues such as routing, service levels and ridership.

Youth Council Advisory Committee

1. Town of Kindersley Youth Committee

*current structure evolved from the Kindersley Youth Council Program in place from 2009 to 2015

Mandate:

- Advisory to Town Council
- Provide recommendations about needs of youth to the Town
- Act as a leadership body to represent youth in the community and encourage youth engagement
- On an annual basis, determine the local programs, events, initiatives and special projects wish to lead or support
- Operate within designated budget approved by Town Council

Composition:

- Maximum 10 representatives
- Grades 9-12 from the Town of Kindersley
- Well rounded representation of all eligible grade levels
- Town Councillors and Town Chief Administrative Officer or designate to provide mentoring and guidance to Committee

Term:

- Eligible individuals may serve until successful completion of grade 12 but must apply annually

Selection Process:

- Applicants appointed following application and interview process led by Town of Kindersley staff and Town Council on an annual basis

2. City of Niagara Falls Mayor's Youth Advisory Committee

Mandate:

- Provide voice for youth of Niagara Falls
- Advise Council of important recreational and social issues concerning youth
- Inform Council of matters affecting youth
- Occasionally host workshops/forums, conduct surveys to address concerns and needs that affect youth
- Act as positive advocate for youth and provide leadership experience
- Actively seek input from youth
- Support events created by Committee that relate to mandate

Composition:

- Maximum 25 representatives from City of Niagara Falls
- Five youth from each of five local high schools
- Two youth from other schools (ie) French, private
- One MYAC alumni
- Non-voting members and facilitators/liaison with Committee
 - Niagara Regional Police Service
 - YMCA of Niagara
 - The Niagara Falls Review
 - Niagara Falls Public Library
 - staff members of the City Recreation and Culture Office and Mayor's Office
 - Mayor, *ex-officio*

Term:

- Minimum one school year
- Once appointed, will be considered for reappointment for duration of high school enrolment
- Staff liaison to recommend reappointments

Selection Process:

- All candidates to submit application
- Applications from candidates from five local high schools administered and reviewed by high school principal or designate
- Applications from candidates from other schools administered, reviewed and selected by MYAC staff liaison

3. City of Regina Youth Advisory Committee

*currently all Regina Advisory Committees are on hold pending review

Mandate:

- Advise and make recommendations on issues that affect youth in the City
- Advise and make recommendations on strategies that could be used by Administration to enhance focus on youth interests and needs by:
 - Communication strategies to inform youth of events
 - Placements and training opportunities to enhance skills and resumes of youth
 - Recognition of volunteer work done by youth in community
 - Launch of youth centered programs and activities
 - Other issues identified by Committee
- Hold minimum of one youth forum per year to discuss policies, programs and services related to youth (with Administration)
- Promote youth engagement in civic issues

Composition:

- 12 members
- 10 from general public aged 14-18
- Mayor
- One Councillor
- Director of Community Services or designate to provide administrative support

Term:

- Up to three year staggered term for general public
- One year term for members of Council

4. Municipality of Leamington Mayor's Youth Advisory Committee (Ontario)

Mandate:

- Structured opportunity for youth to voice opinions on recreational and social issues affecting youth
- Organize community events to encourage volunteer and community involvement
- Create information forums, workshops and surveys for youth to establish needs, concerns, wants and promote awareness of services/events that target youth
- Plan and execute events for charity and fundraising
- Partner with existing community organizations to provide link to existing youth activities and other community programs
- Provide annual report to Council on status of projects and activities

Composition:

- Eight to 12 youth members resident in Leamington aged 13 to 18
- Ensure representation from all three high schools and minimum one member from each age category, 13/14, 15/16 and 17/18 should applications provide the opportunity
- Non-voting members:
 - One member Leamington Council for term of Council
 - Mayor (Chair) for term of Council
 - Staff liaison from Culture and Recreation Department
 - Community Services Officer from Police

Term:

- Appointments annually for one or two year term

Selection Process:

- Appointment based on application, essay question, interview and where applicable, performance evaluation in last term
- Mayor with assistance of staff liaison responsible to appoint members

4. City of Edmonton Youth Council

Mandate:

- Provide advice and information to Council in relation to issues involving or affecting youth
- Research and write policy proposals for Council review
- Coordinate community events that profile local youth issues
- Receive direction from Council on work or reports it requires on youth matters
- Develop and maintain relationships with individuals and organizations addressing issues of concern to youth
- Promote initiatives to support well-being of youth
- Educate youth on City governance, procedures and policy making
- Provide networking opportunities for youth
- Consult with City Administration and other organizations supporting youth initiatives
- Establish the General Assembly, maintain a registry of participants and oversee meetings (General Assembly is a group of youth at large who voluntarily register to participate in and attend meetings of General Assembly for purpose of providing input to Youth Council)
- Recommend appointments to civic agencies
- Inform Council of initiatives of other levels of government

Composition:

- Maximum of 20 volunteer members of General Assembly appointed by Council, aged 13 to 23
- One Councillor to act as liaison between Youth Committee and Council for each Council term
- Mayor specifically identified as not being a member
- Members of City Administration assigned by City Manager to provide technical and administrative support

Term:

- One year term, renewable to a maximum of six years or age 23
- Members under 18 allowed only with express written consent of legal guardian
- The Chair may serve up to three successive one year terms

Selection Process:

- Appointment based on online application, written letter of reference and interviews
- Community and Public Services Committee of Council serves as Selection Committee for Edmonton Youth Council



GOVERNANCE AND PRIORITIES COMMITTEE

Governance Review – Advisory Committees – Governance Structure

Recommendation of the Committee

1. That further engagement take place with the following existing Advisory Committees with reporting by February 2018:
 - a. Street Activity Steering Committee;
 - b. Cultural Diversity & Race Relations Committee;
 - c. Advisory Committee on Animal Control; and
 - d. Traffic Safety Committee;
2. That the following Advisory Committee's be dissolved and disbanded effective January 1, 2019:
 - a. Street Activity Steering Committee; and
 - b. Cultural Diversity and Race Relations Committee;
3. That decisions on dissolving and disbanding the following Advisory Committees be deferred until after the further engagement and report by February 2018;
 - a. Advisory Committee on Animal Control; and
 - b. Traffic Safety Committee;
4. That the following new Advisory Committees be created effective January 1, 2019:
 - a. Diversity, Inclusion & Equity Advisory Committee; and
 - b. Advisory Committee on Community Wellness and Safety;
5. That review of the Naming Advisory Committee, including its name and model, be referred to the Naming Advisory Committee for further engagement and recommendations;
6. That the Social Services Subcommittee no longer be classified as an Advisory Committee;
7. That each Advisory Committee report through a specified Standing Policy Committee or through the Governance and Priorities Committee as detailed in Attachment #1 of the attached report;
8. That membership of each Advisory Committee include at least one youth member between the ages of 16 – 23 years to engage and involve local youth on issues within the purview of the Advisory Committees' mandates;
9. That the Administration report back with respect to the viability to ask applicants to any civic board and/or commission to self-identify in an age range;



GOVERNANCE AND PRIORITIES COMMITTEE

10. That members of the Administration to attend Advisory Committees be specifically defined in the Terms of Reference and identified as non-voting resource members;
11. That Standing Policy Committees and the Governance and Priorities Committee have the ability to form ad hoc Advisory Committees in addition to the standing Advisory Committees;
12. That Advisory Committees maintain the ability to form subcommittees of existing members;
13. That the Leadership Team Governance Subcommittee report further on:
 - a. Bylaw and policy amendments required to implement the proposed Advisory Committee structure;
 - b. Recommended changes to the Terms of Reference, including mandates and composition of the respective Advisory Committees; and
 - c. Outstanding inquiries referred to the Leadership Team Governance Subcommittee;
14. That consideration of Council membership on Advisory Committees be deferred until such time that recommendations for 13 b. are brought forward;
15. That the Administration report further to the Governance and Priorities Committee with respect to a Transportation Advisory Committee as suggested in the attached report; and
16. That the Administration report back with respect to onboarding and orientation of Committee and Commission members being in place for the 2019 appointment process.

History

The Governance and Priorities Committee, at its meeting held on November 14, 2017 considered a report of the Leadership Team Governance Subcommittee regarding the above, along with a presentation from the Chair of the Cultural Diversity & Race Relations Committee and comments from the Traffic Safety Committee and Saskatoon and District Safety Council.

Attachments

1. Report of the Leadership Team Governance Subcommittee dated November 14, 2017
2. Emails submitting comments from the Traffic Safety Committee and Executive Members of the Saskatoon and District Safety Committee dated November 12 and 13, 2017