



To: COUNCIL
Meeting Date: 2/11/2025
Subject: 25-002-CRS Appointments to Advisory Committees
Submitted By: Danielle Manton, City Clerk
Prepared By: Maria Barrantes Barreto, Council Committee Services Coordinator
Report No.: 25-002-CRS
File No.: C11
Wards Affected: All Wards

RECOMMENDATION(S):

THAT Report 25-002-CRS Appointments to Citizen Advisory Committees be received;
AND THAT Confidential Appendices “C”, “D”, “E”, “F”, “G”, “H”, “I”, “J” and “K” to Report 25-002-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 Arts and Culture Advisory Committee for the term of Council ending November 14, 2026: _____;

AND THAT the following individuals be appointed to the Committee of Adjustment for the term of Council ending November 14, 2026: _____;

AND THAT the following individuals be appointed to the Cycling and Trails Advisory Committee for the term of Council ending November 14, 2026: _____;

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

AND THAT the following individuals be appointed to the Municipal Heritage Advisory Committee for the term of Council ending November 14, 2026: _____;

AND THAT the following individuals be appointed to the Youth Action Advisory Committee for the term of Council ending November 14, 2026: _____;

AND THAT the following individual be appointed to the Preston BIA Board of Management for a six (6) month period until two full voting member positions are filled following a By-Election: _____;

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

AND 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 committee membership.

AND THAT the following Member of Council be appointed to the Preston BIA Board of Management for a six (6) month period until two full voting member positions are filled following a By-Election: Councillor _____.

AND THAT the following Members of Council be appointed to the Committee of Revision for the remainder of the Council Term: Councillor _____, Councillor _____, and Councillor _____.

AND FURTHER THAT the following Members of Council be appointed to the Cambridge Public Library Board: Councillor _____ and Councillor _____.

EXECUTIVE SUMMARY:

Purpose

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

Key Findings

- Citizen appointments to legislated and non-legislated committees ensure that all committees can fulfil and forward their mandates.
- 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 and boards: Accessibility, Arts and Culture, Committee of Adjustment, Court of Revision, Cycling and Trails, Environmental, Library Board, Municipal Heritage, Preston BIA Board of Management, and Youth Action.

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. City staff have received applications to the following advisory committees:

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:

- Patrick Vannan
- Barry Green
- Heather Deyoe

Arts and Culture Advisory Committee

The purpose of the Arts and Culture Committee is to make recommendations and provide advice to Cambridge City Council on matters pertaining to arts and cultural activities/initiative in the community.

City staff received the following application to the Arts and Culture Advisory Committee:

- Ade Odusote

Committee of Adjustment

The Committee of Adjustment is a statutory committee with approval authority delegated to it by Cambridge City Council under the provisions of the Ontario Planning Act to hold public hearings and make decisions on applications submitted for minor variances, alterations in legal non-conforming uses and consents for severances.

City staff received the following applications to the Committee of Adjustment:

- Klementina Fejzulla
- Jerry Duarte

Cycling and Trails Advisory Committee

The mandate of the Cycling and Trails Advisory Committee is to advise Cambridge City Council on policy, planning, development and implementation of public trails and related off-road and on-road cycling and active transportation facilities.

City staff received the following applications to the Cycling and Trails Advisory Committee:

- Galen Peters
- Russ Loukes

Environmental Advisory Committee

The purpose of the Environmental Advisory Committee is to advise and inform Cambridge City Council of ways to protect, maintain and enhance the natural environment in harmony with the built environment.

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

- Aisha Lewis
- Jasmine McRorie
- Joe Farwell
- Kelly Pritchard
- Ken Bell
- Zenen Treadwell

Municipal Heritage Advisory Committee

The role of the Municipal Heritage Advisory Committee is to advise and assist Council on heritage matters relating to Parts IV and V of the Ontario Heritage Act, R.S.O. 1990, including development applications involving cultural heritage resources and other related heritage matters as Council may specify.

City staff received the following applications to the Municipal Heritage Advisory Committee:

- Dr. Mario Thomas
- Natalie Majda

Youth Action Advisory Committee

The mission of the Youth Action Committee of Cambridge (YACC) is to represent, engage and connect the youth of Cambridge and to bring forth recommendations to staff and City Council about the enhancement of youth lives in Cambridge.

City staff received four (4) applications to the YACC; however, applicant names will remain confidential as they are minors.

Preston BIA Board of Management

The Preston BIA's Board of Management requires a minimum of five members. As a result of two recent resignations, the Board is unable to conduct business as they are below the minimum number of members. Planning for a By-Election to fill the vacancies is underway; however, to ensure the Board can continue, staff are recommending temporarily appointing two individuals (one Council member and one member of a volunteer sub-committee for the Preston BIA). Staff are recommending the two proposed members be appointed for a six (6) month period until two full voting member positions are fulfilled following a By-Election.

Committee of Revision

In 2024, a sanitary sewer extension was undertaken on Blenheim Road (Devil's Creek to Mount View Cemetery) through local improvement. In accordance with Ontario

Regulation 586/06, the local improvement process requires the establishment of a Committee of Revision consisting of three (3) members of Council as part of the special charge roll certification process. The Committee of Revision will hold a meeting at an upcoming date, which will serve to hear any objections against the proposed local improvement roll prior to certification through the Council. Further training and instruction will be provided to those members forming the committee once appointed.

Library Board

Under the *Public Libraries Act*, R.S.O. 1990, c. P.44, public libraries in Ontario must be operated under the management and control of a public library board. These boards have the authority to make policies about the operations and services of the public library. Under the Act, municipalities can appoint members of the library board who shall have the same term as Council.

Public library boards are composed of at least five members, and the number of municipal councillors on the Board may not exceed one or less than a majority. For example, if a public library board has five members, there can be no more than two councillors on the Board. The Cambridge Public Library's Board is comprised of eight citizen members and one Council appointee (Councillor Shwery). At this time, it is deemed appropriate to appoint two additional Council members to the Board.

EXISTING POLICY / BY-LAW(S):

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

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. Applicants possess insight into the issues and projects before the committees with 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, thus building rapport with City staff and the residents affected by Council decisions.

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. 25-002-CRS Appendix A – Advisory Committee Appointment Policy ADM 045
2. 25-002-CRS Appendix B – Committee Vacancies