



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 14, 2021

Report Number: CS- 2021-24

Subject: **Advisory and Statutory Committees Call for 2022 Applications**

Recommendations

It is recommended:

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

- Town of Tecumseh Business Improvement Area
- Heritage Committee.

And that applications **be considered** at a Special Meeting of Council on Tuesday, November 23, 2021, 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 the fourth Tuesday in November.

This report is to advise on the current vacant positions on the Town's Boards and Committees.

Comments

Committees and Boards

A brief description of each of the Committees and Local Boards, along with lists of the 2021 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 Board and Committee:

- Town of Tecumseh Business Improvement Area Board of Management (2) two
- Heritage Committee (1) one

Councillors Brian Houston and Andrew Dowie were appointed to the Town of Tecumseh Business Improvement Area Board of Management pending filling of the vacancies with members from the business improvement area.

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.

There are currently nine (9) members on the Cultural & Arts Advisory; seven (7) members on the Senior Advisory; ten (10) members on the Youth Advisory Committees and seven (7) members of the Rural Broadband Committee.

There have been no resignations from the Tecumseh Police Services Board, nor the seven (7) member Committee of Adjustment over the last year.

Meeting of Committees / Boards

Meetings of Committees and Boards were suspended May 26, 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, Police 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 Virtual 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 in respect of the COVID-19 pandemic.

A subcommittee of Council has reviewed further amendments to the Procedure By-law which was presented at the [June 22, 2021 Policies & Priorities Committee](#). Favourable consideration was given to [CS-2021-13 entitled "Procedure By-law Review"](#) and the recommendations to amend the Procedure By-law to permit electronic participation in meetings for Members of Council, as well as members of Committees and Boards when there is not a declared emergency. An amending Procedure By-law is being prepared for Council's consideration.

Consultations

None

Financial Implications

The cost of advertising and calling of Applications for the Committees is included in the 2021 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

Christina Hebert, BA (Hons), MA, Dipl. M.A.
Manager Committee & Community Services

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	List of Committees and Boards