

AGENDA DIVERSITY & COMMUNITY ENGAGEMENT ADVISORY COMMITTEE

March 26, 2013 at 6:30 p.m.
River Plate Room, Town Hall
Meeting No.2

Online Agenda: Anything in **blue** denotes an attachment/link. By clicking the links on the agenda page, you can jump directly to that section of the agenda. To maneuver back to the agenda page use the **Ctrl + Home** keys simultaneously **OR** use the "Bookmark" icon on the navigation panel to the left of your screen.



Alternative formats available upon request by contacting:
sarah.moore@ajax.ca or 905-619-2529 ext. 3347

1. Call to Order

1.1 New Members Welcome

2. Disclosure of Pecuniary Interest

3. Approval of Minutes

3.1 November 27, 2013 Page 3

3.2 January 29, 2014 Page 7

4. Presentation/Discussion Items

4.1 2014 Elections Communications Overview (6:30 – 7:00 p.m.)

Christie McLardie, Manager of Communications

4.2 Advisory Committee Review (7:00 – 7:30 p.m.) Page 11

Sarah Moore, Committee Coordinator

4.2.1. Advisory Committee Policy & Procedure Page 12

4.2.2. Advisory Committee Code of Conduct Page 28

4.2.3. DACE Advisory Committee Profile Page 30

4.2.4. Advisory Committee Recruitment and Appointment Process Page 31

4.2.5. Advisory Committee Application Form Page 38

4.3 Guest Speaker Interest (7:30 – 7:45 p.m.)

5. Standing Items

5.1 Updated Work Plan Page 40

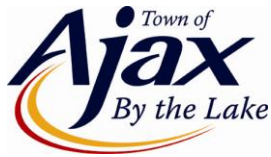
6. Correspondence

7. Update from Council

8. New Business

9. Adjournment

Next Meeting: Wednesday April 23, 2014 at 6:30 p.m., River Plate Room, Town Hall



DRAFT MINUTES
Diversity & Community Engagement
Advisory Committee

November 27, 2013
River Plate Room, Town Hall
Meeting No. 8

Committee Members:	Regional Councillor Colleen Jordan Councillor Ashby (entered 8:10 p.m.) Denise Burnett (exited at 7:50 p.m.) Lee Harrison, Chair Roxanne Horwitz Mohamed Karatella Glenda Jones Natasha Prasad
Staff:	Cayla DaSilva, Community Development Coordinator Sarah Moore, Committee Coordinator
Guests:	Imam Hasan, Pickering Islamic Centre Emiliy Harrison, Youth Engagement Advisory Committee Member Robert Prochilo, Community Recreation Coordinator Martin de Rond, Director of Legislative Services/Clerk Jennifer Harrison, Ajax resident
Regrets:	Jennifer Hirlehey, Sobia Ahmad, David Forget

1. Call to Order

Co-Chair Harrison called the meeting to order at 6:35 p.m.

2. Disclosure of Pecuniary Interest

None

3. Approval of the Minutes

3.1 September 25, 2013

3.2 October 23, 2013

Moved by: N. Prasad
Seconded by: G. Jones

That the Minutes of the Diversity & Community Engagement Advisory Committee Meetings held on September 25, 2013 and October 23, 2013 be adopted as amended.

CARRIED

4. Presentation/Discussion Items

4.1 Youth Engagement Advisory Committee Update

Ms. Emily Harrison, Youth Engagement Advisory Committee (YEAC) Member, and Mr. Robert Prochilo, Community Recreation Coordinator, Youth and Adults highlighted recent activities and achievements of YEAC, including participation in the official opening of the Audley Recreation Centre, the Encourage Me Ajax campaign and annual haunted house. Several upcoming projects and initiatives were highlighted including Pan-Am related activities, the annual holiday toy drive and hosting of a joint YEAC meeting. An invitation was extended to the Committee to attend a forthcoming YEAC meeting to share information on recent projects and accomplishments.

Members posed questions regarding engagement initiatives for youth in the Town of Ajax Municipal election. Several engagement suggestions were noted. Staff advised that a comprehensive communications plan will be developed and presented to the DACE committee in the new year. On behalf of the Committee, Chair Harrison commended the YEAC for their continued efforts to engage youth and overcome stereotypes.

4.2 Introduction to Islam

Mr. Karatella introduced Imam Hasan of the Pickering Islamic Society. Brother Hasan discussed the origin of *Islam*, a word meaning 'submission', derived from the Arabic word *salam* meaning 'peace'. An adherent of Islam is called a muslim. He provided an overview of the history of Islam dating back to 600 a.d. Imam Hasan reviewed Islamic ideology and discussed the seven Muslim beliefs: belief in Allah as the one God; belief in angels; love, adoration, respect and reverence for all prophets (messengers of Allah); belief in Allah's books and revelations; belief in the Last Day (Judgment Day); belief in the Resurrection (life after death); and belief in the Divine Decree (God does what he will).

The five pillars of Islam were also discussed, which identify the minimum mandatory requirements of a practicing Muslim: declaring there is no god except God Allah (*shahadah*), ritual prayer five times a day (*salat*), fasting and self-control during the month of Ramadan (*sawm*), donation of 2.5% of personal wealth for a person in need (*zakat*), and pilgrimage to Mecca at least once in a lifetime (*hajj*).

The Committee posed several questions relative to the appropriate address for an Imam, and the differences between the various denominations within Islam (Shias, Sunnis, et al). Imam Hasan discussed the negative portrayal of Muslims in light of recent societal events, the notion of 'islamophobia' and the 'us vs. them' paradigm. Reference to the recent Apostolic Exhortation was shared regarding the call for an aversion of hateful generalizations in relation to violent and radical fundamentalism. Communication and cultural exchange opportunities were identified as positive steps towards promoting awareness and inclusion.

Chair Harrison thanked Imam Hasan for his informative presentation to the Committee.

4.3 Social Infrastructure Funding Updates

Ms. DaSilva, Community Development Coordinator, presented information on the four agency programs and two neighbourhood events that will receive 2013 Social Infrastructure Funding. These programs and initiatives included a Durham Region Police Services Community Safety Day, Community Development Council Durham Ajax Immigrant Engagement Summit, PFLAG Community Open House, Girls Inc. Mind & Body Leadership Initiative, Hermitage Park Neighbourhood Social, and Audley Neighbourhood Community Social and Neighbourhood Watch Training Event. Further event details will be provided once available.

Members posed questions relative to the allocation of subsequent funding and communication of the events, including recognition on the Strong Neighbourhoods web portal. Members also identified the need to focus on preserving the history of long-standing residents in compliment to capturing the stories of newcomers.

4.4 2013 Ajax Accessibility in Action Plan Status Report & 2013 Provincial Accessibility Compliance Report

Ms. Moore presented highlights of initiatives and actions taken in the 2013 Ajax Accessibility in Action Plan Status Report included in the agenda package. To date, over 25 objectives have been initiated or actioned, with new actions identified for future implementation. An overview of biennial provincial accessibility compliance reporting was discussed.

Members posed questions relative to the 2014 Municipal Election internet/telephone voting, specifically regarding security, identification and accessibility. Ms. Moore advised that a more comprehensive presentation on the 2014 Municipal Election and Communications plan will come to the Committee in the new year. She also noted the requirement to develop a Municipal Election Accessibility Plan.

Denise Burnett and guests exited the meeting at 7:50 p.m.

5. Standing Items

5.1 Work Plan

In the interest of time, this Item was not discussed. Members were encouraged to identify areas of interest and potential guest presenters for the remaining six meetings of the term.

Councillor Ashby entered the meeting at 8:10 p.m.

6. Correspondence

None

7. Update from Council

Councillor Jordan and Councillor Ashby provided updates on various matters before Ajax Council and Regional Council, including the Durham Diversity & Immigration Report Card

and the decision to have a question on the 2014 Municipal Election ballot in Ajax pertaining to the election of Regional Chair.

8. New Business

8.1. Communi-tree Decoration

Ms. DaSilva reminded Members of the communi-tree decorating event at the McLean Community Centre on December 4, 2013. Participation was encouraged.

9. Adjournment

Moved by: C. Jordan
Seconded by: R. Horwitz

That the November 27, 2013 Diversity & Community Engagement Advisory Committee Meeting be adjourned. (8:35 p.m.)

CARRIED



DRAFT MINUTES
Diversity & Community Engagement
Advisory Committee

January 29, 2014
Boulevard Room, Town Hall
Meeting No. 1

Alternative formats available upon request by contacting:
sarah.moore@ajax.ca or 905-619-2529 ext. 3347

Committee Members:	Regional Councillor Colleen Jordan (entered 7:40 p.m.) Lee Harrison, Chair Roxanne Horwitz Glenda Jones Natasha Prasad
Staff:	Cayla Da Silva, Community Development Coordinator David Forget, Manager – Quality Service & Special Projects Sarah Moore, Committee Coordinator
Guests:	Debbie Nickerson, Manager of Administration, Recreation & Culture Robert Gruber, Manager – Community & Cultural Development Chris Walker, GIS Coordinator Tracey Vaughan-Barrett, Director – Recreation & Culture Walter MacEwen, Resident Lisa Arnason, Resident
Regrets:	Jennifer Hirlehey, Sobia Ahmad, Councillor Ashby, Denise Burnett, Mohamed Karatella, Judy Paty

1. Call to Order

Co-Chair Harrison called the meeting to order at 6:35 p.m.

With consent of all Members present, the Meeting proceeded without quorum

2. Disclosure of Pecuniary Interest

None

3. Approval of the Minutes

Approval of the Minutes was deferred until quorum was present.

4. Presentation/Discussion Items

4.1 Ice Allocation Policy

Ms. Debbie Nickerson, Manager of Administration, presented an overview of the revised Ice Allocation Policy, which had been updated from the original 1998 document, intended to provide guidance on how facility ice time is assigned. She outlined changes and updates to the policy, including revised ice allocation formulas and noted that the document had been reviewed with a diversity lens. Additional changes highlighted included clearer definitions, not-for-profit status requirements, criteria to address supply & demand issues, as well as clarity on historical allocations and tournament allocations.

Review of the policy has included proactive consideration for new and emerging sports, in response to the community's changing demographics.

Members inquired whether demand for ice allocation has increased or decreased in recent years. Ms. Nickerson noted that an annual facility usage report is conducted and that stable allocation demand has been maintained. Additional questions were posted relative to stakeholder consultation and feedback, the prioritization of "prime" ice and potential residency impacts on special needs groups to the updated policy.

4.2 Cultural Resource Mapping

Mr. Gruber, Manager – Community & Cultural Development, reviewed the Town's Integrated Community Arts & Cultural Plan (ICACP), noting one of the initiatives within the plan was to continue development of the Town's cultural inventory using GIS technology to develop a cultural mapping tool. Cultural Mapping was recognized to create a systematic approach to identifying, recording and classifying cultural resources or assets in order to describe and visualize them.

A broad spectrum of cultural resource data was provided. The initiative's alignment with the ICACP and Strong Neighbourhood Strategy was discussed. Mapping data was noted to reflect core, related and contextual data already within the Town's inventory (i.e. heritage properties, cultural spaces, public art, neighbourhood catchment areas, parks, trails, town and ward boundaries), as well as the potential to yield inclusion of future data (i.e. community and cultural organizations, restaurants, hotels, population and language).

Mr. Chris Walker, GIS Coordinator, provided a demonstration of the interactive cultural mapping tool. Members identified the usefulness for such a tool and encouraged the Town to investigate potential for creating a mobile application. A layer to identify hotels and restaurants was proposed, however keeping it up to date was identified as a potential challenge. Members discussed opportunities for "posting" personal stories and comments on various sites as a means of community engagement. The potential for the map to be available in multiple languages was identified as a possible asset for visitors during the 2015 Pan Am Games. Members inquired whether consideration had been made to link or layer Ajax real estate listings, however staff indicated that such information already exists under separate mapping.

Chair Harrison called upon those guests in attendance to introduce themselves and share comments. Mr. MacEwen and Ms. Arnason expressed interest in Committee membership.

4.3 2014 Customer Polling

Mr. Forget, Manager – Quality Service & Special Projects, presented information relative to upcoming customer polling to be conducted on behalf of the Town. The polling is follow-up to telephone surveys conducted in 2010. Customer polling was identified to gain insight from residents on programs, services and spending. It provides the opportunity to connect with residents the Town may not otherwise be in contact with, as the polling can be conducted in multiple languages. Customer polling in 2014 will provide comparative data to previous polls.

Regional Councillor Jordan entered the Meeting (7:40 p.m.)

Mr. Forget reviewed the history of customer polling conducted for the Town by Environics Research Group. Subject matter was noted to have changed over time in order to reflect relevant community issues and trends (community safety, political participation, customer service, diversity & community engagement, downtown revitalization and more).

The results of the 2014 poll will assist with shaping the strategic plan of the new Council term. The poll was identified to be conducted by telephone with a sample size of approximately 600 participants before Easter.

Members posed several questions relative to why telephone is the method being used, and the format and framing of questions asked. Members identified the need to ask questions about resident's awareness of various Town projects/initiatives in order to gauge effectiveness of communications. Mr. Forget advised that copies of the questions asked and reports from the previous polls are available on the Town's website for review.

4.4 Volunteer Recognition Awards – Nomination Opportunity & Selection Committee Representative

Ms. Da Silva circulated nomination forms for the 2013 Volunteer Recognition Awards. Ms. Moore solicited participation of one or two Members to sit as representatives on the Awards Selection Committee. The Selection Committee meeting was noted to be scheduled for the evening of Tuesday, March 11, 2014 in the River Plate Room. Members requested that an item to discuss potential nominations be added to the February 26, 2014 Meeting Agenda.

Ms. Moore reviewed details of the provincial Paul Yuzyk Lifetime Achievement Award for Multiculturalism. The Mayor's office requested the Committee's comment on a nomination request from Ajax resident Mr. Roland Rutland.

Members determined that it is difficult for the Committee to support such a nomination without full familiarity of Mr. Rutland's achievements in diversity. The Committee strongly supports the Town's award nominations of Ajax individuals and groups who have made significant contributions to the community in the areas of diversity, multiculturalism and inclusion. It was suggested that Council may be a more appropriate body to consider and carry forward such a request, as Council may be more informed of Mr. Rutland's long-term portfolio of accomplishments.

5. Standing Items

5.1 Updated Work Plan

Mr. Forget identified several updated initiatives and time lines on the Work Plan.

6. Correspondence

None

7. Update from Council

Regional Councillor Jordan noted that the motion to place a question on the 2014 Municipal Election ballot relative to the reduction of Regional Council size had been voted down by Regional Council. She provided details relative to the Capital and forthcoming Operating budget approval. Following the Meeting, Members were encouraged to attend a work shop under way to write letters to the Minister of Environment requesting a “bump up” in the Environmental Assessment process for the Duffin Creek Sewage Plan Outfall. Several Members indicated interest in participating.

8. New Business

8.1. Regional Diversity Best Practices Day

Chair Harrison provided a summary of his participation in the Annual Region of Durham Diversity Best Practices Day. He outlined forthcoming changes presented by the Durham District School Board to examine the role their institution plays in the community. Additional guest speakers, including Ms. Tracey Vaughan-Barrett, Director of Recreation & Culture were noted.

9. Adjournment

With consent of all Members present, the January 29, 2014 meeting of the Diversity & Community Engagement Advisory Committee was adjourned. (8:25 p.m.)



ADVISORY COMMITTEE REVIEW OVERVIEW & SUMMARY OF CHANGES

A comprehensive review of the Town of Ajax Advisory Committee structure, procedures & processes has been conducted. A 2013 member, staff and Council Advisory Committee survey was conducted and a broad best practice research was carried out, to assist with shaping and identifying necessary and proposed changes.

The following DRAFT documents are included hereafter for your review and comment:

1. **Advisory Committee Policy & Procedure** (new)
2. **Advisory Committee Recruitment and Appointment Process** (revised)
3. **Advisory Committee Application Form** (revised)
4. **Advisory Committee Code of Conduct Sign-off** (new)
5. **Advisory Committee Profile** (new – to help form Terms of Reference)

In preparation for discussion, the following represents a summary of changes and recommendations:

1. **Advisory Committee Policy & Procedure**

- Removed from appendix to Council Procedural By-law
- Consolidated policies and procedures into one guiding document (Council approved)
- Added inclusion/accommodation language; diversity lens (resident vs. citizen, no gender-specific pronouns, etc.)
- Recommending that the Youth Engagement Advisory Committee be directed to report to the Recreation & Culture Department, instead of Council. (YEAC appointment process, structure, role etc. is different from a formal advisory committee of Council).
- Tightened attendance management section
- Added specific criteria for the establishment of new advisory committees
- Added requirement for minimum number of committee meetings; if less than 5/year, the Committee efficiency/effectiveness shall be reviewed by staff/Council
- Expanded and documented training/orientation requirements

2. **Advisory Committee Recruitment and Appointment Process**

- Revised to document the actual process used
- Recommending that term limits **not** be imposed for Advisory Committees to allow for continuity and balanced turnover
- Note that priority will be given to new applicants
- Members seeking reappointment will need to reapply for consideration
- Added inclusion/accommodation language
- Recommending specific appointment dates for consistency
- Proposing Advisory Committee “open house” evening as part of new term recruitment

3. **Advisory Committee Application Form**

- Generalized, more open-ended questions, reformatted
- Will be made in accessible online format through Town’s website
- Added inclusion/accommodation language

4. **Advisory Committee Code of Conduct Sign-off**

- Aligns with Council Code of Conduct, part of formal orientation package

5. **Advisory Committee Profile**

- “bird’s-eye” view of Committees to assist with creating terms of reference
- Identifies interests/technical/experience/skill assets to assist with diverse composition

CORPORATE POLICIES AND PROCEDURES**SUBJECT: ADVISORY COMMITTEE POLICY & PROCEDURE**

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1. POLICY OBJECTIVE

- 1.1. Advisory committees are established by Council for the purpose of encouraging community participation on a variety of issues relevant to the municipality. Such bodies play an important role in the corporate decision-making process by providing a means for elected representatives and staff to receive the views and advice from Ajax residents on a variety of matters.

2. SCOPE & APPLICATION

- 2.1. This policy outlines a fair, equitable and transparent approach and process for the establishment and operation of advisory committees. The Advisory Committee Policy & Procedure is intended to address:

- The process for establishing and reviewing public advisory committees
- Advisory committee recruitment, selection, appointment and resignation processes
- Duties and conduct of Members
- Operating procedures
- Sub committees / working groups
- Reporting requirements
- Media relations
- Financial requirements

- 2.2. This Policy applies to the following Council approved advisory committees:

- Accessibility Advisory Committee
- Active Transportation & Trails Advisory Committee
- Diversity & Community Engagement Advisory Committee
- Environmental Advisory Committee
- Heritage Advisory Committee
- Recreation & Culture Advisory Committee

- 2.3. Changes of clarifications of policy or procedure shall be reflected in updates to the Policy, which may be supplemented by guidelines and training materials, as deemed appropriate by the Clerk.

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3. DEFINITIONS

- 3.1. **“Advisory Committee”** a committee created by Council to act in an advisory capacity to council on municipal issues during the Council term
 - 3.1.1. **Ongoing committee:** provides regular policy or program advice to Council on a specific municipal matter, as defined in a terms of reference, established by by-law. Ongoing committees may also be involved in the organizing and promotion of special events or activities require a budget allocation. An ongoing committee may be comprised of resident, organization and Council representatives.
 - 3.1.2. **Task force / Steering Committee:** assists in the short term study and analysis of a specific municipally-related issue, as defined in a terms of reference, established by by-law. Generally a task force will be completed within six months to one year of their establishment, and may be comprised of resident, staff, organization and Council representatives. Any extension in time to a task force shall be made by Council resolution.
- 3.2. **“Advisory Committee Member”** means an Ajax appointee meeting the eligibility criteria or Council Member Appointee.
- 3.3. **“Chair”** means the elected head of the advisory committee.
- 3.4. **“Conduct”** means the way one acts and behaves.
- 3.5. **“Council”** means the Council of the Corporation of the Town of Ajax.
- 3.6. **“Council Member Appointee”** means any Member of Council that sits as a voting member of an advisory committee.
- 3.7. **“Mandate”** means the statement that describes the advisory committee’s purpose or responsibilities. The mandate shall align with Council’s strategic directions.
- 3.8. **“Quorum”** means the number of members required to be present at any meeting in order that business may be conducted.
- 3.9. **“Subcommittee”** means a team chaired by a member of the advisory committee or the Committee’s staff liaison, created to carry out a specific project included in the annual work plan of the advisory committee. To be implemented sparingly and disbanded upon completion of the project.
- 3.10. **“Terms of Reference”** means the document that provides a general overview of the advisory committee, the content of which is prescribed by the Advisory Committee Policy & Procedure
- 3.11. **“Vice-Chair”** means the elected member of an advisory committee who assumes the duties of the Chair in the Chair’s absence.

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4. ESTABLISHMENT OF AN ADVISORY COMMITTEE

4.1. Advisory Committees are established by Council. The creation of a new advisory committee shall first be based on statutory requirement.

4.1.1. If there is not a statutory requirement, the establishment of the Committee must fulfill five (5) of the following criteria:

- Aligns with the Community Action Plan (Council strategic plan) and other Master Plans or guiding documents;
- Requires resident consultation and external stakeholder expertise to develop public policy or fulfill corporate mandate;
- Represents broad subject matter handed by multiple internal departments or external stakeholders;
- Significantly helps stream-line discussion and decision-making at Standing Committees and Council;
- Handles work that staff do not perform;
- Involves an emerging or sustained issue of clear importance to the municipality and needed for the long-term (minimum of 5 years);
- Mandate and work plan can be clearly articulated.

4.1.2. A by-law shall be required to establish each advisory committee, without exclusion. The by-law shall incorporate the terms of reference.

5. REVIEW OF ADVISORY COMMITTEES

5.1. All advisory committees shall dissolve at the end of each term of Council, allowing for a review the efficiency and effectiveness of advisory committees and refresh of the committee structure as a whole.

5.2. As early as possible in a new term of Council, Council shall review advisory committees in place at the time of the previous term of Council. The Clerk and Management Committee shall assist in this effort by providing an overview profile of all advisory committees (see template COR-0XX), including but not limited to:

- name of committee
- type (statutory/discretionary)
- mandate, goals and objectives
- number of meetings held
- achievements and challenges
- recommendations on future direction of each committee and committee structure

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- review and recommendations on the reporting and functional relationship of advisory committees
- review and recommendations on orientation and training needs

6. TERMS OF REFERENCE

6.1. The Terms of Reference for any advisory committee shall be approved by Council and amendments can only be made with Council approval. The Policy addresses a number of areas, therefore the Terms of Reference for an advisory committee shall address the following:

- **Purpose**
- **Mandate**
- **Work plan**
- **Lead Department**
- **Reporting Relationship**
- **Committee Membership & Composition**
- **Chairperson**
- **Meeting Structure & Format**

7. ORIENTATION

- 7.1. Every Advisory Committee member shall be required to attend at least one (1) orientation session.
- 7.2. The first regular meeting of any advisory committee may be devoted to orientation and training, as well as clarifying goals and objectives.
- 7.3. The Legislative & Information Services Department (Committee Coordinator) shall be responsible for coordinating and delivering orientation to all Committee Members. Orientation content shall include:
- 7.3.1. An overview of the Town of Ajax Advisory Committee Member rights, responsibilities, policies and procedures;
- 7.3.2. *Mandatory Accessibility for Ontarians with Disabilities Act, Ontario Human Rights Code, and Occupational Health & Safety Act* training;
- 7.4. Committee Members shall be provided with a member “handbook”, including a copy of the Advisory Committee Policy & Procedure, terms of reference, and relevant Town of Ajax policies and supporting documents.
- 7.5. Advisory Committee Members shall consult the Legislative & Information Services Department (Committee Coordinator) for support and assistance. Additionally, all Advisory Committees shall have clearly identified Council representatives and Staff Liaisons who may be consulted for support.

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8. ACCESSIBILITY & INCLUSION

- 8.1. While serving on any Town of Ajax Advisory Committees all Committee members shall comply with all Town of Ajax accessibility-related policies, practices and procedures.
- 8.2. Notification of accommodation availability throughout the Advisory Committee Membership shall be provided (from recruitment to end of appointment).
- 8.3. The Town of Ajax shall ensure that adequate provisions are made to ensure that meeting places, agenda and minute formats, communications and conduct of meetings are accessible, to provide maximum participation.

9. MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 9.1. Town of Ajax Advisory Committees are accountable for complying with the *Municipal Freedom of Information and Protection of Privacy Act* and related Town of Ajax policies and practices.

10. HEALTH AND SAFETY

- 10.1. Advisory Committee Members shall never be asked to do anything unsafe and have the right to refuse any request, function or activity they feel is unsafe.
- 10.2. All Advisory Committee projects will comply with the Occupational Health and Safety Act and Regulations.
 - 10.2.1. Training shall ensure that Advisory Committee Members understand their duties, rights, responsibilities, health and safety issues and accident and emergency procedures.
- 10.3. Advisory Committee members must report all accidents and injuries to the Chair, Council Member Appointee, or staff liaison immediately. The Committee Chair, Council Member Appointee or staff person shall notify the Health & Safety/WSIB Advisor of any accident or injury immediately.
- 10.4. Advisory Committee members shall adhere to the **Alcohol and Drug Use in the Workplace Policy (108)**.

11. ELECTIONS OF CHAIRPERSON AND VICE-CHAIR

- 11.1. Election of the Chair and Vice Chair by simple nomination shall be conducted by staff, within the first or second advisory committee meeting, as appropriate.
- 11.2. The Chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. Members of Council are not eligible to serve as a Chairperson or Vice-Chair.

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11.3. If a Chair or Vice-Chair is not present, members are to select an acting chairperson to serve in the same capacity for the duration of the meeting.

11.4. The Chair and Vice-Chair shall be elected to a one (1) year term.

11.5. The Chair and/or Vice-Chair may be re-elected for consecutive terms.

12. MEMBERSHIP ADMINISTRATION

12.1. The process for acquisition, selection, appointment and dismissal from Town of Ajax Advisory Committees is detailed within the **Town of Ajax Advisory Committee Appointment Policy (COR-WI-008)**. All applicants shall be required to submit the **Town of Ajax Advisory Committee Application Form (LIS-032)**, to initiate the process.

12.2. An Advisory Committee information session shall be held as part of the recruitment process at the onset of the new term of Council. The session shall provide the public and potential applicants with information regarding the Town's Advisory Committee structure, mandate and responsibilities.

12.3. Principles of equity and accommodation for all candidates shall be adopted and implemented by enforcing application deadlines, selection criteria and consistent screening/interviewing procedures.

12.4. Membership, as much as possible, shall be representative of the Ajax community, and achieve balance between diversity, a variety of technical expertise and other related skills and experiences.

13. TERM OF APPOINTMENT

13.1. Members are appointed by resolution of Council and shall serve for a term concurrent to the term of Council. Appointment shall as close as possible, commence March 1 of the first year of a Council term, and end on February 28 or 29 of the first year following a Council term.

13.2. Advisory Committee members may only serve on one Town of Ajax advisory committee at a time.

13.3. Advisory committee members may seek reappointment to an advisory committee upon reapplication for a consecutive term.

13.3.1. New appointments shall be prioritized; however balance between new and reappointed members will be sought during the selection process.

13.4. As members appointed to the Committee of Adjustment and Property Standards / Animal Services Appeals Committee receive remuneration, such appointments shall have a two term limit. Members may only be considered for appointment upon reapplication after an absence of one term.

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14. ATTENDANCE MANAGEMENT

14.1. Absenteeism

14.1.1. Wherever possible, members shall inform staff of any planned absence.

14.1.2. Members shall not be absent for more than three consecutive meetings.

14.1.3. Members shall attend at least two-thirds of all regularly scheduled meetings within a calendar year.

14.1.4. After two (2) consecutive absences by any Member at regularly scheduled meetings, the following process shall be followed:

14.1.4.1. Staff shall informally contact the absent member to determine if they plan to attend the next regularly scheduled meeting and reaffirm the Advisory Committee Policy and Procedure relative to absenteeism. Any reasonable or compassionate circumstances which would prohibit their attendance shall be noted.

14.1.4.2. If no reasonable or compassionate response is given, staff shall inform the absent member that if they are absent from the next regular meeting, the Committee shall declare their seat vacant and recommend to Council the removal of the Member.

14.1.4.3. If staff were unable to reach the absent member within a reasonable period before the third meeting, or no reasonable or compassionate grounds for absences were given at the time of preparing the agenda for the third meeting, staff shall include the agenda item "absentee member" just prior to adjournment.

14.1.4.4. Upon consideration of the item, staff shall briefly identify the requirements of the policy and the name of the absent member, and will be noted in the minutes.

14.1.4.5. Removal from advisory committee membership shall be by resolution of the committee.

14.1.4.6. The Chair and Committee Coordinator, based on evidence of absenteeism due to compassionate grounds, waive the attendance requirements of the Advisory Committee Policy & Procedure.

14.1.4.7. To address the conflicting commitments of Members of Council to attend meetings of Advisory Committees, statutory authorities and other Council business, Member of Council are excluded from the provisions of Section 13 of the Policy.

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14.2. Resignation

- 14.2.1. Advisory committee members wishing to resign their appointment shall submit their resignation in writing to the Legislative & Information Services Department.

15. RELATIONSHIP BETWEEN ADVISORY COMMITTEES AND COUNCIL

- 15.1. The nature of advisory committee recommendations to Council is purely advisory, and Council may approve, amend, refer or propose other resolutions, as Council sees appropriate.
- 15.2. Advisory Committees shall not reconsider, recommend or advise on a matter that has been decided by Council, unless otherwise directed by Council.
- 15.3. Advisory Committee Members shall rely exclusively on appointed staff support to communicate and dispense with recommendations and actions taken by advisory committees and shall not intervene in the administrative practices of the Town of Ajax.

16. CONDUCT & CONFLICT RESOLUTION

- 16.1. Advisory Committees work on behalf of Council as community ambassadors for the Town of Ajax. The Committee may consult with community stakeholders or engage in activities that puts members in direct contact with residents and community organizations. Members shall reflect a professional and courteous manner when interacting with the public.
- 16.2. All members shall be required to review, sign and comply with the **Advisory Committee Code of Conduct (COR-0XX)**.
- 16.3. When conflict or inappropriate, unconstructive, or offensive conduct becomes ongoing, intervention with an appropriate conflict resolution mechanism shall be implemented. This process may be initiated confidentially by a committee member, or staff.
- 16.4. The Clerk shall be contacted directly with respect to initiating a conflict resolution mechanism, and may employ HR Services to identify and select an appropriate process for solving dispute(s).

17. RESPONSIBILITIES & EXPECTATIONS OF CHAIRS AND VICE-CHAIRS

- 17.1. The Advisory Committee Chair is expected to:
- Preside over all advisory committee meetings and be responsible for the overall administration of the business of the advisory committee, ruling on any points of order;
 - Provide assistance to staff with the preparation of meeting agendas;
 - Facilitate the meeting and follow the Advisory Committee Policy & Procedure;

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- Participate as an active member, encouraging participation by all committee members;
- Generally refrain from discussion until all committee members have had an opportunity to speak on a matter;
- Refrain from voting unless a tie is present;
- Undertake any necessary work, including special projects and research, between meetings;
- Be the point of contact for the committee;
- Lead the preparation of the annual report/presentation to Council;
- Review the mandate, goals and objectives of the committee and ensure the work plan is realistic, up-to-date and being followed;
- Recognize workload limitations of the advisory committee;
- Attend any training sessions offered by the Town of Ajax.

17.2. The Advisory Committee Vice-Chair is expected to:

- Assume the duties of the Chair (Section 17.1) if the Chair is not present within the first ten (10) minutes of an advisory Committee meeting;
- Attend any training session offered by the Town of Ajax.

18. RESPONSIBILITIES & EXPECTATIONS OF MEMBERS

18.1. Advisory Committee Members (inclusive of the Chair, Vice-Chair and Council Member Appointee) are expected to:

- Attend all scheduled and special advisory committee meetings, sending regrets otherwise;
- Understand their role and expectations, including relevant Town policies;
- Follow the agenda and stay focused on the topic at hand;
- Understand and adhere to the mandate of the advisory committee, including its relationship to Council;
- If the Chair and Vice-Chair are not present within the first ten minutes of an advisory committee meeting, the members present shall appoint another member as Acting Chair, who will preside for the duration of the meeting;
- Participate as an active and voting member, asking questions and seeking clarification through the chair;
- Undertake work necessary to implement the work plan, reading agendas, doing research, etc. between meetings;
- Develop and maintain a climate where mutual support and trust, respect, inclusion, courtesy, teamwork, creativity, and a sense of humour are valued;
- Respect the individual worth and dignity of other members, and at all times, maintain a high degree of professionalism;
- Challenge ideas and not people, creating a climate where it is okay to disagree;
- Respect that resolutions made shall reflect the majority view of the advisory committee;
- Respect that decisions of Council are final;

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- In a public forum, clearly identify that you are speaking as an independent resident, unless otherwise designated to speak on behalf of the advisory committee;
- Respect confidential information;
- Comply with the Advisory Committee Policy & Procedure;
- Attend any training sessions provided by the Town for members.

19. RESPONSIBILITIES & EXPECTATIONS OF COUNCIL MEMBER APPOINTEES

- 19.1. Council member appointees are appointed to the Committee for the complete term by resolution of Council.
- 19.2. Council member appointees are voting advisory committee members, but shall have regard for the Council Code of Conduct and Procedural By-law.
- 19.3. The Towns and Council's interests prevail in the event and to the extent of any conflict between the Council Member's role as a member of an advisory committee and the role as a member of Council.
- 19.4. Council Member Appointees are expected to:
 - Liaise between Council and the Advisory Committee during Council meetings;
 - Ensure that advisory committee members are aware of Council issues that may affect the goals and objectives of the advisory committee;
 - Assist the Chair in reviewing the goals and objectives of the committee and ensure the work plan is realistic and up to date.

20. RESPONSIBILITIES & EXPECTATIONS OF STAFF

- 20.1. Staff has two principle functions in regard to advisory committees: **secretariat role** and **staff liaison role**, providing content support and policy advice.
- 20.2. **Secretariat Role** (Committee Coordinator) shall perform the following duties:

General

- Provide secretariat service to advisory committees of Council. Secretariat services are not provided to subcommittees;
- Call the first regular meeting of the advisory committee and conduct the election of the Chair and Vice-Chair;
- Understand the mandate of the committee, including its relationship to Council, and the role of all participants;
- Implement attendance management (Section 13);
- Regularly disclose all work in regard to advisory committees to their immediate supervisor;
- Coordinate a bi-annual training workshop for advisory committee members;
- Facilitate an advisory committee 'open house' in conjunction recruitment efforts at the onset of a new term of Council; and,

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- Oversee general meeting expenses (i.e. refreshments, subscriptions, event registrations)

Prior to Meetings

- Prepare agendas, including relevant resolutions(referrals) of Council, materials, etc. in cooperation with the Chair and staff liaison(s);
- Electronically distribute agendas to all advisory committee members one week before the regularly scheduled meeting and post on the Town of Ajax website;
- Arrange for booking, and set up of meeting areas giving considerations to the nature of matters being discussed, any audio-visual requirements, attendance by the public, and any identified accessibility accommodations; and,
- Arrange for attendance of invited guests/presenters at meetings in conjunction with the Chair.

During Meetings

- Record when the meeting started and adjourned;
- Record the members present and absent;
- Determine if quorum is met;
- Take meeting minutes, recording a summary of the discussion for each item, actions to be taken and recommendations, including the names of movers and seconders of motions;
- Review and correct any errors in the minutes of previous meeting; and,
- Offer procedural and process advice to the Chair and the Committee Members.

After meetings

- Finalize minutes for distribution
- Prepare a recommendations summary and draft minutes and forward to the Clerk prior to applicable Council agenda publishing deadlines (one week prior to the scheduled Council meeting);
- Electronically distribute advisory committee minutes to all members and post on the Town's website;
- Ensure staff are aware of any additional work requested of them, outside the general parameters of their position;
- Ensure any correspondence, comments from a department and resolutions are followed up by the advisory committee in a timely manner;
- Liaise with the Clerk in instances where there are questions of procedure or administrative process; and,
- Shall not be responsible for the distribution of personal correspondence, solicitation of Council or staff, advocacy work, organization or meetings or other activities that are not within the general parameters of their position.

20.3. **Staff Liaison Role** shall perform the following duties:

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General

- Attend each meeting of the advisory committee or arrange for a designate to be present. Attendance at subcommittee/working group meetings is optional;
- Understand the mandate of the committee, including its relationship to Council, and the role of all participants;
- Oversee and determine operating budget availability for committee-related and departmental work plan items/projects;
- Conduct and present research, offer policy advice, provide discussion content; assist with special events and projects (including the annual report/presentation to Council).
- Staff liaisons shall regularly disclose all work relevant to the advisory committee to their immediate supervisor.
- Assist the advisory committee to review goals and objectives and ensure the work plan is realistic and up to date;
- Assist the Chair in preparing any reports of the Chair/Committee; and,
- Ensure appropriate follow-up with relevant staff.

21. RESPONSIBILITIES & EXPECTATIONS OF DEPARTMENTS

21.1. The department role shall be fulfilled by managers/supervisors of staff involved with advisory committees and shall include:

- Understanding the role and expectations of the advisory committee members, Chairs and staff;
- Ensure staff receive appropriate training and coaching to serve advisory committees;
- Track and approve staff work load relevant to advisory committees and ensure the nature and amount of work performed by staff is appropriate;
- Contact advisory committee Chairs and Legislative & Information Services department if issues/concerns related to staff arise;
- Encourage staff to bring forward content related to departmental work plans to advisory committees for consultation; and,
- Contribute to the advisory committee agenda forecast.

22. OPERATING PROCEDURES

The following operating procedures apply to advisory committee meetings and are optional for subcommittees:

22.1. Quorum

22.1.1. Quorum shall be a simple majority of the total advisory committee members. Non-quorum meetings shall be permitted, but may not contain any actions to be taken or recommendations.

22.1.2. Minutes of a non-quorum meeting shall be recorded in the same format as regular meetings.

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22.2. Agendas

22.2.1. Meeting structure, agenda and minute formats should meet the needs of individual advisory committees, while ensuring consistency, completeness and accountability. The following components shall be included in advisory committee agendas, where specific subject items are included under each component:

- **Call to Order**
- **Approval of Minutes**
- **Disclosure of Conflict**
- **Presentations/Delegations**
- **Standing Items (work plan)**
- **Correspondence**
- **Update from Council**
- **New/Other Business**
- **Next Meeting**
- **Adjournment**

22.2.2. Staff and the Committee Chair shall submit agenda content to the Committee Coordinator, by no later than noon one week prior to the scheduled meeting date. This will allow for an agenda to be created and circulated one week in advance of the meeting.

22.2.2.1. If no substantive agenda content is received, the Chair shall cancel the meeting.

22.3. Minutes

22.3.1. Minutes shall briefly outline the substance of each of the items listed on the agenda, including actions taken and recommendations.

22.3.2. Minutes shall require the approval of the advisory committee.

22.4. Open and Closed Meetings

22.4.1. All meetings of advisory committees shall be open to the public to ensure accountability and transparency.

22.5. Conduct of Business

22.5.1. The committee meeting schedule shall be established by Council and shall not conflict with any other advisory committee, standing committee or Town Council meeting.

22.5.1.1. Meetings shall generally be scheduled once monthly; with the exception of July and August (Council summer break). December meetings shall be scheduled only if necessary.

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22.5.1.2. Advisory Committees shall meet a minimum of five (5) times per year. Three (3) or more cancellations of meetings or failure to meet five (5) scheduled meetings within a calendar year, shall result in a report to Council for evaluation as to the Committee's mandate and functionality (Section 5), except in the following situations:

- Committees may determine that meetings shall not be held during the summer months, and possibly December, to recognize holiday schedules as they relate to quorum requirements.
- During a municipal election year, meetings will be scheduled in the last quarter of the calendar year only if necessary.

22.5.2. The business of each meeting shall be taken up in the order in which it is listed on the agenda, unless otherwise agreed to by the committee.

22.5.3. All acts of direction and recommendations shall be by resolution; moved and seconded by two members with the exclusion of the Chair and anyone who has declared conflict with a particular item.

22.5.4. Recorded votes shall not be permitted.

22.5.5. The Chair shall preside over the conduct of the meeting, including the preservation of order and decorum, ruling on points of order and deciding all questions related to the procedure of meetings, subject to an appeal by any member to the committee from any ruling of the Chair.

22.5.6. Every member present at a meeting when a vote is taken on a matter shall vote. If any member present refuses or abstains from voting, they shall be deemed as voting in the negative.

22.5.7. Any motion on which there is a tie vote shall be deemed lost.

22.5.8. Standing Committees and Council may approve, amend, refer or propose other resolutions as deemed appropriate. Once Council has decided on an advisory committee recommendation, an advisory committee shall not reconsider, recommend or advise on the matter unless directed by Council.

22.6. Adjournment

22.6.1. Meetings shall be adjourned by resolution.

23. ANNUAL REPORTING REQUIREMENTS

23.1. Each year, at minimum, the advisory committee shall prepare an annual report/presentation to Council, outlining accomplishments and work plan initiatives.

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24. SUBCOMMITTEES

- 24.1. Subcommittees are to be used sparingly. They may be established as required, to carry out a specific project included in the annual work plan submission, and disbanded on completion.
- 24.2. A subcommittee shall be chaired by a member of the advisory committee or a staff liaison to the Committee, but membership may be drawn from relevant stakeholders or the general public with appropriate interest and expertise.
- 24.3. Subcommittee membership is approved by the advisory committee and guided by advisory committee meeting procedures.
- 24.4. Any staff support for subcommittees, including secretarial, policy liaison or research assistance will be arranged and approved by an appropriate department head.

25. FINANCIAL MATTERS

25.1. Budget

- 25.1.1. Advisory committees may make requests for budget allocations through their lead department, in advance of the Town's annual budget process.
- 25.1.2. Requests must relate to specific activities approved in the committee's mandate and work plan.
- 25.1.3. Committee staff liaisons shall submit the committee's request to the appropriate department head for consideration during the Town's operating budget review.

25.2. Fundraising Activities

- 25.2.1. Without prior approval from Council, advisory committees shall not undertake any fundraising activities.

25.3. Member Remuneration

- 25.3.1. Members of advisory committees are volunteer members and shall serve without remuneration.
- 25.3.2. Members may be reimbursed for official advisory committee attendance at conferences and special events, including reasonable travel expenses previously approved by the advisory committee and operating budget.

26. ADMINISTRATION OF POLICY & PROCEDURE

- 26.1. The Advisory Committee Policy & Procedure shall be administered by the Director of Legislative Services/Clerk.

ADVISORY COMMITTEE MEMBER CODE OF CONDUCT

Advisory Committees are established by Council for the purpose of encouraging community participation in a variety of issues relevant to the municipality.

The Town of Ajax recognizes that advisory committees play an important part in the decision-making process by providing a means for staff and Council to receive comments and insight from Ajax residents on a variety of Town matters, programs, policies, services and initiatives.

The following Code of Conduct is provided as a general standard for all Town of Ajax Advisory Committee members to ensure they are acting in a manner that is appropriate with regard to accountability and transparency, with appropriate regard for their appointed advisory committee.

1. *Committee members shall, when conducting business, preparing written correspondence, interacting with the media, Members of Council, staff or members of the public, act in a manner that accomplishes the following:*

- a. Fulfills the mandate of the Committee;
- b. Respects the process and authority of the Chair or Co-Chair;
- c. Demonstrates respect for all fellow committee members, Council, staff and the public;
- d. Respects and gives fair consideration to diverse and opposing viewpoints;
- e. Demonstrates due diligence in preparing for meetings, special occasions or other committee related events;
- f. Demonstrates professionalism, transparency, accountability and timeliness in completing any tasks or projects undertaken by the Committee;
- g. Conforms with all applicable legislation, by-laws, policies and guidelines;
- h. Works in conjunction with the community;
- i. Contributes in a meaningful manner, offering constructive comments to Council, staff and fellow committee members.

2. *A member of a Committee shall not:*

- a. Engage in any business or transaction or have a financial or personal interest that is incompatible with the Committee's official duties;
- b. Engage in any business where the Member is under direct obligation to any person who might benefit from the special consideration or favour on the Member's part or who might seek in any way preferential treatment;
- c. Grant, in performance of official duties, preferential treatment to relatives or to organizations in which the Member has an interest, financial or otherwise;
- d. Deal with an application to the Town for a grant, award, contract or other benefit involving one's spouse, live-in partner, child or parent;
- e. Place oneself in a position where the Member could derive any direct or indirect benefit or interest from any matter about which the Member can influence decisions;

- f. Benefit from the use of information acquired during the course of the Member's official duties which is not generally available to the public;
- g. Accept gifts, hospitality, or entertainment that could reasonably be construed as being given in anticipation or recognition of special consideration by the Member or Committee.

3. A Member of an Advisory Committee shall disclose to Town staff that they could be involved in either real or perceived conflict of interest as prohibited by the Code of Conduct; and shall abide by any decision made by the Town of Ajax with respect to such conflict of interest without recourse.

4. Where an Advisory Committee Member believes or has been advised that they have or may have a conflict of interest in a particular matter, they shall:

- a. Prior to any consideration of the matter, disclose his or her interest and the general nature thereof;
- b. Leave the room for the duration of time that the matter is being considered;
- c. Not take part in the discussion of, or vote on any question or recommendation in respect of the matter; and
- d. Not attempt in any way whether before, during or after the meeting to influence the voting on any such question or recommendation.

5. Should a Member of a Committee breach any of the clauses set out herein, the following actions may occur:

- a. An Advisory Committee may censure the Member or recommend to Council removal of said Member;
- b. A formal warning may be issued to the member from the Chair of the Advisory Board or Clerk; or
- c. Should subsequent breaches occur, following the formal warning, the Clerk may suspend the Member and recommend removal to Council.

Member's Name (printed): _____

Committee: _____

Signature: _____ **Date:** _____

Town of Ajax Committee Profile

Alternative formats of this document are available upon request by contacting

sarah.moore@ajax.ca or 905-619-2529 ext. 3347

Name: DIVERSITY & COMMUNITY ENGAGEMENT ADVISORY COMMITTEE (DACE)	
Classification:	Non-Statutory
Purpose:	The Diversity and Community Engagement Advisory Committee will be responsible for connecting and engaging all residents of the Town of Ajax with their community and with the governance process. This will be accomplished through understanding, discussion, community building and celebration. The committee will work actively to formulate and recommend opportunities to enhance community relations and inclusiveness, while embracing our diversity. As ambassadors, committee members will nurture and promote a sense of belonging for every Ajax resident.
Mandate:	<ul style="list-style-type: none"> To support the goals and objectives of the Diversity and Community Engagement Plan; To provide advice on policy and practices as presented by Town staff relating to inclusiveness and community building to ensure that the contributions, interest and needs of all sectors of Ajax's diverse population are reflected in the Town's operations and service delivery; To provide a forum to engage community residents in discussion on current issues in their neighbourhoods and how the Town may be able to respond or to assist in addressing these concerns; Foster a greater understanding of ethno-cultural and diversity issues and matters within the Town of Ajax through community partnerships; and To provide advice on how to engage residents, particularly those newer to the community in civic issues and discussions.
Composition:	7 – 10 voting members; 1-2 Council representatives
Staff Representation:	Committee & Accessibility Coordinator (LIS), Community Development Coordinator (Rec & Culture), Manager of Quality Service & Special Projects (Office of the CAO)
Skill/Experience Assets:	<ul style="list-style-type: none"> Ethno-cultural Older adult LGBTQ Faith Community development Persons with disabilities
Strategic / Reference Documents	<ul style="list-style-type: none"> Diversity & Community Engagement Plan Strong Neighbourhood Strategy Multi-year Accessibility Plan
Challenges	<ul style="list-style-type: none"> Member attendance Limited Agenda content

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AUTHORED BY:	Sarah Moore	ISSUE #	8
APPROVED BY:	Martin de Rond	ISSUE DATE:	yy / mm / dd

1 PURPOSE

- 1.1 The purpose of the Town of Ajax Advisory Committee Recruitment and Appointment Process is to outline the steps to be taken when appointments are required to the Town's various committees. It ensures fair and equitable appointment that represents the diversity and inclusion of the Town of Ajax community.

2 DEFINITIONS

- 2.1 **Advisory Committee:** any advisory committee or board established by a resolution of Council or enabling legislation, to provide advice, make recommendations, fulfill a statutory role, organize events or provide program support, among other functions
- 2.2 **Clerk:** the Town of Ajax Clerk or designate.
- 2.3 **Committee Co-ordinator:** staff member responsible for the administrative and procedural organization and support for Advisory Committees/Committees of Council.
- 2.4 **Council:** the Council of the Corporation of the Town of Ajax.
- 2.5 **Member:** a person appointed by Council to serve on a Committee
- 2.6 **Orientation Session:** a training session for new Members, to introduce the committee structure, member roles and responsibilities.
- 2.7 **Quasi-judicial Board:** an entity obligated to objectively determine facts and draw conclusions from them to provide the basis of official action on behalf of Council. (i.e. Committee of Adjustment, Property Standards / Animal Services Appeals Committee).
- 2.8 **Recruitment Information Session:** a public open house where interested applicants can inquire about Committee membership opportunities and application requirements.
- 2.9 **Screening Panel:** the group responsible for reviewing applications, interviewing applicants and developing a short list of applicants for recommendation to Council. The screening committee will be comprised of Council representatives, advisory committee staff liaisons, and/or outgoing advisory committee Chairs.
- 2.10 **Short Listed Applicants:** a list determined by the Selection Striking Committee of the most qualified applicants for appointment to a particular Committee. Persons included on this list can be appointed or considered as vacancies arise.

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- 2.11 **Term of Council:** the period of time for which Council is elected to serve, as governed by applicable legislation, usually 4 years.
- 2.12 **Terms of Reference:** a document outlining the mandate and Committee operational details, including composition, meeting structure, quorum, member roles, etc. Terms of Reference documents and any amendments are approved by Council.

3 RESPONSIBILITIES

- 3.1 The Committee Coordinator works with committee staff liaisons and Council representatives that comprise the screening panel to coordinate the recruitment and appointment of members.
- 3.2 The Legislative and Information Services Department is responsible for arrangement of the placement of recruitment advertisements in the Town's News Advertiser Community Page, on the Town's website, social media channels, and other methods as identified.
- 3.3 The Committee Co-ordinator shall coordinate receipt of applications, distribution of application packages (to all members of the screening committee), scheduling of applicant interviews, the recommendation report to Council, and appropriate follow-up.
- 3.4 It is the responsibility of the Committee Coordinator to maintain an updated listing of Committee appointments.

4 CUSTOMER

- 4.1 Public
- 4.2 Staff and Council
- 4.3 Advisory committees established by Council

5 LEVEL OF SERVICE

- 5.1 Notification of recruitment opportunities at the start of a new term of Council shall be publicized for a minimum of three (3) weeks.
- 5.2 All applicants will be sent written notification of appointment confirmation or regret within one (1) week of Council's ratification of appointments.

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6 QUALITY RECORDS

- 6.1 Application for Appointment – Boards/Committees (LIS-032)
- 6.2 By-laws (enacting Advisory Committee and Committee of Council Terms of Reference)

7 PROCEDURE

7.1 Eligibility

7.1.1 Advisory Committee Applicants shall be:

- 18 years of age or older
- A resident of, or property owner, or spouse of property owner in the Town of Ajax
- Able to attend monthly evening meetings at Town facilities
- Willing to undertake special projects which may be coordinated in alignment with the advisory Committee's mandate

7.2 Composition

7.2.1 Reasonable efforts shall be made toward ensuring that membership reflects the diversity and demographics of the Ajax community and as much as possible strive to achieve a balance between a variety of technical expertise and other related skills and experiences in support of the committee mandate, details of which shall be included within the advisory committee terms of reference.

7.3 Term of Appointment

7.3.1 Members are appointed by resolution of Council. Members shall serve for a term concurrent to the term of Council (4 years) with appointment as close as possible, commencing March 1 of the first year of a Council term and ending on February 28/29 of the first year following a Council term.

7.3.2 Members may only serve on one Town of Ajax advisory committee at a time.

7.3.3 Members may seek reappointment to an advisory committee upon reapplication for a consecutive term.

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7.3.4 New member appointments shall be prioritized; however balance between new and reappointed members will be sought during the recruitment and selection process.

7.3.5 As members appointed to the Committee of Adjustment and Property Standards / Animal Services Appeals Committee receive remuneration, such appointments shall have a two term limit. Members may only be considered for appointment upon reapplication only after an absence for one term.

7.4 Recruitment Process

7.4.1 A Committee may be deemed to have insufficient membership as a result of lack of applicants due to resignation and/or removal of appointed members. In these instances, the Committee Coordinator with the assistance of Council and staff will determine whether recruitment and appointment of new members should occur.

7.4.2 If recruitment is deemed necessary, the number of vacancies for each Committee will be determined, according to the Committees' Terms of Reference.

7.4.3 At the onset of a new term, recruitment of members will begin as soon as practicable after Council has established the advisory committees for the new term.

7.4.4 If a vacancy occurs within three (3) months of a previous recruitment process, unsuccessful applicants may be reviewed by Council and staff in consideration for appointment recommendation.

7.4.5 Available appointments will be advertised in the News Advertiser Community Pages, on the Town's website and by other means deemed appropriate. Creativity and innovation will be employed to advertise notice of committee vacancies. Notification of Committee vacancies may contain the following information:

- Member eligibility
- Meeting frequency
- Where applicable, the date, time and location of the Recruitment Information Session
- Details of the application process, deadline, and submission of the completed application
- Notation that personal information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S. O. 1990*
- Notice of accommodation and inclusion
- Summary of the Committee's mandate
- Contact information for the Committee Coordinator

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7.4.6 Whenever practicable, at the onset of a new Committee term, a Recruitment Information Session may be held to provide an opportunity for prospective applicants to speak with staff and former committee members regarding membership opportunities.

7.5 Application & Screening Process

7.5.1 All applicants will submit a completed Advisory Committee application form (LIS-032) to the Legislative & Information Services Department, along with any additional supporting documentation (resume, references, etc.)

7.5.1.1 Applicants may be invited to participate in supplementary screening (interviews may be conducted by phone or in-person).

7.5.2 Only those applications submitted before the prescribed deadline will be considered for appointment. If fewer applications are received than appointments available, the submission deadline may be extended.

7.5.3 Applicants applying to more than one Committee will be requested to prioritize their preference and will provide answers to the questions on the application form relative to their primary preference.

7.5.4 Once the deadline for receiving applications has past, the Committee Co-ordinator will provide a copy of all application forms received to the staff liaison(s), Council representative(s) and Committee chairs participating in the screening panel.

7.5.5 The screening panel will provide the Committee Co-ordinator with a list of applicants selected to be invited to an interview.

7.5.5.1 Council, staff liaisons, the Committee chair as well as the Committee Co-ordinator may attend the interview. Any individual may choose to send an appropriate delegate in their place.

7.5.5.2 Unless the screening committee decides otherwise, current members eligible for reappointment may not be required to attend an interview; however they will be required to complete an application form to be considered for re-appointment.

7.5.5.3 All applicants interviewed for a particular advisory committee shall be asked the same questions in order to ensure a fair and equitable appointment process.

7.5.6 Applicant interviews will be scheduled by the Committee Coordinator and will be

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conducted by the screening panel.

7.6 Appointment Process

7.6.1 After interviews have occurred, a list of applicants selected for appointment recommendation to Council will be provided to the Committee Coordinator to fill the identified member vacancies.

7.6.1.1 A short-list of applicants will be maintained in the event vacancies arise within three months of recruitment.

7.6.2 Recommendations for appointment will be identified in a report for to the General Government Committee. The report will also contain information relative to the recruitment process, applications received, applicants interviewed and term of appointment.

7.6.3 Once appointments have been ratified by Council, the Committee Coordinator shall send a letter, signed by the Mayor, to all successful applicants. Notice shall also be sent to all unsuccessful applicants thanking them for their interest.

7.7 Orientation

7.7.1 The Committee Coordinator, in consultation with Committee staff liaisons, will provide new Members with an orientation package at the first committee meeting, which will generally include:

- Previous meeting minutes
- Member contact information
- Meeting dates schedule
- Terms of reference
- Town of Ajax policy/training materials
- Other relevant reference documentation

7.7.2 At the onset of each new Council term and following mid-term recruitment, an Orientation Session for newly appointment members will be facilitated by the Committee Coordinator. This session may take place during or before the inaugural Committee meeting.

7.8 Vacancies

7.8.1 Council may deem a Member's position be declared vacant when a Member has been absent without notice for three (3) consecutive meetings or two thirds of the meetings in

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DOCUMENT TITLE: Advisory Committee Recruitment and Appointment Process			NO.: LIS-WI-008
AUTHORED BY:	Sarah Moore	ISSUE #	8
APPROVED BY:	Martin de Rond	ISSUE DATE:	yy / mm / dd

any calendar year (Section 14 Attendance Management of Policy 0XX Advisory Committee Policy & Procedure).

7.8.2 A Member who chooses to resign from their appointment position will submit a written notice of resignation to the Clerk, Mayor or Committee Co-ordinator.

7.8.3 Wherever possible, vacancies will be filled from the short-listed applicants. Otherwise, vacancies will be filled as specified in Sections 7.1 – 7.3.

7.9 Completion of Term

7.9.1 At the completion of a Committee term, or upon receipt of a Member's resignation, Members will be forwarded a letter from Council thanking them for their service.

7.9.2 The Committee Coordinator may conduct an exit interview or evaluation with out-going Members, in order to obtain valuable feedback and suggestions for Committee or Member improvement.

8 RELATED DOCUMENTATION

- 8.1 Policy-0XX Advisory Committee Policy & Procedure
- 8.2 Resolutions of the General Government Committee and/or Council
- 8.3 Exit Interview Notes/Comments/Questionnaire
- 8.4 By-laws (enacting Advisory Committee and Committee of Council Terms of Reference)
- 8.5 Advisory Committee Application Form (LIS-032)

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2. Please provide details regarding your understanding of the mandate and responsibilities of the Committee of your interest.

3. Please expand on your work-related and volunteer experience, which illustrates the interest, skills or abilities you may contribute to the Committee.

Applicant Signature:

Date:

Personal information contained on this form is collected pursuant to the *Municipal Act* and will be used for the purpose of advisory committee recruitment. Questions about this collection should be directed to the FOI Co-ordinator 905-619-2529 ext. 3343.

The Town of Ajax is an equal opportunity employer, committed to diversity within the workplace. As we grow, it is important that our workforce and volunteer base becomes more reflective of the citizens we serve to further the diversification of ideas that make Ajax a great place to live and work. We respect, encourage, and celebrate our diversity.

The Advisory Committee Policy & Procedure and terms of reference are available from Legislative and Information Services upon request or on the Town's website: www.ajax.ca/en/insidetownhall/citizenadvisorycommittees.asp

We thank all applicants for their submission, however, only those to be interviewed will be contacted. If you require further information please contact the Committee Coordinator, at 905-619-2529, ext. 3347 or sarah.moore@ajax.ca.

Please return your completed application form to:

Committee Appointments Attn: Sarah Moore, 65 Harwood Ave. S. Ajax, ON, L1S 2H9

Or send a scanned copy via email to: sarah.moore@ajax.ca

DIVERSITY AND COMMUNITY ENGAGEMENT ADVISORY COMMITTEE – 2012 / 2013 / 2014 WORKPLAN

Ref.	Action Item(s)	Responsibility	Timing	Cost/Budget Impact	Staff Resources Required	Status/ Evaluation
1.	Advisory Committee training - orientation session - Chairs Workshop / meet and greet	LIS	Feb. 23, 2011 Jan. 31, 2012			✓complete
2.	Debrief of Black History Month and gain feedback	Recreation and Culture	Feb. 23, 2011		David Forget	✓complete
3.	Overview of the DACE Plan	Recreation and Culture	Feb. 23, 2011 March 30, 2011		Howie Dayton	✓complete
4.	Provide input on significant days of celebration to be recognized by the Town and their promotion to Town staff and the broader community	HR	April 27, 2011 May 25, 2011 Oct. 26, 2011		Jackie Lumsden	calendar in progress
5.	Presentation on South Asian Heritage Month	Sharlene	March 30, 2011 April 27, 2011		Sharlene Murray	✓complete
6.	Review of the New Resident Guide	Office of the CAO	March 30, 2011		David Forget	✓complete
7.	Discussion on Audley Recreation Centre (ARC) Excitement Campaign	Recreation and Culture	May 25, 2011		Howie Dayton	✓complete
8.	Input on web site redesign (i.e.: neighbourhood portal)	Communications	May 25 / June 22, 2011			ongoing
9.	Update on Library Strategic Plan with a specific review of diversity and community engagement initiatives	Ajax Public Library	June 22, 2011		Donna Bright	✓complete
10.	Proclamation of Diversity Month in September	Recreation & Culture	June 22, 2011		Sharlene Murray	✓complete

DIVERSITY AND COMMUNITY ENGAGEMENT ADVISORY COMMITTEE – 2012 / 2013 / 2014 WORKPLAN

Ref.	Action Item(s)	Responsibility	Timing	Cost/Budget Impact	Staff Resources Required	Status/ Evaluation
11.	Present and review formal DACE implementation plan for years 1 and 2 and status updates as required	DACE Staff Diversity Team Chair	March 30, 2011 Ongoing			re-evaluated
12.	September Diversity Month Discussions - diversity themed pop-up banner design - proclamation	Recreation & Culture	June / Sept. 2011			✓complete ✓complete
13.	Community information sharing: - Welcome Wagon - Baha'i Report of Diversity - Crisis Services Ajax - Welcome Centre Tour / New Immigrant Newcomer Youth Advisory Committee – Needs Assessment Survey Results– CDCD	Recreation & Culture	May 25, 2011 Sept. 28, 2011 Oct. 26, 2011			✓complete ✓complete ✓complete ✓complete
14.	Volunteer Recognition Program – selection and review committee	Recreation and Culture	Feb. 22, 2012 Jan. 30, 2013		S. Murray	ongoing
15.	Review effectiveness of language line – discuss alternate approaches and potential resources with respect to translation	Office of the CAO	November 23		D. Forget	✓complete
16.	Strong Neighbourhood Strategy - terms of reference - ongoing consultation / updates - Strategy Update	Recreation & Culture	Nov. 23, 2011 Nov. 28, 2012 Jan. 30, 2013 May 2013 Pending updates		H. Dayton M. Murray T. Vaughan M. Murray	✓complete
17.	Provide input on community engagement initiatives - Council Recognition, Proclamation and Flag Raising Request Procedures	Legislative and Information Services	Nov. 23, 2011			✓complete

DIVERSITY AND COMMUNITY ENGAGEMENT ADVISORY COMMITTEE – 2012 / 2013 / 2014 WORKPLAN

Ref.	Action Item(s)	Responsibility	Timing	Cost/Budget Impact	Staff Resources Required	Status/ Evaluation
18.	Identify opportunities for various ethnic cultures and / or diverse groups to participate and / or showcase their diversity and / or cultural heritage in our community events	Recreation & Culture	Ongoing		C. Da Silva	
19.	Review of Hiring Practices Policy and the Performance Management Policy	HR	December 2011			
20.	Designate a prominent space as Centre of Understanding: Pat Bayly Square	Operations/ Recreation & Culture	Fall 2012 December 2013 Pending updates		T. Vaughan C. Bridgeman	ongoing
21.	Work to ensure that Advisory and Steering Committees reflect the community they serve	LIS / Council	March 28, 2012		Sarah Moore	✓complete
22.	Continue to utilize differing communications vehicles to reach diverse groups regarding engagement in civic opportunities (diverse media services)	Communications	April 25, 2012		Christie McLardie	✓complete
23.	Ensure that all publications depict the Town's diversity and photographs demonstrate that diversity	Communications	April 25, 2012		Christie McLardie	✓complete
24.	Continually look to improve communications strategies and utilize relevant diverse newspapers and mediums for the promotion of Town opportunities	Communications	April 25, 2012		Christie McLardie	✓complete
25.	Audley Recreation Centre Programming	Recreation & Culture	April 25, 2012		A. Malmsten K. Murton	✓complete

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DIVERSITY AND COMMUNITY ENGAGEMENT ADVISORY COMMITTEE – 2012 / 2013 / 2014 WORKPLAN

26.	Community Group Affiliation Program	Recreation & Culture	July 2013		Cayla Da Silva	✓complete
<i>Ref.</i>	Action Item(s)	Responsibility	Timing	Cost/Budget Impact	Staff Resources Required	Status/ Evaluation
27.	Neighbours Initiatives (events and brochure)	Recreation & Culture	Oct. 24, 2012		Sharlene Murray	✓complete
28.	Pan Am Initiative	Recreation & Culture	Nov. 28, 2012 Spring 2014 Pending updates		Tracey Vaughan	✓complete
29.	Ontario's Immigration Strategy	Recreation & Culture	Nov. 28, 2012		Tracey Vaughan	✓complete
30.	Pictorial History Book	Recreation & Culture	Nov. 28, 2012		David Forget and Sharlene Murray	✓complete
31.	Event Sponsorship Criteria	Office of the CAO	April 25, 2012		Marilou Murray	✓complete
32.	Applicant Tracking Survey	HR Services	Winter 2014		Jackie Lumsden	
33.	Ice Allocation Policy	Recreation & Culture	January 2014		Debbie Nickerson	
34.	Integrated Community Sustainability Plan	Operations and Environmental Services	Jan. 25, 2012 Sept. 26, 2012		Tracey Chala	✓complete
35.	Art in Public Spaces Policy and Review Panel	Recreation and Culture	Feb. 22, 2012 April 25, 2013		Robert Gruber	✓complete
36.	Community Engagement and Outreach Policy	Ajax Public Library	March 27, 2013		Donna Bright	✓complete
37.	Park Naming Policy	Operations and Environmental Services	May 2013	May 22, 2013	Dave Meredith	✓complete

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DIVERSITY AND COMMUNITY ENGAGEMENT ADVISORY COMMITTEE – 2012 / 2013 / 2014 WORKPLAN

Ref.	Action Item(s)	Responsibility	Timing	Cost/Budget Impact	Staff Resources Required	Status/ Evaluation
38.	Local Government Week	LIS	Sept. 2013		Nicole Wellsbury Sarah Moore	Communication piece circulated October 2013
39.	Committee Appointment Policy Review	LIS	Fall 2013		Sarah Moore	Deferred to early 2014
40.	Pat Bayly Square programming and operational procedural development	Recreation & Culture	September 2013		Robert Gruber	Initiative moved out to 2016
41.	Volunteer Database and Management Model Creation	Recreation & Culture	Fall 2013		Robert Gruber	ongoing
42.	Neighbourhood Portal redevelopment	Recreation & Culture	Fall 2013	May 22, 2013	Cayla DaSilva	✓complete
43.	Grand Opening Audley	Recreation & Culture	April 25, 2013		Stacy Toole/Robert Gruber	✓complete
44.	Social Infrastructure Funding	Recreation & Culture	June 26, 2013		Tracy Vaughan	✓complete
45.	Culture Mapping Resource Tool	Recreation & Culture	January 2014		Robert Gruber	
46.	Corporate Customer Polling	Office of the CAO	January 2014		David Forget	
47.	Town of Ajax – Diversity Survey Results	HR Services	Winter 2014		Jackie Lumsden	ongoing
48.	Policy Insight		January 2014 (tentative)		Chris Alexander, MP	