

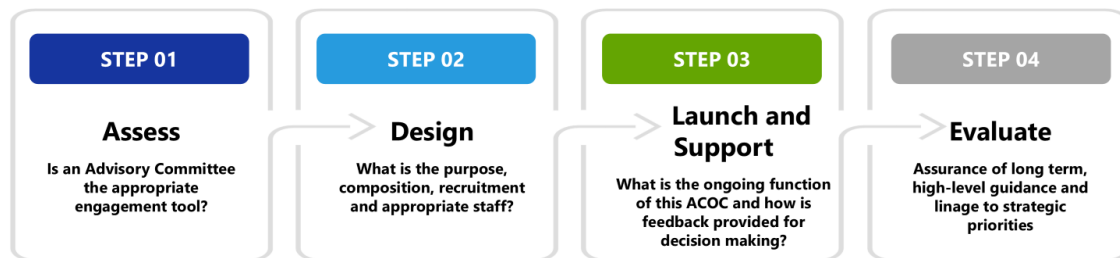
LLS-08-26 Appendix A – DRAFT

Advisory Committees of Council Framework

The purpose of the Framework is to guide the creation, design, function, and evaluation of Advisory Committees of Council (ACOCs). The Framework provides steps to follow when considering the creation of a new ACOC. The Framework ensures that committees are established only where they are the right fit and appropriately resourced, strengthening their effectiveness and long-term success and ensuring resources and support are in place.

The framework introduces a more strategic, streamlined, and meaningful approach to establishing ACOCs, and is intended to better support Council decision-making through alignment with the Community Engagement Charter and the long-term priorities outlined in Horizon 2050.

Advisory Committees of Council – Framework at a Glance



Step 1: Is an Advisory Committee the appropriate engagement tool

In Step 1, ACOCs should be viewed as one tool within the broader suite of engagement options outlined in Burlington’s Community Engagement Charter spectrum of participation. An ACOC should be considered when the level of engagement identified meets the criteria for Involve/Collaborate on the spectrum. In Step 1 identify whether an ACOC is the best community engagement option for the issue or topic at hand. Consider the following:

- Is the ACOC required by provincial legislation?
- Is the topic appropriate for an ACOC? In consultation with the city’s transformation office team, determine the topic is appropriate if:
 - it is linked to the city’s strategic priorities or a major plan or project with significant community impact;
 - it requires ongoing attention for at least the term of Council;

- it will benefit from information and ideas generated through a deliberative approach; and
- it is not already being addressed through another community engagement tool.
- Is an ACOC an appropriate engagement tool? In consultation with the city's engagement team determine an ACOC is an appropriate engagement tool if:
 - A program is being designed and implemented that requires multiple sector buy-in and participation;
 - Interested parties expertise and actions form an integral part of the solution;
 - The solution requires changes at the system level across various institutions and organizations – policies, procedures, bylaws, and programs; and
 - Long term commitment and sustainability are key considerations.
- Are there adequate resources to support an ACOC on this topic? Adequate resources for an ACOC include:
 - A subject matter expert from a city department has capacity to act as staff liaison to the ACOC, including but not limited to attendance at meetings, providing strategic guidance, support training, work with ACOC Chair to set agenda, support reporting and communication functions between the ACOC and Council, will provide the ACOC with information, opportunities to influence decision making by sharing views and values and setting priorities and respond to requests for information;
 - Legislative Services has capacity to provide operational, logistical and procedural support for the ACOC, including but not limited to attendance at meetings, meeting documentation, procedural guidance, recruitment, training, operational and logistical support; and
 - funds to compensate and cover the participation-related expenses of ACOC members.

Step 2: Design the ACOC

In Step 2, once a decision to establish an ACOC is made, its purpose, formation, and design must be clearly articulated. Consider the following:

- What is the mandate/purpose of the ACOC?
 - All ACOCs are intended to provide the City with considered, long-term, high-level guidance that is aligned with its strategic priorities; and
 - What is the anticipated level of activity and expected duration?
- What should the membership composition of the ACOC be? Consider:

- Which members of the community may be impacted by the outcome or decision;
 - Ensure residents from a variety of locations, languages, cultures, abilities and other demographics are invited to participate;
 - How lived and professional expertise will benefit the work of the ACOC; and
 - Which stakeholder groups should be engaged.
- What recruitment methods should this ACOC use?
 - ACOC members should be recruited using a combination of strategies, including open recruitment, targeted recruitment, and representative random sampling.
 - Who is an appropriate staff liaison for this ACOC?
 - Staff liaisons should be senior staff members with subject matter expertise who can support high-level decision-making and bring a strong understanding of the City's strategic goals and priorities.
 - How long is the ACOC required?
 - Will the ACOC remain in place until the long-term project, plan, or policy is finalized?

Step 3: Launch and Support the ACOC

Step 3 outlines key operational components of ACOCs and serves as a checklist for staff responsible for proposing and establishing an ACOC, ensuring all necessary details are considered.

- Create the Terms of Reference (TOR);
- Confirm the department staff liaison and Legislative Services support;
- Identify budget requirements and available resources to support those needs;
- Determine the expected duration and end date of the ACOC's work;
- Seek approval from City Council;
- Develop a training plan for ACOC members and City staff who interact with and support the ACOC;
- Plan and prepare the agenda for the first meeting; and
- Clearly articulate the methods of communication between the ACOC, staff and Council. How does input from ACOC's contribute to the work of staff and decisions of Council.

Step 4: Evaluate the ACOC

Step 4 outlines the process for reviewing and evaluating ACOCs to ensure they continue to provide long-term, strategic guidance aligned with the City's priorities.

- Conduct a review of the Terms of Reference (TOR);
- Complete a self-assessment to evaluate the ACOC's engagement process, identify its effectiveness, and highlight considerations for future engagement;
- Assess the current duration of the ACOC and determine whether it should remain unchanged or be revised; and
- Prepare an interim report to City Council that includes the TOR review, self-assessment findings, and any recommended changes.

Note: This framework is adapted from the City of Guelph's Advisory Committee framework and modified to reflect local context and needs.