



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: August 14, 2018

Report Number: CS-2018-21

Subject: 2019 Committees and Local Boards
Application and Selection Process

Recommendations

It is recommended:

That Notice of the Call for Applications for all Advisory and Statutory Committees and Local Boards **be posted** to the Town's website and Facebook page, **advertised** in the local media, delivered to the current Committee/Local Board Members, **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 September 2018;

And that that a Special Meeting of Council **be scheduled** for Tuesday, December 11, 2018, at 6:00 pm for the purpose of considering Committee and Local Board applications.

Background

The Committee/Local Board Application and Appointment Policy No. 4 (Committee Policy) was approved to formalize the process and timelines for calling and receiving applications for member appointments to the Town's Advisory Committees, Statutory Committees and Local Boards, as well as the process for reviewing the applications and selecting persons to be appointed to the respective Committees and Local Boards.

Comments

Committee Policy

The 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 the Committees and Local Boards, in an election year, be called in September by the Clerk.

Notice of a call for Applications to 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 must complete and submit a prescribed Application Form for the Committee to which they are seeking an appointment. Original and complete Application Forms are to be submitted to the Clerk 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.

The term of all appointments is consistent with the term of the Council that appointed them, or until such time as new members are appointed.

Types of Committees

Advisory Committees

Advisory Committees provide advice and recommendations to Council, as requested, on areas within their mandates and have no authority for decision-making or independent actions. Members of the Advisory Committees are appointed by Council and typically include at least two (2) Members of Council as liaisons, save and except the Youth and Senior Advisory Committees.

The current types of Advisory Committees are the Cultural & Arts, Dog Pound, Youth and Senior Advisory Committees.

Statutory Committees

Statutory Committees are permitted or required by Provincial legislation and perform functions as specified in the relevant legislation.

The current Statutory Committees are the Heritage Committee, Committee of Adjustment, Property Standards Committee, Election Compliance Audit Committee and Tecumseh Accessibility Advisory Committee.

Local Boards

Local Boards include the Business Improvement Area Board of Management, Tecumseh Police Services Board, Essex County Library Board, Essex Power Corporation Board of Directors, and Essex Region Conservation Authority.

For ease of reference, a brief description of the select local boards and committees is provided in [Attachment 1](#).

Nominations

The Committee Policy states that applications for appointments to the Advisory Committees, Statutory Committees and Local Boards will be called in September by the Clerk, in the year of a Municipal Election. Recruitment commences in September, prior to the Municipal Election.

Notice of the call for applications for each of the Committees and Local Boards is to be posted to the Town's website and social media, advertised in the local newspapers, delivered to the current Committee and Board members, displayed on the Town's LED sign, as well as posted in prominent locations in the Town's facilities, such as the Town Hall, Tecumseh Arena and Cada Library Complex.

In accordance with the Committee Policy, persons wishing to be appointed to a Committee must complete and submit a prescribed Application Form for the Committee or Board to which they are seeking an appointment on or before October 31st annually.

Selection Process

The Committee Policy states that in the year of a Municipal Election, a Special Meeting is to be scheduled on the second Tuesday of December, either before or after the Regular Meeting of Council, in order that the Members may review the Applications and select the appointments to each of the Committees and Local Boards.

In accordance with the Policy a Special Meeting of Council will be scheduled for Tuesday, December 11, 2018, at 6:00 pm for the purpose of considering Applications to each of the Committees and Local Boards.

Consultations

None

Financial Implications

The cost of advertising and calling of Applications for Committees and Local Boards has been included in the 2018 budget.

Link to Strategic Priorities

Applicable	2017-18 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 the Town of 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 the Town 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:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

**Attachment
Number**

**Attachment
Name**

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Brief Descriptions of Select Local Boards and Committees