

Characteristics of City Advisory Committees

	Edmonton	Calgary	Winnipeg	Regina	London (ON)	Saskatoon
General Definition	Established to provide citizen or expert input and advice to Council on issues relevant to Council's priorities as defined in the Committee's mandate	Established to provide public or expert input and advice to Council on varying issues Gives advice from the public to Council	Established to provide public or expert input and advice to Council on varying issues	Established to provide public or expert input and advice to Council on varying issues Referred to as "Secondary Committee" Advisory Committees are currently on hold as the City proceeds with a public engagement review	Established to provide recommendations, advice and information to the Council on specialized matters which relate to the purpose of the Advisory Committee, to facilitate public input to Council on programs and ideas and to assist in enhancing the quality of life of the community, in keeping with Council's Strategic Plan principles	Established to provide advice on all policy matters relating to each Committee's mandate
Number of Advisory Committees	8	5	4	9	13	9
Topic Areas	Accessibility Community Services Youth Transit History Alternative Energy River Valley Women Participation	Accessibility Biodiversity Aboriginal Affairs Heritage Public Art	Accessibility Urban Design Diversity & Equity Historical Buildings	Accessibility Arts Community Leadership Community Services Crime Prevention Environment Heritage School Boards Youth	Accessibility Environment Agriculture Animal Welfare Child Care Community Safety Cycling Diversity & Inclusion Ecology Heritage Housing Transportation Trees & Forests	Accessibility Animal Control CDRRC Municipal Heritage Naming Public Art SEAC Street Activity Steering Traffic Safety Social Services
Authority of Establishment	<i>Municipal Government Act</i> Each Advisory Committee is established by its own bylaw	<i>Municipal Government Act</i>	<i>The City of Winnipeg Charter</i>	<i>The Cities Act</i>	<i>The Municipal Act, 2001</i>	<i>The Cities Act</i>
Composition	Volunteer public members have ability to form subcommittees within each committee Range from 6-15 members	Volunteer public members Administration is non-voting Range from 9-14 members	Members of Council Volunteer public members Range from 9-14 members	Members of Council Volunteer public members Range from 9-25 members	Volunteer public members Range from 6-15 members	Volunteer public members Members of Council, Administration and other levels of government Range from 5-18
Term of Appointment	Minimum 1 year and maximum 6 years Appointment may be terminated if 3 meetings are missed within a 6 month period or if a member breaches the Code of Ethics	Generally, 2 year staggered term for a maximum of 6 years unless extended by 2/3 vote of Council	Generally 2 years, but some are 3 years	Generally, 3 year staggered terms Cannot exceed 9 consecutive years on same Committee	4 year term commencing March 1 of the first year of a Council term and ending on February 28 or, in the case of a leap year, February 29 of the first year of the following Council term Cannot serve on the same Committee for more than 2 terms	Minimum of 1 year with a maximum of 6 years (at Council's discretion)

ATTACHMENT 2

	Edmonton	Calgary	Winnipeg	Regina	London (ON)	Saskatoon
Reporting Requirements	Required to report to Council through Standing Committees on: (i) activities (ii) annual work plan aligned to mandate (iii) budget information	Required to report to Council through Standing Policy Committees on items as directed	Required to report to Council through Executive Committee or Standing Policy Committees on items as directed	Required to provide an annual report to Council through Executive Committee or Standing Policy Committees	Advisory Committee reports forwarded exclusively to the Standing Committee to which it reports Required to provide an annual work plan and annual report on activities	Required to report through Standing Policy Committee No Advisory Committee reports to GPC
Are Council Members Appointed?	No	No	Yes	Yes, but non-voting	No	Yes
Are Administration Members Appointed?	No	Yes, but non-voting	Yes	Yes, but non-voting	No, but act as a resource to Committee	Yes, for resource purposes only
Recruitment	Applications submitted online through City website City Clerk responsible for advertisement of vacancies Appointments and reappointments are at the pleasure of Council at its yearly organizational meeting Council may, by bylaw, delegate recruitment and selection of members to stakeholder or other outside groups with an interest in the activities of that Agency	Applications to City Clerk who acts as liaison between Committee and Council Board Chairs short list 2 applicants per vacancy Nominations Committee comprised of members of Council make recommendations to Council based on short list and/or entire pool Reserve list created	Applications to City Clerk to assemble and provide to Executive Policy Committee for consideration Executive Policy Committee to submit nominations to Council for appointment	City Clerk publicly invites submissions from the public for appointments Appointments to committees are for a calendar year	Vacancies for at-large members publicly advertised by City Clerk Recommendations for appointments to be made at the commencement of a Council term are vetted by an ad hoc "Striking Committee" made up of various members of the public. The Striking Committee has the option to liaise with outgoing chairs regarding qualifications and works with the Clerk regarding attendance history of those seeking reappointment Council makes final appointments	Applications to City Clerk to assemble and provide to GPC for consideration GPC to submit nominations to Council for appointment
Member Termination	Membership is deemed to have been terminated if a member misses 3 consecutive meetings of the Committee without Committee approval or on breach of the Code of Conduct	Code of Conduct for Citizen Members Appointed to Boards, Commissions and Committees stipulates certain conditions that must be met by the members of all citizen appointees which include such examples as meeting attendance requirements and conflict of interest provisions. If a breach of the Code occurs, it must be reported to either the City Auditor (pursuant to the Whistle-blower Policy) or the Committee Chair, an investigation is conducted and where Council is satisfied that a breach did occur, it may revoke a member's appointment	Not specified	Council may, at their discretion, revoke the membership of any individual whom they have appointed	Members-at-large and agency representatives are deemed to have resigned if they are absent from 25% of their regularly scheduled meetings without the prior consent of Council or for health reasons City Clerk provides written notice to any member who has exceeded the absence threshold and invites the member to provide a written explanation of the absences for review with the Committee Chair Breach of Code of Conduct	Currently, Council, at its discretion, may remove members upon breach of the Code of Conduct Members who have missed 3 meetings in a row without explanation are deemed to have resigned

ATTACHMENT 2

	Edmonton	Calgary	Winnipeg	Regina	London (ON)	Saskatoon
Source Documents	<p>Council Policy C57.5B – Agencies, Boards, Committees and Commissions</p> <p>Procedures and Committees Bylaw, Bylaw 12300</p> <p>Various bylaws passed to establish each Advisory Committee</p>	<p>The City of Calgary Procedure Bylaw 44M2006</p> <p>Governance and Appointments of Boards, Commissions and Committees, Policy No. CP2016-03</p>	<p>Procedure By-law No. 50/2007</p> <p>City Organization By-Law No. 7100/97</p> <p>The Citizens Appointments to Boards and Commissions, Policy No. C0-007</p>	<p>The Committee Bylaw No. 2009-40</p> <p>The Procedure Bylaw No. 9004</p>	<p>Council Procedure Bylaw No. A-50</p> <p>General Policy for Advisory Committees, Policy No. 5-16</p>	<p>Policy No. C01-003 Appointments to Civic Boards, Commissions, Authorities and Committees</p> <p>Bylaw No. 9170, The Procedures and Committees Bylaw, 2014</p>