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Town of Aurora

General Committee Report

No. CS23-001

Subject: Committee Structure Review and Updated Policy for Ad Hoc/Advisory Committees and Local Boards

Prepared by: Jaclyn Grossi, Deputy Town Clerk

Department: Corporate Services

Date: January 17, 2023

Recommendation

1. That Report No. CS23-001 be received; and
2. That Attachment 1, the policy for Ad Hoc/Advisory Committees and Local Boards be approved; and
3. That the following Advisory Committees be created:
 - Community Advisory Committee
 - Community Recognition Review Advisory Committee
 - Environmental Advisory Committee
 - Finance Advisory Committee (Council members only)
 - Mayor's Golf Classic Funds Committee; and
4. That Staff be directed to advertise for members of the Advisory and Statutory Boards and Committees with the exception of the Finance Advisory Committee; and
5. That the attached Terms of Reference for all Statutory and discretionary Committees be approved.

Executive Summary

This report seeks the adoption of a modified policy for the Town's Ad Hoc/Advisory Committees and Local Boards, and to review the Committee structure for the 2022-2026 term. The following are the key points from the report;

- Statutory Boards and Committees would continue operating in the same way as the previous term with the proposed exception of separating the Committee of

Adjustment from the Aurora Appeals Tribunal and Property Standards Committee

- The proposed Ad Hoc/Advisory committee structure would resemble the previous term
- Minor amendments to the Ad Hoc/Advisory Committee and Local Board policy are proposed including an electronic participation section
- Draft Terms of Reference for the proposed committees would be similar to the previous term of Council with minor changes being recommended
- Recruitment would begin in February 2023 for all positions on the Town's various Committees and Boards

Background

Establishing Ad Hoc/Advisory Committees and Local Boards provides Aurora residents with an opportunity to contribute to their municipal government. Council may establish discretionary advisory committees each term to operate in conjunction with their term of Council, or they may establish Ad Hoc committees from time to time as deemed appropriate to provide direction on a specific matter.

The Town of Aurora follows a municipal best practice of reviewing the committee structure after each Council term to ensure that all boards and committees are operating in a way that benefits members of Council in their decision-making process. This review also provides a chance to assess whether the Committee Members are finding value in their contributions on Boards and Committees.

Staff have completed the recruitment for the Aurora Public Library Board because it is the Town's only body that has a legislated timeline regarding when Members must be appointed after an election, per the *Public Libraries Act*, R.S.O. 1990, c. P.44.

Analysis

Statutory Boards and Committees would continue operating in the same way as the previous term with the proposed exception of separating the Committee of Adjustment from the Aurora Appeals Tribunal and Property Standards Committee

Aurora has the following statutory Boards and Committees which operated effectively and fulfilled their legislated requirements and duties:

- Accessibility Advisory Committee
- Aurora Appeal Tribunal
- Aurora Public Library Board
- Committee of Adjustment
- Heritage Advisory Committee
- Property Standards Committee

For the 2018-2022 term, Members appointed to the Committee of Adjustment (COA) were also appointed to the Aurora Appeals Tribunal (AAT) and the Property Standards Committee (PSC). For the 2022-2026 term staff are recommending that COA be separated from these two bodies because of their frequency of meetings, staff support and subject matter.

COA meets on a standard monthly schedule while the two other bodies meet as required when appeal requests are filed in relation to the Licensing By-law, Animal Services By-law, Short-Term Rental By-law, or the Property Standards By-law and associated orders. Although COA meetings may be cancelled when there are no agenda items, only 3 meetings were cancelled last term (excluding meetings cancelled due to the pandemic) resulting in 42 meetings. Alternatively, AAT met 11 times throughout the past term and PSC met 5. Separating AAT and PSC from COA results in an opportunity for additional Aurora residents to serve on a committee and provides all Members with a more balanced and realistic commitment to meeting frequency throughout a term.

Both AAT and PSC are supported by Legislative Services while COA is supported by the Planning and Development Services Department. Aligning the committee structure with the staff support roles and the subject matter experts will create a stronger relationship between members and staff.

The proposed Ad Hoc/Advisory committee structure would resemble the previous term

The Mayor plans to introduce a Roundtable on Diversity, Equity, and Inclusivity during the 2022-2026 term. This format will build on the duties and functions of the Task Force from last term and continue to develop strategies to eliminate racism and promote anti-racism in our community and the Municipal Corporation. In an effort to not duplicate efforts, staff are not recommending the continuation of the Task Force for this term.

Updates to s.283(7) of the *Municipal Act, 2001* require staff to review Council compensation and remuneration at least once during the four-year period corresponding to the Council term of office. Staff are not recommending that the Governance Review Ad-Hoc Committee continue at this time and will bring forward a

recommendation for the creation of an Ad-Hoc Committee to assist with the review at a later date.

Minor amendments to the Ad Hoc/Advisory Committee and Local Board policy are proposed including an electronic participation section

The proposed Ad Hoc/Advisory Committee and Local Board policy includes section 12 being Electronic Participation, Recording, Broadcasting and/or Live Streaming Meetings which has been introduced to align with successful practices throughout the 2018-2022 term. The policy has been updated to allow the continuation of hybrid meetings for these bodies and define the parameters for Members to participate electronically. The inclusion of hybrid meetings will allow residents to confidently apply for positions on these bodies knowing that they will have the opportunity to participate virtually when they prefer due to inclement weather, illness, safety, accessibility, and personal choice. The remaining proposed revisions include minor amendments such as removing gendered language to align with current diversity, equity, and inclusion best practices, and transferring the policy into an updated corporate template.

Draft Terms of Reference for the proposed committees would be similar to the previous term of Council with minor changes being recommended

The Terms of Reference for each recommended committee have been provided as attachments to this report. As they were each revised at the beginning of the 2018-2022 term to align with the updated Ad Hoc/Advisory Committee and Local Board Policy at that time, no major amendments are being proposed for this term. Minor housekeeping amendments have been included to align with current practices.

Updates to the *Municipal Act, 2001* in 2018 require all Local Boards of the Town to be subject to the Code of Conduct for Local Boards – Non-Adjudicative and Adjudicative ([Schedule B to By-law 6115-19](#)) as of March 1, 2019. All Members on Committees and Boards for the 2022-2026 term will continue to be subject to this Code which is enforced by the Town's Integrity Commissioner.

Recruitment would begin in February 2023 for all positions on the Town's various Committees and Boards

Following Council's approval of the committee structure for their 2022-2026 term, staff will begin recruitment for all positions on the Ad Hoc/Advisory Committees and Local Boards and the remaining Statutory Boards and Committees. Staff will prepare the applications received for Council to complete appointments in March.

Advisory Committee Review

Committee Members showed high engagement and satisfaction with their positions during the 2018-2022 term

Staff elicited feedback from past Committee Members through a survey (Attachment 3) at the end of the 2018-2022 term and found most responses indicated a high satisfaction with their role as a Committee Member and that they would consider another term if they were eligible. Although many respondents showed a strong agreement that the duties and functions of their committee were clear, they also recommended revisions to these components to improve their focus.

Legal Considerations

None.

Financial Implications

None.

Communications Considerations

Legislative Services staff will continue to work with Communications staff to ensure that the advertisements for committee membership are posted in all locations including print media and the Town's social media platforms and website.

Climate Change Considerations

The recommendations from this report do not impact greenhouse gas emissions or impact climate change adaptation.

Strategic Plan

The proposed Ad-Hoc/Advisory Committee and Local Boards policy supports **progressive corporate excellence and continuous improvement** by implementing policy and processes that reflect sound and accountable governance. As well as supporting **broad community outreach and engagement with partners, businesses, newcomers, and community groups to ensure inclusiveness** by affording residents the opportunity to provide insight to Council.

Alternative(s) to the Recommendation

1. That the policy for Ad Hoc/Advisory Committees and Local Boards from the 2018-2022 term of Council, including the same committee structure from the term, be adopted.
2. Council provides direction.

Conclusions

A balanced system of Ad Hoc/Advisory Committees and Local Boards helps foster good governance in municipalities. Staff believe the recommendations in this report help achieve good governance in Aurora by creating a system where citizens can participate and help decide on policy directions in their community.

Attachments

Attachment 1 – 2018-2022 Policy for Ad Hoc/Advisory Committees and Local Boards

Attachment 2 – Proposed 2022-2026 Policy for Ad Hoc/Advisory Committees and Local Boards

Attachment 3 – 2018-2022 Local Board and Committee Member Survey Responses

Attachment 4 – Proposed 2022-2026 Terms of Reference

Previous Reports

None.

Pre-submission Review

Agenda Management Team review on December 15, 2022

Approvals

Approved by Techa Van Leeuwen, Director, Corporate Services

Approved by Doug Nadorozny, Chief Administrative Officer