

To: COUNCIL

Meeting Date: 7/22/2025

Subject: 25-034-CRS Appointments to Advisory Committees

Submitted By: Danielle Manton, City Clerk

Prepared By: Maria Barrantes Barreto, Council Committee Services Coordinator

Report No.: 25-034-CRS

File No.: C11

Wards Affected: All Wards

RECOMMENDATION(S):

THAT Report 24-034-CRS Appointments to Advisory Committees be received;

AND THAT Confidential Appendices “C”, “D”, “E”, “F”, and “G” to Report 25-034-CRS be received and remain confidential;

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

_____;

AND THAT the following individual 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 Cambridge Farmers’ Market 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 Municipal Heritage 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 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: Arthur White Sports Bursary Fund Committee, Arts and Culture Advisory Committee, Cambridge Farmers' Market Advisory Committee and Committee of Adjustment.

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 committee 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. Staff provide Council with a report and an overview of each application and interview for their consideration.

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:

Arthur White Sports Bursary Fund Committee

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

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

- Shawn Corrigan

Arts and Culture Advisory Committee

The purpose of the Arts and Culture Advisory 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:

- Tessa McLeod

Cambridge Farmers' Market Advisory Committee

The mandate of the Cambridge Farmers' Market Committee is to advise City Council on strategies and policies to sustain the vitality of the Cambridge Farmers' Market and McIntyre Place and to promote discussion and coordination of initiatives and programs.

City staff received the following applications to the Cambridge Farmers' Market Advisory Committee:

- Ingrid Talpak

- John Smithers

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:

- Aidan Pereira
- Jeff Donkersgoed
- Robert Rappoltz

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 the 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. 25-034-CRS Appendix "A" – Advisory Committee Appointment Policy ADM 045
2. 25-034-CRS Appendix "B" – Committee Vacancies