

To: COUNCIL

Meeting Date: 6/17/2025

Subject: 25-032-CRS Appointments to Advisory Committees

Submitted By: Danielle Manton, City Clerk

Prepared By: Maria Barrantes Barreto, Council Committee Services Coordinator

Report No.: 25-032-CRS

File No.: C11

Wards Affected: All Wards

RECOMMENDATION(S):

THAT Report 25-032-CRS Appointments to Citizen Advisory Committees be received;

AND THAT Confidential Appendices “C”, “D”, and “E” to Report 25-032-CRS be received and remain confidential;

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 General Appeals 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 committee membership.

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: Committee of Adjustment, Cycling and Trails 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. City staff have received applications to the following advisory committees:

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:

- Jeff Donkersgoed
- Robert Rappolt

Cycling and Trails

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 application to the Cycling and Trails Advisory Committee:

- Barry Schwartz

General Appeals

The mandate of the General Appeals Committee is to consider appeals to Property Standards Orders issued by Property Standards Officers and Dog Muzzle Orders issued by Animal Control Officers.

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

- Frances Seaward

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. 25-032-CRS Appendix A – Advisory Committee Appointment Policy ADM 045
2. 25-032-CRS Appendix B – Committee Vacancies