



## The Corporation of the Town of Tecumseh

Corporate Services & Clerk

**To:** Mayor and Members of Council  
**From:** Laura Moy, Director Corporate Services & Clerk  
**Date to Council:** September 8, 2020  
**Report Number:** CS-2020-24  
**Subject:** Advisory and Statutory Committees Call for 2021 Applications

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### Recommendations

It is recommended:

**That** a Notice of Call for Applications **be advertised** for the:

- Committee of Adjustment
- Property Standards Committee and
- Tecumseh Accessibility Advisory Committee;

**And that** direction **be given** on including the following in the Notice:

- Cultural & Arts Advisory Committee;
- Heritage Committee;
- Senior Advisory Committee; and
- Youth Advisory Committee;

**And that** applications **be considered** at a Special Meeting of Council on Tuesday, November 24, 2020, at 6:00 pm.

## Background

The Committee/Local Board Application and Appointment Policy No. 4 (Policy) establishes timelines for calling and receiving applications for Committees and Local Boards and a process for reviewing the applications, as well as selecting persons to be appointed to the respective Committees and Local Boards.

The term of Committee and Local Board appointments is the full term of Council.

The Policy requires that applications for appointments, to **fill any vacancies** that may occur for any Committee or Local Board in a non-election year, be called in September by the Clerk.

Notice of a Call for Applications to fill any vacancy on the Advisory Committees, Statutory Committees and Local Boards is to be posted on the Town's website and social media, advertised in the local media, displayed on the Town's LED signs and posted in prominent locations in the Town's facilities (i.e. Town Hall, Tecumseh Arena and Cada Library Complex).

In accordance with the Policy, persons wishing to be appointed to a Committee or Local Board must complete and submit a prescribed application form for the Committee or Local Board to which they are seeking an appointment. Application forms are to be submitted to the Clerk's Office on or before October 31st annually.

Applicants must be a resident, or owner/tenant of land in the Town of Tecumseh; a Canadian citizen; and at least 18 years of age, unless otherwise indicated (i.e. Youth Advisory Committee members must be 13 - 23 years and Senior Advisory Committee members must be at least 60 years).

Applicants may not be an employee of the Town, nor prohibited by law from voting in a municipal election.

In non-election years, all applications received to fill any Committee or Local Board vacancies are to be considered by Council, or a Committee appointed and comprised of Members of Council, on the fourth Tuesday in November, in accordance with the Policy.

In keeping with the Policy's selection process, applications are to be considered at a Special Meeting of Council on Tuesday, November 24, 2020 at 6:00 pm.

The purpose of this report is to advise on the current vacant positions on statutory Committees and the resignations from Advisory Committees.

## Comments

### Committees and Boards

A brief description of each of the Committees and Local Boards, along with lists of the 2020 Committee and Local Board Members and those who have recently resigned, is given in **Appendix 1**. The list also includes Council Members who have been appointed to act as a liaison to the respective Committees/Boards.

In brief summary there are currently vacant positions of the following statutory Committees that must be filled:

- Committee of Adjustment (2) two
- Property Standards (1) one.

There are currently six (6) members on the Accessibility Advisory Committee which, in accordance with *The Accessibility for Ontarians with Disabilities Act, 2005*, is required to have the majority of the members to be persons with disabilities. There are currently four (4) members on this Committee with a disability. Scheduling meetings to achieve quorum has been challenging. Seeking additional members may assist with scheduling meetings that meet quorum.

There have been resignations on the following Advisory Committees:

- Cultural Arts & Advisory (2) two
- Heritage (1) one
- Youth Advisory Committee (1) one

The above Committees will have (9) nine members each, including Council Members.

There are currently seven (7) members on the Senior Advisory and 10 members on the Youth Advisory Committees.

There is no requirement to fill the above resignations, or expand the current number of appointments to these Advisory Committees.

There are currently no vacancies on the following Boards:

- Business Improvement Area
- Tecumseh Police Services.

The non-elected member appointment to the Essex Power Board of Directors is addressed in CS-2020-26 entitled "Essex Power Corporation Board of Directors Call for 2020 Applications."

### **Meeting of Committees / Boards**

Meetings of Committees and Boards were suspended March 24, 2020, as reported in CAO-2020-02 entitled "Update on Town Services and Construction Activities."

At present, the method for holding meetings is via electronic format using Zoom and video streaming. In June, 2020, the Committee of Adjustment, Polices Services Board and the Tecumseh Business Improvement Area Board of Management resumed meetings and have been holding their meetings electronically.

At the July 28, 2020, regular meeting of Council, authorization was given to commence holding statutory public meetings and public information centres (PICs), electronically, as reported in CS-2020-20 entitled “Holding of Electronic Public Meetings.”

Amendments to the Procedure By-law were required in order to permit the holding of electronic meetings during a Declared Emergency either federally, provincially or municipally, as reported in CS-2020-11 entitled “Electronic Meetings During a Declared Emergency – Amending of Procedural By-law.” Mayor McNamara’s declaration of emergency continues to be in effect.

A subcommittee of Council is currently reviewing further amendments to the Procedure By-law. The outcome of the subcommittee’s review will be reported at an upcoming meeting of the Policies & Priorities Committee, including any recommendations on holding of electronic advisory committee meetings.

## Consultations

None

## Financial Implications

The cost of advertising and calling of Applications for the Committees is included in the 2020 budget.

## Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input checked="" type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that Tecumseh’s current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh’s plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town’s “continuous improvement” approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town’s leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

## Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Sue White  
Administrative Assistant to Director Corporate  
Services & Clerk

Reviewed by:

Laura Moy, Dipl. M.M., CMMIII HR Professional  
Director Corporate Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

**Attachment  
Number**

**Attachment  
Name**

1

Appendix 1 – List of Committees and Boards