



LEGISLATIVE AND COURT SERVICES MEMORANDUM

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TO: MAYOR A. NUTTALL AND MEMBERS OF COUNCIL
FROM: W. COOKE, CITY CLERK/DIRECTOR OF LEGISLATIVE AND COURT SERVICES
WARD: ALL
NOTED: D. MCALPINE, GENERAL MANAGER OF COMMUNITY AND CORPORATE SERVICES
M. PROWSE, CHIEF ADMINISTRATIVE OFFICER
RE: ONE YEAR REVIEW – ADVISORY COMMITTEES
DATE: FEBRUARY 28, 2024

The purpose of this Memorandum is to provide members of Council information concerning a one year review of the Advisory Committees, as per motion 23-G-263 noted below.

23-G-263 REVIEW OF ADVISORY COMMITTEES

- 1. That the City Clerk conducts a one year in review of Advisory Committees, including the alignment and adherence to Council's Strategic Priorities, the frequency of meetings, any demands on staff, structure, and terms of reference and report back to General Committee via memorandum by February, 2024.
2. That if an Advisory Committee creates a subcommittee, it is required to provide regular updates to the Advisory Committee that it reports to.
3. That staff in Development Services still be permitted to provide a resource or advisory support as required by the Advisory Committee.
4. That Advisory Committees are not permitted to appoint staff to any subcommittees that are created without Council approval. (Item for Discussion 8.2, November 1, 2023)

**Committee Meeting Frequency/Hours Meeting

Table with 3 columns: Committee, Meeting Frequency, Meeting Duration - Average. Rows include Arts Advisory Committee, Communities in Bloom, Heritage Barrie, Seniors and Accessibility, Active Transportation and Sustainability, International Relations, Town and Gown, Order of the Spirit Catcher, and Investment Board.

**Based on meetings prior to reduction due to staff resourcing and does not include any time associated with preparing agendas or minutes.



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In November 2023, Advisory Committees were moved to every other month due to staff resourcing in the Legislative Services Branch. During this time, staff found the duration of some of the meetings ended up being longer, 2.5 to 3 hours, as the Agendas had more items based on the reduced meeting frequency.

Given that the Legislative Services Branch has recently returned to full complement, some of the meetings will be moved back to monthly, starting in March 2024 which may reduce the length of the meetings

Committee Mandates and Alignment with Council's Strategic Plan

The Chart illustrated in Appendix "A" to this memorandum details the mandates/objectives of each of the Advisory Committees, whether they are statutory or non-statutory and their alignment with the Strategic Plan.

Advisory Committees - Staff Resource Requirements

The resource levels required from staff related to assisting or participating in Advisory Committees can vary. The Chart illustrated in Appendix "A" to this memorandum also outlines the staff resources and status update of each of the Advisory Committees.

The Committees find it beneficial to have the technical or subject matter experts available at the meetings to respond to questions and be part of the discussion. Legislative Coordinators are not always equipped to provide the required responses/information on technical matters. Subject matter expert participation in most cases, will avoid additional time for staff in preparing reports, memos or presentations unless further information is requested through a recommendation of the Committee. Generally if staff are providing a presentation or written information to the Committee, it is because they want to bring something forward for input.

It has been staff's experience that the Advisory Committees work well if they are focused on a few key items, which is why it is beneficial for them to prepare a workplan or a few objectives to accomplish during the term. This allows for the Committee meetings to be more efficient and effective and ensure that their mandate/objectives are in keeping with Council's Strategic Priorities.

There seem to be some challenges with a few of the Committees, related to lack of quorum resulting in meetings not occurring and mandates being too expansive making it difficult for the Committee to determine a workplan to encompass all aspects of it. Staff are reviewing these items and will report back to Council as required.

Next Steps

Staff will continue to assist the Committees as some of them continue to work through their mandates/objectives as required.

Staff in Legislative Services will discuss with staff in the Economic and Creative Development and Recreation and Culture Departments the quorum issues related to the Arts Advisory Committee which have resulted in the Committee not meeting regularly, and report back to Infrastructure and Community Investment as required.

Staff in Legislative Services will discuss with the Chairs of the Advisory Committees and applicable technical/subject matter expert staff to ensure that the meeting agendas are more balanced for efficient and effective meetings.



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The opportunities to engage the public in topics of interest have evolved. Some municipalities have reviewed or in the process of reviewing the utilization of advisory committees versus open houses, town halls, social media and surveys as methods of engaging the public that may allow for broader participation by the community. For example, a large Ontario municipality has eliminated non-statutory advisory committees and is utilizing other mechanisms and technology to obtain feedback on initiatives. The City Clerk will continue to review and monitor the effectiveness of the Advisory Committees as well as the approaches of other municipalities to engaging the public, and report back to General Committee if changes are recommended.

**APPENDIX "A"
REVIEW OF ADVISORY COMMITTEES**

Committee	Staff Resourcing	Mandate/Objective(s)	Alignment with Strategic Plan	Status Update
<p>Active Transportation and Sustainability</p> <p>Non-Statutory</p> <p><u>Composition</u></p> <ul style="list-style-type: none"> • Chair, Councillor, A.M. Kungl ; • Councillor, B. Hamilton; • Seven (7) citizen members; • 1 representative from Nature Barrie; • 1 representative from Living Green; and • 1 representative of the Simcoe Muskoka District Health Unit. 	<p>1 Legislative Coordinator</p> <p>1 staff from Development Services</p> <p>Staff invited based on Agenda Items</p>	<p><u>Mandate</u></p> <p>To provide advice and perspectives associated with policies, programs, and facilities, while promoting the following:</p> <p>a) A safe, convenient, sustainable, and accessible active transportation system; and</p> <p>b) A sustainable, efficient, healthy, and resilient environment and community.</p> <p><u>Objectives</u></p> <p>a) To provide advice and recommendations to City Council on the following matters (e.g. potential risks and opportunities) that promote active transportation and sustainability:</p> <p>i) The development of city policies; and</p> <p>ii) Planning, implementation and enhancement of active transportation infrastructure.</p> <p>b) To raise awareness and education of the personal and community benefits of active transportation and sustainability.</p>	<p>Infrastructure Investments</p> <ul style="list-style-type: none"> • Support active transportation and pedestrian connections • Implement climate action plans 	<ul style="list-style-type: none"> • Committee is currently developing its work plan, and given the large mandate of the Committee, it has been challenging to focus on a few key items to accomplish for the term. • Committee members are active and engaged. • Staff will either request to attend the Committee for feedback on projects or will be invited to attend if an agenda topic affects their department.



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Committee	Staff Resourcing	Mandate/Objective(s)	Alignment with Strategic Plan	Status Update
<p>Arts Advisory Committee</p> <p>Non-Statutory</p> <p><u>Composition</u></p> <ul style="list-style-type: none"> • Chair, Councillor, A. Courser • Councillor, C. Riepma • 1 representative from the Barrie Arts Alliance • 1 representative from the Barrie Public Art Committee • 1 representative from the Central Ontario Music Council • 1 representative from the MacLaren Art Centre • Three (3) citizen members 	<p>1 Legislative Coordinator</p> <p>1 staff from Economic and Creative Development</p> <p>1 staff from Recreation and Culture</p>	<p><u>Mandate</u></p> <p>To advise Council on all matters concerning the arts and culture in the City of Barrie</p> <p><u>Objectives</u></p> <p>To ensure that arts and culture is appropriately represented in City plans, policy initiatives, infrastructure projects, and budgets, wherever and whenever possible. This undertaking has as its purpose, the development of the City of Barrie as a vibrant, unique, and diverse centre for the arts.</p>	<p>Thriving Community</p> <ul style="list-style-type: none"> • Foster growth in arts and culture 	<ul style="list-style-type: none"> • This is a relatively new Committee that is currently developing a workplan for items to focus on for the remainder of the term. Once the workplan is in place, it will allow for a framework for the meetings, which will allow for them to run more efficiently. • Quorum has been an issue for this Committee and as a result some scheduled meetings have not occurred.



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<p>Communities in Bloom</p> <p>Non-Statutory</p> <p><u>Composition</u></p> <ul style="list-style-type: none"> • Councillor, A.M. Kungl, Chair ; and • 5 (five) Citizens 	<p>1 Legislative Coordinator</p> <p>1 staff from Operations</p>	<p><u>Mandate</u></p> <p>To help facilitate the development of Barrie in the National Municipal Beautification Program.</p> <p><u>Objectives</u></p> <p>The objective for the 2022 to 2026 term of the Communities in Bloom Committee is to assist the Operations Department as they are evaluated on the overall contributions of City Council, industry, businesses and the private sector including volunteer efforts in regard to the eight criteria:</p> <ul style="list-style-type: none"> • Tidiness • Environmental Action • Heritage Conservation • Urban Forestry • Landscape • Turf and Groundcovers • Floral Displays • Community Involvement. <p>The Communities in Bloom Committee will foster community involvement throughout all aspects of the program.</p>	<p>Thriving Community</p> <ul style="list-style-type: none"> • Create and foster programs that support Community Wellness 	<ul style="list-style-type: none"> • Committee is focusing on the 2024 Communities in Bloom Program nationally and internationally



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<p>Heritage Barrie</p> <p>Statutory</p> <p><u>Composition</u></p> <ul style="list-style-type: none"> • Councillor, C. Riepma, Chair • Councillor, A.M. Kungl; and • 5 to 9 citizen representatives 	<p>1 Legislative Coordinator</p> <p>1 Heritage Planner</p>	<p><u>Mandate</u></p> <p>The Heritage Barrie Committee shall:</p> <ul style="list-style-type: none"> • Educate Council and build public awareness around cultural heritage preservation in the City – the what, when, why and how – by providing information about preservation and conservation of heritage as well as information on listing properties on the Municipal Heritage Register; • Advance heritage initiatives through a land use policy connection at both a neighbourhood and city-wide level (e.g. Community Improvement Plans); • Establish criteria for evaluating the architectural or historical value of a property, and to prepare and maintain a list of all properties worthy of pursuing conservation under the <i>OHA</i>; • Keep up to date on all heritage conservation legislation and programs, and advise Council of any programs worthy of consideration by the City; • Advise and assist Council on all matters relating to Part IV and V of the <i>OHA</i> and provide 	<p>This Committee reports to the Affordability Committee.</p> <p>The mandate is not specifically aligned with any of the Strategic Priorities, but a municipality is required to have a Heritage Committee under the <i>Planning Act</i>.</p>	<ul style="list-style-type: none"> • Committee is working through the items on their 2022-2026 workplan identified in their objectives noted in the mandate column. • Committee members are very active and engaged. • The length of meetings is generally longer than many other Committee meetings.



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		<p>recommendations for designating heritage properties as per the <i>OHA</i>; and,</p> <ul style="list-style-type: none">• Undertake the appropriate action items from the Cultural Heritage Strategy and the Historic Neighbourhood Strategy. <p><u>Objectives</u></p> <ul style="list-style-type: none">• To advise Council on matters of local history;• To keep current on all heritage conservation legislation and programs and recommend to Council any programs worth consideration by the City;• To provide information to property owners about the preservation of heritage properties and supply information about the conservation of such properties;• To advise Council on the Municipal Registry including recommending additions and subtractions to this Registry;• To recommend action to Council on matters relating to heritage and to act in a review and advisory capacity with regard to the planning process, development applications and applications for demolition, alteration or construction;		
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| | | <ul style="list-style-type: none">• To promote Heritage Barrie within the Community and educate the public on matters relating to the historical nature of Barrie through various programs and media;• To continue to produce, promote and restore the walking tour brochures; and• To develop the Heritage Barrie presence on the City of Barrie's website. | | |
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Committee	Staff Resourcing	Mandate/Objective(s)	Alignment with Strategic Plan	Status Update
<p>International Relations Non-Statutory</p> <p><u>Composition</u></p> <ul style="list-style-type: none"> • Chair, Councillor, J. Harris • 1 representative from each of the partnerships: <ul style="list-style-type: none"> ○ Zweibrucken; ○ Arras; ○ Murayama; and ○ Harrogate. • 1 representative from Youth Ambassador • 1 representative from Global Perspectives Program • 4 Business representatives • 1 representative from Georgian College • 1 representative from Base Borden • 1 representative of the Youth Council 	<p>1 Legislative Coordinator</p> <p>Staff from Economic and Creative Development</p>	<p>The mandate and direction of this Committee is currently being reviewed. The following objectives have been established and approved by the Committee but require Council approval.</p> <ul style="list-style-type: none"> • Trade Promotion – increase bilateral trade between sister cities • Business Networking- facilitate networking opportunities for local businesses • Business Ambassadors supporting Invest Barrie – promote Barrie in international networks • Education and Workforce Development – create a well skilled and adaptable workforce that can contribute to the economic growth, innovation and sustainability for both regions <p>Staff will be recommending when the Youth Committee is struck, that the Youth Ambassadors Program be moved to the Youth Council and that \$20,000 of the IRC budget be provided to the Youth Committee for international relation opportunities.</p>	<p>Affordable Place to Live</p> <ul style="list-style-type: none"> • Open for business environment to help encourage job creation • Develop and attract talent to support our employers 	<ul style="list-style-type: none"> • Committee working on refocusing its efforts to work internationally to develop business relations. • Staff in the Economic and Creative Development Department have contributed a significant amount of staff time to support the Committee in developing objectives and KPIs to integrate the new focus of the committee regarding economic development. These still need to be approved by Council. Once in place, staff time will be reduced to attending the Committees to respond and provide input as needed. • Once the Youth Council is established, it may be prudent to move the Youth Ambassadors Program component to the Youth Council with a portion of the IRC budget to operate the program. • Ceremonial relations between Barrie and its sister/friendship cities still needs to be reviewed



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<p>Investment Board</p> <p>Statutory</p> <p><u>Composition</u> The Investment Board will be composed of five (5) members: including a Chair, three (3) citizen members and the City's Treasurer.</p>	<p>1 Legislative Coordinator</p> <p>3 staff from Finance</p>	<p><u>Mandate and Authority</u> The Investment Board is established as a City board, responsible to control and manage the City's investments pursuant to the Prudent Investment Standard and the Investment Policy Statement adopted by City Council.</p> <p>The Board will adopt and follow an Investment Plan that implements the City's Investment Policy. The Investment Plan shall deal with how the Board will invest the City's money.</p> <p>The Board may retain agents to act on its behalf pursuant to the requirements of the prudent investment standard.</p>	<p>Responsible Governance</p> <ul style="list-style-type: none"> Financial Stewardship which includes finding efficiencies and innovation 	<ul style="list-style-type: none"> As per mandate, meet quarterly Committee is engaged and active with highly knowledgeable and skilled members



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<p>Order of the Spirit Catcher</p> <p>Non-Statutory</p> <p><u>Composition</u> Chair, Councillor, N. Nigussie Councillor, J. Harris 1 representative of the Barrie Community Foundation, to be selected by the Foundation.</p>	<p>30-60 minutes</p>	<p>Mandate</p> <p>To review all nominations for the Order of the Spirit Catcher (adult and youth) and determine the recipients of the Award, and the presentation to the recipients</p> <p>To annually recommend to City Council the annual Award recipient(s) based on an individual who:</p> <ul style="list-style-type: none"> • Is a Resident of the City of Barrie, • Has selflessly devoted their time and energy to help others, • Has made a significant contribution to the life style of the community, and <p>Through exceptional achievement, has benefitted others and brought honour to the City of Barrie</p>	<p>Thriving Community (indirectly)</p> <ul style="list-style-type: none"> • Champion equity, diversity, and inclusion 	<ul style="list-style-type: none"> • Staff are reviewing the Program and associated gala with the Community Foundation as it is a key stakeholder, member of the Committee and has hosted an annual gala for award recipients •



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<p>Seniors and Accessibility Accessibility portion is Statutory. Seniors portion is Non-Statutory.</p> <p><u>Composition</u></p> <ul style="list-style-type: none"> Chair, Councillor, N. Nigussie; 6 (six) Citizens; and Representative from Allandale and Parkview Seniors Groups. 	<p>1 Legislative Coordinator</p> <p>Staff invited based on Agenda Items</p>	<p><u>Mandate</u></p> <ul style="list-style-type: none"> To champion issues related to the provision of an accessible community on behalf of all Barrie’s citizens. To represent and provide advice on seniors’ perspectives on municipal matters. <p><u>Objectives:</u></p> <ul style="list-style-type: none"> To provide advice and recommendations to City Council concerning opportunities to make Barrie a more age-friendly community, focused on the services, roles and responsibilities within the City of Barrie’s jurisdiction related to housing, transportation, communications and civic participation; To advise City Council each year about the preparation, implementation and effectiveness of its accessibility plan as required by the Ontarians with Disabilities Act; To advise City Council on the accessibility for persons with disabilities to a building structure or premises, or part of a building, structure or premises that Council 	<p>Thriving Community</p> <ul style="list-style-type: none"> Champion equity, diversity and inclusion Create and Foster Programs that Support Community Wellness Expand and maximize access to parks and recreation opportunities <p>Infrastructure Investments</p> <ul style="list-style-type: none"> Make it easier to move around the City 	<ul style="list-style-type: none"> Committee initiatives discussed at meetings related transit, barriers for seniors and communicating with community, accessible transportation and it has provided input on items such as the Allandale Transit Mobility Hub. Staff will either request to attend the Committee for feedback on projects or will be invited to attend if an agenda topic affects their department.



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		<p>intends to purchase, construct, significantly renovate or lease;</p> <ul style="list-style-type: none">• To advise City Council on the accessibility of new developments for which site plans are being reviewed by the municipality pursuant to Section 41 of the Planning Act;• To research and make recommendations to City Council concerning the identification, removal and prevention of barriers to persons with disabilities within the City of Barrie;• To educate City Council and the general public of the responsibility, benefits and means of having a consumer-friendly community inclusive to age and ability; and• To promote the voluntary provision of inclusive access to buildings, services, communications and activities within the City of Barrie, and recognize those businesses and services that are consumer-friendly.		
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<p>Town and Gown Non-Statutory</p> <p><u>Composition</u></p> <ul style="list-style-type: none"> • Councillor, C. Riepma, Chair • 2 representatives of Georgian College (1 of which may be a student) • 4 citizen representatives 	<p>1 Legislative Coordinator</p> <p>1 Enforcement Services Supervisor</p> <p>1 Zoning Administration Officer</p>	<p><u>Mandate</u> To develop and enhance relationships, communications, and policies between Georgian College students, the City, and the community.</p> <p><u>Objectives</u> The following objectives of the Town and Gown Committee for the 2022 to 2026 term are to:</p> <ul style="list-style-type: none"> • Facilitate communication among constituent groups; • Identify issues and concerns related to campus/community interaction; • Review policies and initiatives of other municipalities for possible application in the City of Barrie; • Increase accountability of both students and landlords to the neighbouring community; • Investigate various alternatives / policies to address quality of life concerns for residents surrounding Georgian College; and • Develop recommendations to enhance Town and Gown relationships. 	<p>Affordable Place to Live</p> <ul style="list-style-type: none"> • Encourage a range of housing options to make housing attainable <p>Community Safety</p> <ul style="list-style-type: none"> • Support neighbourhood safety and crime prevention 	<ul style="list-style-type: none"> • Staff and representatives of Georgian College provide updates to the Committee • No recommendations are put forward by the Committee; the Committee only receives and discusses the monthly updates provided by • The frequency of these meetings may be able to be reduced or the format changed, given the Committee has only received and discussed the updates provided by staff on a monthly basis.



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<p>Youth Council</p> <p>Non-Statutory</p> <p><u>Composition</u></p> <ul style="list-style-type: none"> • Two (2) members of Council; • Up to 12 youth representatives, ages 12 - 20 	<p>1 Legislative Coordinator</p> <p>Staff invited based on Agenda Items</p>	<p><u>Mandate</u></p> <p>To provide advice and recommendations to Council about social, environmental, and municipal issues that interest and/or affect youth in the City of Barrie.</p> <p><u>Objective(s)</u></p> <p>The Youth Council will develop objectives to align with the mandate established by City Council at the beginning of the term.</p>	<p>Thriving Community</p> <ul style="list-style-type: none"> • Champion equity, diversity and inclusion • Create and foster programs to support community wellness 	<ul style="list-style-type: none"> • Newly established, currently in the process of recruiting and appointing Youth Council members.