

Municipal Committee Benchmarking: Standing Committees

City	Committee Title & Meeting Frequency	Description	Types	Composition and Term Length	Qualification of Members
Brampton	Audit Committee, meets quarterly, or as required by the Chair	The Audit Committee enhances Council's oversight and stewardship responsibilities. It provides a focal point for improved communication between Council, the Internal and Statutory Auditors, and Management. It further strengthens the impartial, objective and independent review of management practices through the internal and statutory audit functions.		<ul style="list-style-type: none"> Total size of Council is 10 Councillors and the Mayor There are currently 10 members on the Audit Committee Minimum of 5 Members of Council The Mayor is an ex-officio member Minimum of 1 to a maximum of 3 citizen members Concurrent with the term of Council, or until successors are appointed. 	<p>Elected Officials:</p> <ul style="list-style-type: none"> Where feasible, a background in finance, audit, or accounting would provide the Committee with additional expertise. <p>Citizen Member(s):</p> <ul style="list-style-type: none"> Lives and/or operates a business in Brampton Has a professional Accounting designation with a minimum of 10 years experience Demonstrates skill in strategy and innovation Proficient in accounting and auditing Displays exceptional verbal, written, listening, teamwork and collaboration skills
	Budget Committee, met 5 X in 2019	The Budget Committee will consider, receive public input and recommend the annual current and capital budgets and consider long-term financial planning matters. The Budget Committee will assume a governance and steering committee role for the ongoing operational reviews serving as a steering committee to ensure direct contact and reporting on key deliverables from the engaged consulting firms and to manage the approved scopes of work for the Council-approved operational reviews of all departments, including the Brampton Public Library, to inform the 2020 and future year budget approval processes.		All Members of Council (10), except the Mayor who shall be an ex-officio Member of such committee. Concurrent with the term of Council, or until successors are appointed.	N/A
	Governance and Council Operations Committee meets quarterly, or as required by the Chair	To consider initiatives that have a direct impact on Members of Council to increase awareness and compliance with Corporate policy and procedures, including: The accountability and transparency provisions of the Municipal Act (e.g., Code of Conduct, Integrity Commissioner) Council Governance, Structure and Composition Council Procedure By-law and meeting procedures Mayor's Office and Council Office administrative matters Member expense policy matters.	Functional and Ad Hoc Council Committees	Minimum of 4 Members of Council and the Mayor is an ex-officio member. Concurrent with the term of Council, or until successors are appointed	N/A
	CAO Performance Review Committee, as per the annual performance plan or as required by Chair	Mandate: To ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management. The CAO participates in the City's Pay for Performance program. Council is responsible for the evaluation of the performance of the CAO: Oversee the process for establishment of annual goals by CAO. Convene periodic meetings for monitoring and feedback. Oversee process for annual performance review of the CAO. Recommend to Council for the Pay for Performance program decisions for the CAO.		6 members of the former CAO Recruitment Committee (Council Members)	N/A
	Committee of Council, met 18 X in 2019	Committee of Council includes all members of Council who discuss and debate the issues that have been presented to the Committee. The purpose is to promote discussion by using less strict rules than those used in a formal Council meeting. Committee of Council reports to City Council. Any recommendations made in Committee meetings must be presented to Council for approval, or further discussion at a Council member's request.	Standing Committees	Standing committees are comprised of the Members of Council (10), except the Mayor who shall be an ex-officio Member of such committee. Term of Office: Concurrent with the term of Council, ending November 14, 2022, or until successors are appointed.	N/A
	Planning & Development, met 18 X in 2019	The Planning and Development Committee make recommendations to Council for the following matters: Matters including land use planning, growth management, urban design and operational matters within the jurisdiction of the Chief Building Official Holding of public meetings required by the Planning Act, which shall be conducted in accordance with the rules under the Procedure By-law Infrastructure matters within the jurisdiction of the City's Planning & Development Services Department	Standing Committees	Standing committees are comprised of the Members of Council, except the Mayor who shall be an ex-officio Member of such committee. Term of Office: Concurrent with the term of Council, ending November 14, 2022, or until successors are appointed.	N/A
Mississauga	Audit Committee, meets at least 4 times a year, 3 during election years or at the call of the Chairperson or City Clerk	The Audit Committee is a Standing Committee of Council which oversees the administrative systems regarding financial accounting, reporting, internal control, safeguarding of corporate assets, compliance with legal, ethical and regulatory requirements and the efficient and effective use of resources.		<ul style="list-style-type: none"> Total size of Council is 11 Councillors and the Mayor The Audit Committee includes the Mayor and four members of Council who are appointed by Council. The term of office for the Audit Committee shall be concurrent with the term of Council, or until successor(s) are appointed. Council shall conduct a review of the appointments to the Audit Committee at the end of the second year of the term of Council to enable Council to determine if any changes to the appointments are desired. 	N/A
	Budget Committee, met 8 times in 2019	The Budget Committee is a standing committee made up of the Mayor and all members of Council to discuss, decide and recommend the City budget.	Standing Committees	Council and Mayor The term of office	N/A
	General Committee, met 19 times in 2019	General Committee discusses matters presented from all corporate departments and the advisory committees of Council, with the exception of planning matters. Recommendations made by General Committee are forwarded to Council for adoption.		Council and Mayor The term of office	N/A
	Planning & Development, met 19 times in 2019	The Planning and Development Committee gives an opportunity for the public to express their views on planning-related policies and development applications. It makes recommendations to Council about planning policies, by-laws and development applications.		Council and Mayor The term of office	N/A
	Audit Committee, meets at least 4 times a year and as required.	Matters relating to financial reporting, accounting policies and practices, risk management and internal control processes and systems; The annual financial statements; All external and internal audit matters, including selection of the external auditor, the annual audit of the city's financial statements and matters recommended by the external auditor and the internal auditor.		<ul style="list-style-type: none"> Total size of Council is 6 Councillors and the Mayor Audit Committee includes up to 8 members: 3 members of Council Mayor (ex-officio) Minimum of 2 and up to 4 Citizen Reps Council stipulates the appointment of Council members for a two to four year term, or until their successors are appointed Citizen Representatives shall be appointed at the discretion of Council, based on the term of office for council (four years), or until their successors are appointed. 	<p>Audit Committee members are independent, financially literate and have the skill to serve as effective audit committee members:</p> <ul style="list-style-type: none"> General understanding of the City's major economic, operating and financial risks Broad awareness of the interrelationship of the City's operations and financial reporting Understand the difference between the oversight function of the Committee and decision-making function of management A willingness to challenge management when necessary

City of Burlington	<p>Community Planning, Regulation & Mobility Committee, meets every Tuesday</p>	<p>Have focused mandates concerning the services operations of the municipality.</p> <p>Matters under the jurisdiction of the Community Planning, Building and By-law, Transit, and Transportation Services departments;</p> <p>Public hearings pursuant to the Planning Act, RSO 1990, c. P.13, as amended;</p> <p>Matters arising from the following boards and advisory committees:</p> <p>Aldershot BIA</p> <p>Burlington Agricultural and Rural Affairs Advisory Committee (BARAAC)</p> <p>Burlington Chamber of Commerce</p> <p>Burlington Cycling Advisory Committee</p> <p>Burlington Downtown Business Association</p> <p>Burlington Economic Development Corporation (BEDC)</p> <p>Committee of Adjustment</p> <p>Heritage Burlington Advisory Committee</p> <p>Integrated Transportation Advisory Committee (ITAC)</p> <p>Downtown Parking Advisory Committee</p> <p>Property Standards Committee</p>	All 7 members of Council for the duration of term.	N/A
	<p>Corporate Services, Strategy, Risk & Accountability Committee, meets every Thursday</p>	<p>Have focused mandates concerning the services operations of the municipality.</p> <p>Matters under the jurisdiction of the City Manager's Office, Clerks, Finance, Legal, Information Technology Services, Human Resources, Corporate Communications and Government Relations, Customer Experience and Strategy, Risk & Accountability departments;</p> <p>The operating and capital budgets;</p> <p>All public meetings under the Development Charges Act, 1997, S.O. 1997, c. 27;</p> <p>Burlington Strategic Plan and Vision to Focus work plan;</p> <p>Matters arising from the following board and advisory committee:</p> <p>Burlington Hydro Electric Inc. Board (BHEI)</p> <p>Burlington Inclusivity Advisory Committee (BIAC)</p>	All 7 members of Council for the duration of term.	N/A
	<p>Council Workshop, meets as scheduled following Council Meeting on Tuesdays</p>	<p>Have focused mandates concerning the services operations of the municipality.</p> <p>Scheduled when time is required for training, discussions with other levels of government and outside agencies, workshops on complex matters or strategic planning.</p>	All 7 members of Council for the duration of term.	N/A
	<p>Environmental, Infrastructure & Community Services Committee, meets on Mondays</p>	<p>Have focused mandates concerning the services operations of the municipality.</p> <p>The Environment, Infrastructure and Community Services Committee meets as scheduled on Mondays at 9:30 am. and/or 6:30 p.m., if required, and reports to Council on:</p> <p>Matters under the jurisdiction of the Capital Works, Recreation Services, Roads, Parks and Forestry, and Fire departments, and;</p> <p>Matters arising from the following boards, committees and advisory committees</p> <p>Art Gallery of Burlington Board (AGB)</p> <p>Burlington Accessibility Advisory Committee</p> <p>Burlington Mundialization Committee</p> <p>Burlington Museums Board</p> <p>Burlington Performing Arts Centre</p> <p>Burlington Public Library Board (BPL)</p> <p>Burlington Seniors Advisory Committee (BSAC)</p> <p>Burlington Sustainable Development Committee (SDC)</p> <p>Tourism Burlington</p>	All 7 members of Council for the duration of term.	N/A
	<p>Audit Committee, met 6 times in 2019</p>	<p>The Audit Committee hears presentations and receives correspondence and reports from the Auditor General and the City of Greater Sudbury's External Auditors. The Audit Committee shall be responsible for the following objectives: To review and approve the external auditors' annual work plan. To review the annual Audited Financial Statements and the annual Audit Findings Report and approve the external auditors' annual Audit Plan. To review the Auditor General's reports and annual work plan. To conduct an annual review of the Auditor General's office. To review matters included in the Auditor General's mandate. To study topics or issues referred to the Committee by Council resolution.</p>	<p>• Total size of Council is 12 Councillors and the Mayor</p> <p>• The Audit Committee consists of 7 Councillors including Chair and Vice Chair</p> <p>For the term of Council.</p>	N/A
	<p>Community Services Committee, met 10 times in 2019</p>	<p>The Community Services Committee hears presentations and receives correspondence and reports from the Community Development Department and from the Emergency Services Department, and shall make recommendations to Council on these matters.</p> <p>The Community Services Committee shall be responsible for the following objectives:</p> <p>To hear community delegations on topics related to the provision of services by the Community Development Department and by the Emergency Services Department.</p> <p>To review proposals for new policies and for amendments to existing policies that pertain to either the Community Development Department or to the Emergency Services Department.</p> <p>To conduct service level reviews, including proposed changes to existing service levels, or the introduction of new services or programs delivered by either the Community Development Department or the Emergency Services Department.</p> <p>To study topics or issues referred to the Committee by Council resolution.</p>	6 Council Members for the term of Council.	N/A
	<p>Emergency Services Committee, met 5 times in 2019</p>	<p>The Emergency Services Committee hears presentations and receives correspondence and reports from the Emergency Services Department to make recommendations to Council on these matters.</p> <p>The Emergency Services Committee shall be responsible for the following objectives:</p> <p>To hear community delegations on topics related to the provision of services by the Emergency Services Department;</p> <p>To review proposals for new policies and for amendments to existing policies that pertain to the Emergency Services Department;</p> <p>To conduct service level reviews, including proposed changes to existing service levels, or the introduction of new services or programs delivered by the Emergency Services Department; and</p> <p>To study topics or issues referred to the Committee by Council resolution.</p>	5 Councillors for the term of Council.	N/A
			Standing Committees	

	<p>The Finance and Administration Committee hears presentations and receives correspondence and reports from the Financial Services Division, from the Human Resources and Organizational Development Division and from the Administrative Services Division, and shall make recommendations to Council on these matters. The Finance and Administration Committee is responsible for the budget and budget process.</p> <p>The Finance and Administration Committee shall be responsible for the following objectives:</p> <p>To hear community delegations on topics related to the provision of services by the Financial Services Division, by the Human Resources and Organizational Development Division and by the Administrative Services Division.</p> <p>To review proposals for new policies and for amendments to existing policies that pertain to the Financial Services Division, to the Human Resources and Organizational Development Division and to the Administrative Services Division.</p> <p>To conduct service level reviews, including proposed changes to existing service levels, or the introduction of new services or programs delivered by the Financial Services Division, by the Human Resources and Organizational Development Division and by the Administrative Services Division.</p> <p>To study proposed new bylaws which do not align with the mandates of other committees.</p> <p>To review the capital and operating budgets for the current year.</p> <p>To review the timetable and guidelines for the preparation of the following year's operating budget.</p> <p>To establish priorities for capital projects for the following year's capital budget.</p> <p>To study topics or issues referred to the Committee by Council resolution.</p>		All members of Council for the Term.	N/A
City of Greater Sudbury	<p>The Operations Committee hears presentations and receives correspondence and reports from the Infrastructure Services Department and from the Environmental Services Division, and shall make recommendations to Council on these matters.</p> <p>The Operations Committee shall be responsible for the following objectives:</p> <p>To hear community delegations on topics related to the provision of services by the Infrastructure Services Department and by the Environmental Services Division.</p> <p>To review proposals for new policies and for amendments to existing policies that pertain to either the Infrastructure Services Department or to the Environmental Services Division.</p> <p>To conduct service level reviews, including proposed changes to existing service levels, or the introduction of new services or programs delivered by either the Infrastructure Services Department or the Environmental Services Division.</p> <p>To study topics or issues referred to the Committee by Council resolution.</p>	Standing Committees	6 Council Members for the term of Council.	N/A
	<p>The Planning Committee hears presentations and receives correspondence and reports from the Planning Services Division. The Committee hears and makes recommendations to Council regarding development or land-use matters.</p> <p>The Planning Committee shall be responsible for the following primary objectives:</p> <p>To hear community delegations on topics related to the provision of Planning Services Division.</p> <p>To review proposals for new policies and for amendments to existing policies that pertain to the Planning Services Division.</p> <p>To conduct service level reviews, including proposed changes to existing service levels, or the introduction of new services or programs delivered by the Planning Services Division.</p> <p>To make recommendations to Council in relation to: (a) matters under the Planning Act, R.S.O. 1990, c. P.13; (b) front-ending agreements under the Development Charges Act, 1997, S.O. 1997, c. 27; and (c) approval authority matters under the Condominium Act, 1998, S.O. 1998, c. 19.</p> <p>To provide recommendations on any other land-related matters including acquisition and disposition of lands, expropriations, leases, road and lane closures, and heritage designations.</p> <p>To study topics or issues referred to the Committee by Council resolution.</p>		5 members of Council for term of Council.	N/A
	<p>The Emergency Governance Committee is authorized to carry out all of the duties and responsibilities of Council that may be lawfully delegated, provided the following conditions exist:</p> <p>An emergency has been declared by the Province of Ontario or the City of Greater Sudbury;</p> <p>Council is unable to achieve quorum; and</p> <p>A telephone / electronic mail poll pursuant to Article 36 is not practicable.</p>		Minimum of (3) three and a maximum of (6) six Members of Council.	N/A
	<p>All matters requiring a hearing shall be presented to the Hearing Committee, except for matters that are to be heard by the Planning Committee or Council.</p> <p>Hearing Committee matters include, but are not limited to :</p> <p>licensing under Part IV of the Municipal Act, 2001;</p> <p>property tax issues under s. 357 of the Municipal Act, 2001;</p> <p>issues under the Drainage Act, R.S.O. 1990, c. D.17;</p> <p>issues under the Development Charges Act, 1997, S.O. 1997, c. 27, as amended;</p> <p>lottery licensing for charities;</p> <p>topsoil regulation;</p> <p>acting as a property standards committee pursuant to section 15.6 of the Building Code Act, 1992, S.O. 1992, c. 23, as amended;</p> <p>appeals of muzzling orders under s. 105 of the Municipal Act, 2001;</p> <p>street re-naming;</p> <p>appeals regarding the regulation of trees on municipal road rights of way;</p> <p>complaints under s.20 of the Development Charges Act, 1997;</p> <p>appeals regarding eligibility for Handi-Transit service; and</p> <p>such other matters as set out in municipal bylaws.</p>		5 members of Council for term of Council.	N/A
	<p>The Nominating Committee shall meet, as needed by Council, for the purpose of considering and recommending to Council citizen appointments to agencies, boards, advisory panels, and other bodies as required.</p> <p>In making such appointments, the Nominating Committee shall take into consideration a balanced representation from communities of interest so as to be reflective of the geographical and demographic composition of the community.</p>		5 members of Council for Term	
	<p>The Active Transportation Advisory Committee (ATAC) and its subcommittees facilitate ongoing communication between citizens and City Council. The ATAC is made up of representatives of community organizations and City departments who are dedicated to the continued implementation of the Active Transportation Plan. The ATAC oversees, reviews, and presents the ideas brought forth by the subcommittees to City Council. The ATAC is instrumental in defining the costs, processes, and challenges associated with moving the ideas of the subcommittees forward and for ensuring that these ideas support the goals laid out by the Active Transportation Plan.</p> <p>The three sub-committees, which consist of citizens and representatives of interested community organizations, are:</p> <ul style="list-style-type: none"> Partnerships, Education and Programs Committee Infrastructure Development Committee Policy and By-Law Committee <p>The sub-committees assist with the planning, implementation, and evaluation of projects which improve active transportation in Thunder Bay. The subcommittees maintain communication with the ATAC via the Active Transportation Coordinator.</p>		The ATAC is made up of representatives of community organizations and City departments who are dedicated to the continued implementation of the Active Transportation Plan.	To be eligible to participate on a committee, all applicants must either be a resident or owner of property in the City of Thunder Bay, or directly operate a business in the City of Thunder Bay.
	<p>The role of the Audit Committee is to provide oversight responsibilities for City Council and the ratepayers of the City of Thunder Bay relating to:</p> <ul style="list-style-type: none"> The financial reporting process; The system of internal control; The external audit process; The internal audit process; The City's process for monitoring compliance with laws and regulations. 		<ul style="list-style-type: none"> Total size of Council is 12 Councillors and the Mayor The Audit Committee consists of 3 Members of Council and 2 Citizen Appointees Based on the term of office for council (four years), or until their successors are appointed. 	<p>To qualify for Appointment to the Audit Committee, the nominee should have the following qualifications:</p> <ul style="list-style-type: none"> Appropriate academic qualifications in accounting and/or business management; and/or an equivalent combination of business experience and knowledge. At least one member shall have a professional accounting and/or an internal audit designation. Independence of judgment from, and no financial self-interest in, the Municipality. Must be a resident and/or property owner in the City of Thunder Bay or directly operate a business based in Thunder Bay.

City of Thunder Bay	Clean, Green and Beautiful Committee	<p>The Clean, Green & Beautiful Committee works to develop a common vision to enhance the function, look and feel of where we live, work and play. This is achieved through public art, beautification, heritage and environmental greening initiatives, all geared towards the goal of enhancing civic pride.</p> <p>The Committee formed after City Council endorsed a Clean, Green and Beautiful Policy, developed during more than a year of research, discussion and hard work by the Mayor's Task Force on Civic Pride.</p> <p>Objectives To establish a long-term plan that will provide for the future of Thunder Bay's beautification To identify and prioritize short- and long-term projects to enhance the image of the City To identify and recommend private and public sector investment strategies and resources to implement projects To engage the community in a civic pride campaign to support the Committee's shared understanding that Thunder Bay is a great place to live, work and play</p>	Standing Committees	15 Committee Members: 2 Council 13 Representatives from the community	To be eligible to participate on a committee, all applicants must either be a resident or owner of property in the City of Thunder Bay, or directly operate a business in the City of Thunder Bay.
	Committee of Adjustment, meets monthly	This committee votes on minor variances, consents, and permissions.		Council appoints members from the community. Councillors and employees of the Municipality cannot be members.	To be eligible to participate on a committee, all applicants must either be a resident or owner of property in the City of Thunder Bay, or directly operate a business in the City of Thunder Bay.
	Committee of Council, meets 2 to 4 times a month	Committee of Council		All members of Council.	N/A
City of Toronto	Audit Committee. The Audit Committee met 4 times in 2019	<p>The Audit Committee is responsible for:</p> <ul style="list-style-type: none"> recommending the appointment of the City's external auditor recommending the appointment of an external auditor to conduct the annual audit of the Auditor General's office reviewing the annual external audit of the financial statements of the City and its agencies and corporations reviewing the annual external audit of the Auditor General's office reviewing the Auditor General's reports and audit plan conducting an annual review of the Auditor General's accomplishments making recommendations to Council on reports the Audit Committee considers reviewing performance audits and other reports of the Auditor General concerning City agencies and City corporations 	Standing Committees	<ul style="list-style-type: none"> Total size of Council is 26 Councillors and the Mayor The Audit Committee is comprised of 6 members appointed from the elected members of City Council 	N/A
	Board of Health Committee, met 12 times in 2019	Established under the Ontario Health Protection and Promotion Act, the Board of Health determines and sets public health policy and advises City Council on a broad range of health issues and services that include Health Assessment, Health Protection, Disease Prevention and Health Promotion. Board of Health for the City of Toronto Health Unit By-law 2-2019, as amended by Board of Health for the City of Toronto Health Unit By-law 1-2020, governs the proceedings of the Board of Health and its committees.		The Board of Health is composed of six Councillors, five public members, and two school board nominees.	Civic Appointment Committee
	Civics Appointment Committee, met 10 times in 2019	The Civic Appointments Committee's mandate is to consider and recommend to Council the names of citizens for appointment to agencies, boards and committees, including various external bodies.		6 Council Members	N/A
	Economic & Development Committee, met 10 times in 2019	The Economic and Community Development Committee's primary focus is on social cohesion and the economy, with a mandate to monitor and make recommendations on strengthening communities, neighbourhoods and the economy.		6 Council Members	N/A
	Executive Committee, met 11 times in 2019	The Executive Committee makes recommendations on Council's strategic policy and priorities, governance policy and structure, financial planning and budgeting, fiscal policy including revenue and tax policies, intergovernmental and international relations, Council and its operations, and human resources and labour relations.		8 Council Members (Mayor is Chair)	N/A
	General Government and Licensing Committee, met 10 times in 2019	The General Government and Licensing Committee's primary focus is on City government assets and resources and business licensing, with a mandate to monitor and make recommendations on the administrative operations of the City and the licensing of businesses.		5 Councillors for the Term	N/A
	Infrastructure and Environment Committee, met 10 times in 2019	The Infrastructure and Environment Committee's primary focus is on infrastructure and the natural environment, with a mandate to monitor and make recommendations on Toronto's infrastructure needs and services, parks and forestry, and the sustainable use of Toronto's environment.		6 Council Members for the Term.	N/A

	<p>Planning and Housing Committee, met 11 times in 2019</p> <p>The Planning and Housing Committee's primary focus is on urban form and housing development, with a mandate to monitor and make recommendations on planning, property standards, growth, and housing development.</p>		6 Council Members for the Term.	N/A
	<p>Special Committee on Governance, met 5 times in 2019</p> <p>The Special Committee on Governance is a special committee established by City Council to consider the impacts on the City's governance structure and processes arising from the reduction in the size of Council and to make recommendations to City Council on any further changes to its governance structure. Meetings of the Special Committee on Governance are called by the Chair.</p>		5 Councillors for the Term.	N/A
	<p>Striking Committee, met 3 times in 2019</p> <p>The Striking Committee's mandate is to make recommendations to Council on Council member appointments to fill the positions of the at-large members of the Executive Committee, the members of the standing committees, and members of various special committees and other committees; make recommendations to Council on Council member appointments to fill the positions of representatives on agencies and public advisory committees; and to make recommendations to Council on the meeting schedule for City Council and Council Committees.</p>		5 Councillors for the Term.	N/A
City of Ottawa	<p>Agriculture and Rural Affairs, met 9 times in 2019</p> <p>The Agriculture and Rural Affairs Committee is responsible for ensuring that the unique interests and requirements of the City's rural areas are taken into account in the decisions made by the City of Ottawa. The Committee will make recommendations to Council on issues and programs pertaining to the agricultural and associated industries, the rural economy, rural residential communities, land development and landscaping, transportation, water and wastewater services, and environmental protection.</p>		<p>Membership of the Agriculture and Rural Affairs Committee shall consist of Members of Council, as approved by Council. Due to the unique nature of this committee, the majority of the membership shall be comprised of those Councillors representing wards with a rural component. The Mayor and Chair of Planning Committee are ex-officio members of the Committee.</p> <p>(7 Councillors and Mayor)</p>	N/A
	<p>Audit Committee, met 6 times in 2019</p> <p>The Audit Committee is responsible for overseeing all audit matters and receiving the annual and ad hoc reports from the City's Auditor General. The Committee is responsible for both the external audit process as well as matters relating to the Office of the Auditor General.</p>		<p>• Total size of Council is 23 Councillors and the Mayor. • Membership of the Audit Committee shall consist of Members of City Council and approved by City Council. The Mayor shall be an ex officio member of the Committee, which has 7 members.</p>	N/A
	<p>Built Heritage Sub-Committee, met 9 times in 2019</p> <p>The mandate of the Built Heritage Sub-Committee is to advise and assist Council on matters relating to Parts IV and V of the Ontario Heritage Act, and such other heritage matters as Council may specify by by-law or as specified in the City's Official Plan.</p>		<p>The Built Heritage Sub-Committee shall be organized as follows:</p> <p>Five (5) Members of Council including at least: One (1) member of the Planning Committee One (1) member of the Agriculture and Rural Affairs Committee; and, One (1) member of Council whose ward encompasses a Heritage Conservation District; and, Four (4) citizen members The Mayor is an ex-officio member</p>	Appropriate experience, appointed by Council with at least one of the citizen members that resides within a Heritage Conservation District.
	<p>Community and Protective Services Committee, met 9 times in 2019</p> <p>The Community and Protective Services Committee is responsible for creating and maintaining a safe and healthy community that promotes and supports quality of life, while encouraging resident involvement in the culture and life of their communities. The Committee is responsible for issues relating to housing, parks, recreation, cultural, museums and heritage programming, long-term care, social services, and emergency and protective services.</p>		<p>Membership of the Community and Protective Services Committee shall consist of Members of Council, as approved by Council. The Mayor is an ex-officio member.</p>	N/A
	<p>Standing Committee on Environmental Protection, Water and Waste Management, met 8 times in 2019</p> <p>The Standing Committee on Environmental Protection, Water and Waste Management is responsible for providing guidance and direction on all issues relating to environmental services, community sustainability, stormwater management, solid waste management, utilities/water and wastewater, water pollution control, urban forestry, and open spaces.</p>		<p>Membership of the Standing Committee on Environmental Protection, Water and Waste Management shall consist of Members of Council, as approved by Council. The Mayor is an ex-officio member.</p>	N/A
	<p>Finance and Economic Development Committee, met 11 times in 2019</p> <p>The Finance and Economic Development Committee provides direction on strengthening financial and administrative practices, identifying corporate goals, and providing guidance on economic development issues. This Committee is responsible for the City of Ottawa's high-level fiscal and management policy issues, including the development of the fiscal framework and corporate financial planning, overseeing the Operating and Capital Budgets and establishing a budget reporting framework, reviewing efficiency and investment reports, providing guidance on corporate performance measurement policies, ensuring the financial sustainability of the Corporation, and overseeing the City's audit functions. This Committee also addresses all matters related to communications, public engagement, client service delivery channels, accessibility, human resources, labour relations, bilingualism policies and French Language Services, purchasing, information technology, legal services, the Clerk's Office, and real estate matters.</p>		<p>Membership of the Finance and Economic Development Committee shall consist of Members of Council approved by Council, being the Standing Committee Chairs, the Chair of the Transit Commission, the Deputy Mayors and one member-at-large. The Mayor shall be the Chair of the Finance and Economic Development Committee.</p>	N/A
	<p>Information Technology Sub-Committee, met 4 times in 2019</p> <p>The Information Technology Sub-Committee ("IT Sub-Committee") is a sub-committee of the Finance and Economic Development Committee. Its mandate is to advise the Finance and Economic Development Committee, other Standing Committees and Boards, City Council, and the Transit Commission on potential large-scale investments in information technology tools and the long-term planning of information technology priorities for the City of Ottawa.</p> <p>The IT Sub-Committee has an ongoing mandate to investigate information technology products and services, including initiatives that stem from the Smart City Strategy to provide improved access to City services by the public, enhanced connectivity throughout the city, and an economy that is strengthened by leveraging available and emerging technologies and products.</p>		<p>Membership of the IT Sub-Committee shall consist of Members of City Council (4), approved by City Council. The Mayor shall be an ex officio member of the Sub-Committee.</p>	N/A
	<p>Planning Committee, met 17 times in 2019</p> <p>The Planning Committee is responsible for overseeing all development and planning within the urban boundary in accordance with the City's Official Plan document, including zoning designations, community planning, site design requirements and affordable housing.</p>		<p>Membership of the Planning Committee shall consist of Members of Council, as approved by Council. The Mayor and the Chair of the Agriculture and Rural Affairs Committee are ex officio members.</p>	N/A
	<p>Transit Commission, met 9 times in 2019</p> <p>The Transit Commission is responsible for ensuring the development of a safe, efficient, accessible and client-focused transit system and for providing overall guidance and direction to the Transportation Services Department on all issues relating to the operation of public transit, including conventional bus service, the O-train and Para Transpo.</p>		<p>Membership of the Transit Commission shall consist of eight (8) Members of Council and four (4) citizen members, as approved by Council. The Mayor is an ex-officio member of the Commission. The Chair and Vice-Chair shall be appointed by the membership of the Commission from among the members of the Commission who are also Members of Council.</p>	Where Joint Committee meetings of the Transit Commission and another Committee of Council are held to consider matters of which transit is a component, citizen members of the Commission shall be non-voting, ex-officio members of the Joint Committee.
	<p>Transportation Committee, met 8 times in 2019</p> <p>The Transportation Committee is responsible for overseeing all issues related to the City's transportation planning and infrastructure in accordance with the Transportation Master Plan, including pedestrian and cycling networks, long-term planning of the rapid transit network, parking operations, road production and maintenance, traffic operations and mitigation methods, fleet maintenance and operations, designated truck routes, streetlights, sidewalks, street signage and furniture, and snow removal.</p>		<p>Membership of the Transportation Committee shall consist of Members of Council (11), as approved by Council. The Mayor is an ex-officio member.</p>	N/A
		Standing Committees		

City of Hamilton	Audit, Finance and Administration Committee, met 19 times in 2019	Reports and make recommendations to Council on matters relating to: Internal/external audits Oversight of internal control, financial reporting Human Resources - programs and services Programs related to Financial Planning and Policy, Treasury Services, Customer Service, Information Technology, Legislative Services, Records Management, Legal Services, Procurement and Risk Management Access & Equity	• Total size of Council is 15 Councillors and the Mayor • The Audit Committee consists of 8 Councillors	N/A
	Board of Health met 12 times in 2019	Ensures that the City of Hamilton meets or exceeds its obligations as a Board of Health under the Health Protection and Promotion Act, and in all matters relating to Public Health in order to promote well-being and create opportunities to enhance the quality of life in our community. Specific duties shall include: To consider and recommend to Council on policy matters and emerging issues related to Public Health To provide advice and guidance to the Public Health Services including input to Strategic Planning initiatives to ensure alignment with Council's Mission, Vision, Values and Goals To receive delegations from the public and conduct public hearings as required by statute and Council To consider and recommend to Council the overall service levels in relation to the delivery of Public Health programs To consider and recommend to Council policies governing service delivery of the Public Health Services To consider and monitor program implementation and performance through staff reports To consider the public health needs of the community and recommend advocacy by Council to address these needs To receive delegations from the public and conduct public hearings as required by statute and Council specific to the mandate of this committee on matters under the Standing Committee	All members of Council for the Term and Mayor.	N/A
	Emergency & Community Services Committee, met 14 times in 2019	To report and make recommendations to Council on matters relating to: Social Development and Early Childhood Services Strategic Services Benefit Eligibility Community Programs Employment and Income Support Social Housing and Homelessness Homes for the Aged: Macassa Lodge and Wentworth Lodge Hamilton Veterans Committee (12-072) Recreation Fire protection, fire prevention, emergency medical services, corporate emergency planning & preparedness, and corporate radio communications	6 Council members for Term.	N/A
	General Issues Committee, met 24 times in 2019	Reports and make recommendations to Council on matters relating to: Council Strategic Plan Corporate Strategic Plan MPMP, OMBI Annual Operating and Capital Budgets Economic Development matters Portfolio Management Strategy - Real Estate Acquisitions/Disposals Hamilton International Airport matters G.R.I.D.S. Our Future Hamilton Department Work Programs: Planning and Economic Development Legal Services - litigation matters Human Resources - labour negotiations Departmental Organizational Structure Changes Boards and Agencies Hamilton Utilities Corporation any and all other matters which Council chooses to refer to the General Issues Committee for consideration	All of Council and Mayor for term.	N/A
	Planning Committee, met 19 times in 2019	Reports and make recommendations to Council on matters relating to: Long Range Planning, land use management, development planning and engineering, transportation planning and downtown planning and implementation Parking Operations and Enforcement, School Crossing Guards By-law Enforcement, Municipal Licensing, Lottery Licensing, Building Code issues	8 members of Council for Term.	N/A
	Public Works Committee, met 17 times in 2019	Reports and make recommendations to Council on matters relating to: Water & Wastewater (Collection/Distribution, Treatment, and Compliance) Waste Management (Solid Waste Planning, Collection, and Disposal) Operations & Maintenance (Roads, Traffic, Forestry & Beautification, Parks & Cemeteries, and Trails) Transit (Operations and Transit Fleet, ATS) Fleet and Facilities (Central Fleet, Corporate Buildings, Energy Office) Capital Planning and Implementation (Strategic and Environmental Planning, Asset Management, Design and Construction) Open Space Planning Major road construction projects	11 Members of Council for Term.	N/A
City of Barrie	General Committee, meets every other Monday, met 36 times in 2019	General Committee duties include studying and reporting to Council on all matters brought to it by reference committees.	All members of Council with the Mayor as Chair.	N/A
	Planning Committee, met 16 X in 2020, no record in 2019	The Planning Committee hears all public meetings pursuant to matters under the Planning Act, and consider staff reports concerning planning matters, including but not limited to development applications and planning policy. Formal channels to communicate with Planning Committee include Circulation List and Public Meetings.	All members of Council with the Mayor as Chair.	N/A
	City Building Committee, met 9 times in 2019	The City Building Committee is a reference committee that reports to City Council. Mandate: to study and report to the General Committee on matters referred to within the subjects listed below. Infrastructure Investment and development matters including land and property development and use Property standards Street names Building standards Zoning Plumbing and building inspections Planning services policy planning development control growth management development policies and standards housing policy subdivision services heritage properties City Centre revitalization Infrastructure planning design, and construction (roads, water, sanitary and storm sewers) Business Development - retention, attraction, and expansion services Creative Economy Transportation (roads maintenance, traffic management, transit operations, rail, and airport services). Operational matters including: parks operations environmental (water supply, treatment and distribution, wastewater collection and treatment, environmental investigation and response and waste management) parking operations. Notwithstanding the above, a Reference Committee may consider new business that has not been referred to it by the Council if the business is of the nature of the duties of the Committee or referred to in the Resolution creating it.	5 Council Members and Mayor as Ex-officio	N/A
		Standing Committees		

	<p>The Finance and Corporate Services Committee is a reference committee that reports to City Council. Mandate: to study and report to the General Committee on matters referred to within the subjects listed below.</p> <p>Corporate sustaining matters including financial (capital and operating budgets, revenue and taxation, financial policies, procurement and audit functions)</p> <p>Legal Real estate Risk management Information technology Legislative Court Human resources Accessibility Health and wellness Communications History and archives Corporate facility management Licensing services Intergovernmental Service and community partner relations Fire prevention, operations and training Community emergency management Recreation Seniors Youth By-law enforcement services Customer service.</p>		5 Council Members and Mayor as Ex-officio	N/A
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Municipal Committee Benchmarking: Advisory Committees

City	Committee Title		
City of Brampton	Adjudicative Committees and Administrative Tribunals Property Standards Committee Brampton Appeal Tribunal Committee of Adjustments Committee of Revisions Citizen Advisory Committees Sports Hall of Fame Committee Brampton Heritage Board School Traffic Safety Committee Accessibility Advisory Age-Friendly Brampton Advisory Committee Environment Advisory Committee Cycling Advisory Committee Community Safety Advisory Committee		
City of Mississauga	Accessibility Advisory Committee Advertising Review Panel Diversity and Inclusion Advisory Committee Environmental Action Committee Governance Committee Heritage Advisory Committee Incidents in City Facilities Committee Mississauga Cycling Advisory Committee Museums of Mississauga Advisory Committee Public Vehicle Advisory Committee Road Safety Committee Towing Industry Advisory Committee Traffic Safety Council Quasi-Judicial Committees: Committee of Adjustment Committee of Revision Election Campaign Finance Committee Mississauga Appeal Tribunal Property Standards Committee		
City of Burlington	Aldershot BIA Burlington Agricultural and Rural Affairs Advisory Committee (BARAAC) Burlington Chamber of Commerce Burlington Cycling Advisory Committee Burlington Downtown Business Association Burlington Economic Development Corporation (BEDC) Committee of Adjustment Heritage Burlington Advisory Committee Integrated Transportation Advisory Committee (ITAC) Downtown Parking Advisory Committee Property Standards Committee Burlington Hydro Electric Inc. Board (BHEI) Burlington Inclusivity Advisory Committee (BIAC) Art Gallery of Burlington Board (AGB) Burlington Accessibility Advisory Committee Burlington Mundialization Committee Burlington Museums Board Burlington Performing Arts Centre Burlington Public Library Board (BPL) Burlington Seniors Advisory Committee (BSAC) Burlington Sustainable Development Committee (SDC) Tourism Burlington		
City of Greater Sudbury	Advisory Panels •Accessibility Advisory Panel •Bell Park Advisory Panel •Population Health, Safety and Well-Being Advisory Panel •Municipal Heritage Advisory Panel •Public Art Advisory Panel •Seniors Advisory Panel •Solid Waste Advisory Panel •Watershed Advisory Panel Local Boards and Committees •Board of Health for Public Health Sudbury and Districts •Committee of Adjustment/Sign Variance Committee •Conservation Sudbury General Board •Greater Sudbury Police Services Board •Greater Sudbury Public Library Board •Greater Sudbury Utilities Inc./Greater Sudbury Hydro Inc.		
City of Thunder Bay	Accessibility Advisory Committee Anti-Racism & Respect Advisory Committee Animal Services Committee Anti-Racism & Respect Advisory Committee City of Thunder Bay Appeals Tribunal Community Communications Committee Crime Prevention Council Earthcare Advisory Committee Grant Review Team Heritage Advisory Committee Citizens of Exceptional Achievement Committee Poverty Reduction Strategy Committee		
City of Toronto	Aboriginal Affairs Advisory Committee Bid Award Panel Board of Directors of TO Live (Formerly named Board of Directors of Civic Theatres Toronto) Board of Directors of the Toronto Atmospheric Fund Board of Governors of Exhibition Place Board of Health - Budget Committee Board of Health - Performance Appraisal of the Medical Officer of Health Board of Health - Toronto Public Health Organizational Review Committee Board of Health - Toronto Urban Health Fund Indigenous Review Panel Board of Health - Toronto Urban Health Fund Review Panel Board of Management of the Toronto Zoo Budget Committee Budget Subcommittee for City Hall and Etobicoke Civic Centre Consultations Budget Subcommittee for Scarborough and North York Civic Centre Consultations Collective Bargaining Subcommittee Compliance Audit Committee	Compliance Audit Committee CreateTO (formerly named Toronto Realty Agency) Dangerous Dog Review Tribunal Debenture Committee Film, Television and Digital Media Advisory Board Graffiti Panel Members of the Toronto Atmospheric Fund Nominating Panel - Committee of Adjustment Nominating Panel - Compliance Audit Committee Nominating Panel - Corporations Nominating Panel - Toronto Licensing Tribunal Nominating Panel - Toronto Local Appeal Body Nominating Panel - Administrative Penalty Tribunal Nominating Panel - Dangerous Dog Review Tribunal Nominating Panel - Property Standards Committee Nominating Panel - Rooming House Licensing Commissioner and Deputy Commissioner Nominating Panel - Sign Variance Committee	Property Standards - Etobicoke York Panel Property Standards - North York Panel Property Standards - Scarborough Panel Property Standards - Toronto and East York Panel Property Standards Committee Sign Variance Committee Subcommittee on Ontario Place Subcommittee on the Protection of Affordable Rental Housing Toronto Accessibility Advisory Committee (Formerly named Disability, Access and Inclusion Advisory Committee) Toronto Francophone Affairs Advisory Committee Toronto Investment Board Toronto Music Advisory Committee Toronto Parking Authority Toronto Preservation Board Tribunals Nominating Panel

City of Ottawa	<ul style="list-style-type: none"> Public Member Recruitment Accessibility Advisory Committee Arts, Culture and Recreation Advisory Committee Environmental Stewardship Advisory Committee French Language Services Advisory Committee Planning Advisory Committee Advisory Committee Procedure (By-law No. 2019-44) Advisory Committee Members' Code of Conduct (Appendix A to By-law No. 2019-44) Appointment Policy Advisory Committees Participation Expense Policy Committee of Adjustment
Hamilton	<ul style="list-style-type: none"> Committee Against Racism Hamilton Aboriginal Advisory Committee Hamilton Status of Women Committee Immigrant and Refugee Advisory Committee Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee (LGBTQ) Mundialization Committee Food Advisory Committee Hamilton Veterans Committee Housing and Homelessness Advisory Committee Seniors Advisory Committee Arts Advisory Commission Hamilton Cycling Committee Keep Hamilton Clean and Green Committee Waste Management Advisory Committee Committee of Adjustment
City of Barrie	<ul style="list-style-type: none"> Accessibility Advisory Committee² Active Transportation and Sustainability Committee² Communities in Bloom Advisory Committee² Community Safety & Well-Being Committee² Heritage Barrie² International Relations Committee² Municipal Elections Compliance Audit Committee² Order of the Spirit Catcher Award² Seniors Advisory Committee² Sport Events/Facilities Advisory Committee² Town and Gown Committee Committee of Adjustment²

City of Vaughan

Committee Title & Meeting Frequency	Description	Composition
Committee of the Whole, meets twice a month	Committee of the Whole shall have jurisdiction over all matters within City Council's authority which do not fall within the jurisdiction of another Standing Committee.	All Members of Council
Committee of the Whole (Working Session)	Same as above, but involve items which are considered by staff to be complex, preliminary, or exploratory, and for which a further report to a standing committee is anticipated at a later date; or Involve a detailed presentation from staff or a third party.	All Members of Council
Committee of the Whole (Public Meeting)	To provide an evening forum to hear from interested parties on planning matters such as official plan and zoning amendments, so that staff may consider public comment prior to preparing a final report on the matter to Committee of the Whole.	All Members of Council
Committee of the Whole (Closed Session)	Matters which require consideration in the absence of the public, so long as such matters are in keeping with the closed meeting provisions of the Municipal Act.	All Members of Council
Ready Resilient and Resourceful Committee	To address issues related to the City's response efforts to the global COVID-19 pandemic.	All Members of Council
Accessibility Advisory Committee, meet the last Tuesday of every other month or at call of Chair	The role of the committee is to advise Council to support the City's work in identifying and removing barriers for a barrier-free, inclusive City.	1 Member of Council and 9 Public Members The Accessibility for Ontarians with Disabilities Act requires that the majority of committee members have disabilities. Members are appointed by Council.
Committee of Adjustment, meet every other Thursday	The Committee deals with applications to server parcels of land and authorizes minor variances to land, building or structures.	5 Public Members and 11 Staff Members
Compliance Audit Committee, as required	See Section 1 of the Municipal Election Act	Subject to number of municipalities being audited.
Heritage Vaughan Committee, meet the 3rd Wednesday of the month	The Heritage Vaughan Committee provides guidance and advice to Council in making decisions on any matters relating to the designation and conservation of cultural heritage value or interest.	2 Members of Council 11 Public Members 5 Staff Members
Property Standards Committee, as required	The purpose of the committee is to hear any appeals by a property owner regarding an order issued under the Property Standards By-law.	5 Public Members and 3 Staff Members
Vaughan Public Libraries, meet every 3rd Thursday of the month	The Board is responsible for the provision of library services by the establishment, maintenance and support of libraries and determination of library policies.	4 Council Members 14 Public Members 1 Staff Member
Audit Committee, meet a minimum of 5 times a year	The objective of the Audit Committee is to assist Council in the discharge of governance, accountability and controllership responsibilities by ensuring risks are being appropriately addressed through strong governance, a risk/control and compliance framework, appropriate stewardship and an effective internal audit activity.	The Audit Committee is comprised four Members of Council. We are currently in the process of recruiting an additional 2 qualified public members to join the four Members of Council.
Vaughan Metropolitan Centre Committee, in accordance of meeting schedule or call of Chair	The Sub-Committee is responsible for making recommendations that create the municipal framework and policy environment consistent with Vaughan's broader city-building objectives, which will facilitate significant development of the VMC.	The Mayor and 3 Councillors 3 Staff Members.

Older Adult Task Force, meet monthly or call of Chair	The City of Vaughan Older Adult Task Force has an overall mandate to make recommendations that address older adult issues and the promotion of healthy seniors in Vaughan. This includes recommendations on Vaughan's Older Adult Strategy, programs and services and steps towards an age-friendly community designation.	2 Members of Council 5 Members of the Public 1 Organizational Member 1 York Region Representative 5 Staff Members
Transportation & Infrastructure Task Force, meet every 3rd Wednesday of the month	The City of Vaughan Transportation & Infrastructure Task Force has an overall mandate to assist the City in finding new and innovate ways to manage and make its transportation systems more sustainable amid the rapidly changing landscape of Vaughan. This will include developing a coordinated set of transportation priorities and identifying new revenue sources dedicated to making the City's transportation system more reliable, efficient, and better prepared to accommodate future growth.	2 Members of Council 4 Technical Members 8 Members of the Public 8 Staff Members
Effective Governance & Oversight Task Force	The City of Vaughan Effective Governance & Oversight Task Force has an overall mandate to make recommendations that ensure the City is at the forefront of accountability, transparency and regulatory governance. This includes exploring how the City of Vaughan can further enhance its governance framework, thereby continuing to empower the Mayor and Members of Council to work closely with citizens, businesses and community stakeholders.	2 Members of Council 8 Public Members 5 Staff Members
Growth Management Committee, meet once a month	<ul style="list-style-type: none"> • Provide a forum for the discussion of Corporate-wide issues and priorities pertinent to the City's growth management initiatives. • Establish unified positions on: <ul style="list-style-type: none"> • Development and growth risk opportunities, Growth projections, Major growth-related projects, Operational impact on growth, Major development proposals, Development charges and financial considerations, Servicing and infrastructure requirements, Intergovernmental initiatives related to growth • Identify and discuss other emerging issues that will affect the City's growth management initiatives and alternate approaches, as required. • Work towards consensus solutions and consistent positions that will advance the growth management initiatives while respecting corporate priorities. • Support growth management processes that are accountable and conducted with regards to the highest professional standards. • Action items are delegated to individual members who continue to have responsibility and accountability for their respective functional mandates and subject matter expertise. 	15 Staff Members and additional staff required based on Agenda Items
Smart City Task Force, meet every other month, except during the summer	The City of Vaughan Smart City Task Force has an overall mandate to advance a culture of knowledge and pursue continuous improvement and to continue to provide advice to Council and City Administration, including high-level political and community perspectives into the development of a Smart City initiative which enhance urban life in terms of people, living, economy, mobility and governance, and to endorse Smart City technologies for Council's ultimate consideration.	The Mayor and 1 Member of Council 11 Public Members 3 Staff Members
Economic Prosperity Task Force	<ul style="list-style-type: none"> • serve as a forum for the discussion of improving local economic development strategies among residents, businesses and other stakeholders. • identify global marketing strategies that improve Vaughan's foreign-direct investment offerings. • explore ways to invest in Vaughan's local talent pool, thereby strengthening the human capital of the city's local workforce. • serve as a catalyst that encourages the business community to invest back in the broader community, thereby further fulfilling the mandate of the Spirit of Generosity that embodies Vaughan. • align the work of the task force members with the Council-approved priorities identified in the 2018-2022 Term of Council Service Excellence Strategic Plan. • share updates and presentations with advice and recommendations related to the task force, culminating with a final report of recommendations no later than June 2021. • support the Vaughan Forward Business Recovery Plan, supporting implementation of economic recovery and resiliency strategies. 	2 Members of Council 3 Public Members 10 Industry Members 3 Staff