



**To:** COUNCIL  
**Meeting Date:** 9/17/2024  
**Subject:** 24-057-CRS Citizen Appointments to Advisory Committees  
**Submitted By:** Danielle Manton, City Clerk  
**Prepared By:** Maria Barrantes Barreto, Council Committee Services Coordinator  
**Report No.:** 24-057-CRS  
**File No.:** C11  
**Wards Affected:** All Wards

**RECOMMENDATION(S):**

THAT Report 24-057-CRS Appointments to Citizen Advisory Committees be received;  
AND THAT Confidential Appendices “C”, “D”, and “E” to Report 24-057-CRS be received and remain confidential;

AND THAT the following individuals be appointed to the Accessibility Advisory Committee for the term of Council ending November 14, 2026: \_\_\_\_\_;

AND THAT the following individuals be appointed to the Arthur White Sports Bursary Fund Committee for the term of Council ending November 14, 2026: \_\_\_\_\_;

AND THAT the following individuals be appointed to the General Appeals Advisory Committee for the term of Council ending November 14, 2026: \_\_\_\_\_;

AND THAT the City Clerk be directed to notify all successful and unsuccessful applicants;

AND FURTHER THAT Council-Appointed Citizen Members to the City’s advisory committees who do not submit their signed Code of Conduct form within the first month after their appointment has been made shall forfeit their membership on the committee to which they have been appointed.

## **EXECUTIVE SUMMARY:**

### **Purpose**

To appoint citizens to the City's advisory committees for the 2022 to 2026 term of Council.

### **Key Findings**

- With every new Council term, the City must complete the appointment process for the advisory committees in accordance with the applicable legislation, by-laws and Terms of Reference.
- Citizen appointments to legislated and non-legislated committees ensure that all committees can fulfil and forward their mandates.
- On November 29th, 2022, the Council for the City of Cambridge endorsed report 22-056-CRS Advisory Committee Review, which among other things, dissolved the use of a Striking Committee.
- Staff are working with Committee Liaisons and Communications to continue further recruitment for current vacancies.
- Staff completed the interview process for the following advisory committees: Accessibility, Arthur White and General Appeals.

### **Financial Implications**

There are no financial implications.

## **STRATEGIC ALIGNMENT:**

Strategic Action

**Objective(s):** WELLBEING - Connect people to services that support individual and community wellbeing

**Strategic Action:** Not Applicable

**OR**

Core Service

**Program: Governance**

**Core Service:** Council and Citizen Committees

## **BACKGROUND:**

The appointment and approval process for the City's advisory committees coincides with the start of every new term of Council. Residents that wish to be considered for an advisory committee appointment must submit their application through the [City's website](#) and provide their qualifications.

In accordance with the Advisory Committee Appointment Policy (attached as Appendix "A" to this report), the interview panel interviews all applicants using a standardized question template. Clerks staff provides Council with a report and recommended appointments for approval.

For Council and public reference, the Committee Vacancies spreadsheet (attached as Appendix "B" to this report) is an updated summary of all current committee vacancies.

## **ANALYSIS:**

Clerks created the process for citizen advisory recruitment to increase equitable opportunities for all applicants, ensuring consistent review, staff training, interview and recommendations throughout the process.

Staff are confident that continual recruitment and community engagement efforts will result in a gradual increase in resident engagement and applications.

### **Accessibility Advisory Committee**

The Accessibility Advisory Committee advises Council on matters specific to accessibility and works to enhance and improve community services for those residents living with a disability. The Committee manages accessibility planning in accordance with Ontario accessibility laws and standards and the Ontario Human Rights Code.

City staff received the following applications to the Accessibility Advisory Committee:

- Tara Small
- CJ Janzen

### **Arthur White Sports Bursary Advisory Committee**

The purpose of the Arthur White Sports Bursary Fund Advisory Committee is to administer the distribution of awards and expenses of the Arthur White Sports Bursary Fund, Scott-Thompson Fund and Lions Can-Amera Fund.

City staff received the following applications to the Arthur White Sports Bursary Fund Advisory Committee:

- Joshua Obaigbena
- Michael Goldberg

### **General Appeals Committee**

The General Appeals Committee is a quasi-judicial body comprised of five (5) citizen members that meets to hear appeals made to a Property Standards Order that was issued by a Property Standards Officer of the City of Cambridge and Dog Muzzle Orders issued by an Animal Control Officer of the City of Cambridge.

The committee operates under the authority of the *Statutory Powers and Procedure Act* and may confirm, modify or rescind Property Standards and Dog Muzzle Orders, or in the case of Property Standards matters, may extend the time for compliance.

City staff received the following application to the General Appeals Committee:

- Simon Weresch

### **EXISTING POLICY / BY-LAW(S):**

Report 22-056-CRS Advisory Committee Review was considered and ratified by Council on November 29<sup>th</sup>, 2022. The report outlines the new procedure for citizen appointments, including recruitment, interview and post-interview process.

As stipulated in the report, the Clerks Division and City staff have followed policy guidelines to present the recommended appointments for three (3) advisory committees. The remaining advisory committee appointments will come forward to Council once interviews and the recommended appointment process have concluded.

### **FINANCIAL IMPACT:**

There is no financial impact.

### **PUBLIC VALUE:**

#### **Sustainability:**

Recruiting members to the City's advisory committees ensures sustainable and cost-effective input into issues affecting Cambridge's residents. Many applicants have a robust foundational background in the issues and projects before the committees. Additionally, most committee positions are on a volunteer basis only, and many applicants demonstrate a strong desire to help shape a better future for all residents.

#### **Engagement:**

Residents are encouraged to participate and apply to the various City advisory committees. Appointed members can directly provide feedback and input, when

required, to decision-makers. Additionally, staff are working with the committees to receive their perspective on upcoming projects, reports and initiatives, thus building rapport with City staff and the residents affected by legislated changes.

**ADVISORY COMMITTEE INPUT:**

Not applicable.

**PUBLIC INPUT:**

Posted publicly as part of the report process.

**INTERNAL / EXTERNAL CONSULTATION:**

The Clerks Division completed consultations with staff liaisons to prepare for the new changes created by the updated policies. The interview panels consisted of Staff Liaison(s), Council representative(s) to the committees (quasi-judicial committees exempt) and staff from the Clerks Division.

**CONCLUSION:**

Based on the various interviews, objective scoring guides and consultation with staff and the interview panels, staff respectfully recommend approval of the selections for appointment of the aforementioned committees for the 2022-2026 term of Council.

**REPORT IMPACTS:**

Agreement: **No**

By-law: **No**

Budget Amendment: **No**

Policy: **No**

**APPROVALS:**

**This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:**

**Director**

**Deputy City Manager**

**Chief Financial Officer**

**City Solicitor**

## City Manager

### ATTACHMENTS:

1. 24-057-CRS Appendix A – Advisory Committee Appointment Policy ADM 045
2. 24-057-CRS Appendix B – Committee Vacancies
3. 24-057-CRS – Confidential Appendix C – Accessibility Advisory Committee Recommended Appointments for the 2022-2026 Term of Council (limited distribution under separate cover)
4. 24-057-CRS – Appendix D – Arthur White Bursary Fund Advisory Committee Recommended Appointments for the 2022-2026 Term of Council (limited distribution under separate cover)
5. 24-057-CRS – Appendix E – General Appeals Committee Recommended Appointments for the 2022-2026 Term of Council (limited distribution under separate cover)