

# Appendix 1

## Brief Descriptions of Select Local Boards and Committees

### Statutory Committees

#### Tecumseh Accessibility Advisory Committee

The *Ontarians with Disabilities Act* provides that municipalities must establish an Accessibility Advisory Committee. The Committee shall advise Council in each year about the preparation, implementation and effectiveness of the municipality's Accessibility Plan. The Committee is also responsible for carrying out all obligations of an Accessibility Advisory Committee as established by the *Ontarians with Disabilities Act* as amended.

The Committee is made up of one (1) Member of Council and eight (8) members from the community. The *Ontarians with Disabilities Act* requires that not less than 50 percent of this Committee's members be persons with disabilities or such members as Council deems appropriate.

The Tecumseh Accessibility Advisory Committee meets quarterly. The meetings are normally held at 12:00 pm at Town Hall.

#### Committee of Adjustment

The Committee of Adjustment is responsible for holding hearings under the *Planning Act* with respect to minor variances to the Town's Zoning By-law and applications for consents to severances which result in the creation of a new lot(s) or lot additions.

The Committee is comprised of seven (7) members from the public. The Committee members are appointed by Council for their term of office.

Meetings of the Committee are regularly held once a month on the third Monday, at 5:00 pm, in the Council Chambers of Tecumseh Town Hall.

#### Election Compliance Audit Committee

In accordance with the *Municipal Elections Act*, 1996 (the "Act"), the Council of the Town of Tecumseh is to establish an Election Compliance Audit Committee. The Committee is to be composed of persons with accounting and audit, academic or legal backgrounds and/or other individuals with knowledge of election campaign finances set out in the Act.

Members should have a demonstrated knowledge and understanding of municipal election campaign finances; proven analytical and decision-making skills; experience working on a committee, task force or similar setting; and good oral and written communication skills.

The Committee will perform the duties relating to the compliance audit application process as outlined in the Act, including:

- considering a compliance audit application received by an elector and deciding whether the application should be granted or rejected;
- appointing an Auditor, if the application is granted;
- receiving the Auditor's report;
- reviewing the Auditor's report and deciding whether legal proceedings should be commenced; and
- determining whether to recover the costs of conducting the compliance audit from the applicant, if the Auditor's report indicates there were no apparent contraventions and, if there were no reasonable grounds for the application.

Employees of the Town of Tecumseh, Members of its Council and any candidates in the 2010 municipal election or in any by-election during the term of Council are ineligible to be appointed as a member of this Committee.

### **Property Standards Committee**

Tecumseh Council enacted a Property Standards By-law which provides for a Property Standards Committee comprised of three (3) members. The members of the Committee are selected by Council from the Committee of Adjustment. The Property Standards Committee considers appeals from orders issued by the Property Standards Officer.

Meetings of this Committee are only required when someone appeals such an order.

### **Heritage Committee**

The Heritage Committee is appointed under the *Ontario Heritage Act*. The Committee may advise on matters related to the Act and to properties in the Town of Tecumseh that have Cultural Heritage Value and which the Town may wish to protect from destruction or harmful change by passing of a Designation By-law as provided for in the *Ontario Heritage Act*.

Tecumseh Council is required, under the *Ontario Heritage Act*, to consult with its Heritage Committee during the designation/repeal-of-designation process for individual properties or districts and on applications to demolish/remove structures from, or otherwise alter designated properties.

### Statutory role of the Municipal Heritage Committee:

- Designation - advise Council prior to the designation of a property;
- Repeal of Designation - advise Council prior to the repeal of a by-law or part thereof designating property;
- Amendment of Designation - advise Council prior to the amendment of a by-law or part thereof designating a property;
- Alteration of a Designated Property - advise Council on applications to alter a designated property where such proposed alteration may affect the reasons for designation as set out in the by-law designating the property;
- Demolition - advise Council on applications to demolish or remove any building or structure on designated property;
- Easements / Covenants - advise Council before the passing of by-laws providing for the entering into of easements or covenants with the owners of real property, or interests therein, for the conservation of buildings of historical or architectural value or interest; and
- Districts - advise Council before passing a by-law to define one or more areas to be examined for designation as a heritage conservation district.

The Heritage Committee is comprised of Members of Council and members from the community.

The Heritage Committee meets quarterly on the third Monday of the month, at 6:00 pm at Town Hall.

## **Advisory Committees**

### **Cultural & Arts Advisory Committee**

Tecumseh Council established a Cultural & Arts Advisory Committee under the following Terms of Reference:

- identify cultural activities and engagements encouraging community participation;
- obtain artwork depicting local diverse talents and landmarks in addition to the unique features of the Town of Tecumseh, preserving the Town's various histories in the former municipalities of the Town of Tecumseh, Village of St. Clair Beach and Township of Sandwich South, and capturing the essence and spirit of the amalgamated Town;

- identify prominent locations within the Town of Tecumseh for public display of artwork; and
- research grants and acquire donations for achieving such goals.

The Committee is comprised of Members of Council and members from the community.

The meetings of the Committee are held monthly on the third Monday of the month at 7:00 pm at Town Hall.

### **Senior Advisory Committee**

A Senior Advisory Committee (SAC) was first established in 2016 for purpose of providing advice to Council and Administration on issues that affect seniors in the community.

The SAC is comprised of members over the age of 60. Meetings are held at the Tecumseh Town Hall on the fourth Thursday of each month at 6:00 pm in the Council Chambers.

### **Youth Advisory Committee**

A Youth Advisory Committee (YAC) was first established in 2016. The YAC offers advice to Council and Administration on issues that affect area youth and works with Town departments, agencies and organizations that are involved in youth initiatives.

The YAC is comprised of youth between the ages of 13-23.

Meetings are held in the Sandwich South Room, of the Tecumseh Town Hall, on the third Monday of each month at 4:30 pm.

### **Dog Pound Committee**

The Town of Tecumseh entered into an Agreement with the Towns of Lakeshore, Essex and LaSalle for the joint operation of a Dog Pound. Each of the municipalities provides representation on the Joint Dog Pound Committee to assist in overseeing the Dog Pound Operations.

Meetings of the Committee are scheduled by the Town of Lakeshore.

## **Local Boards**

### **Business Improvement Area (BIA) Board of Management**

This non-profit organization represents and promotes a defined geographic area of the Town as a business or shopping area. The Board also oversees the improvement,

beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally.

The BIA is governed by a nine (9) Member Board of Management, appointed by Council and comprised of two (2) Directors appointed by Council and seven (7) Directors selected by a vote all the Membership.

The budget for promotional activities and events as adopted by the Board of Management is submitted annually to Council for approval as part of the budget process. The Town provides the approved funding to the Board of Management by collection of a special levy applied to commercial properties in the defined geographic area.

The BIA meets monthly on the second Wednesday of each month at 7:00 pm in the Tecumseh Room of the Town Hall.

### **Essex County Library Board**

The Library Board consists of seven (7) members. Following a municipal election each local municipality in Essex County forwards to the County Clerk, the name of a nominee from their municipality to serve as a representative on the Essex County Library Board. The Essex County Striking Committee shall review the names of the nominees received and makes final recommendations for the Essex County Library Board appointees to County Council for approval. The number of County Councillors appointed to the Library Board shall not exceed four (4), in accordance with the *Public Libraries Act*.

Library Board members are compensated through payment of a stipend for meetings attended and a per kilometre reimbursement for travel to and from meetings.

Library Board meetings are typically held at the Essex County Civic Centre, located at 360 Fairview Avenue, Essex, once a month (except for July and August), usually at 7:00 p.m. on the fourth Wednesday of the month.

### **Essex Power Corporation Board of Directors**

The Town of Tecumseh, together with the Towns of Amherstburg, LaSalle and the Municipality of Leamington are the holders and beneficial owners of common shares in Essex Power Corporation (Essex Power). Essex Power provides power to over 28,000 residents and businesses in Amherstburg, LaSalle, Leamington and Tecumseh. Its mission statement is to provide safe, reliable, and economical energy supply and services to its customers.

Under an Agreement between the shareholders, each municipality is required to appoint an elected municipal representative and a non-elected representative for their respective community to the Essex Power Corporation Board of Directors. The Directors may also be appointed to the Board of an Essex Power subsidiary; namely: Essex Powerlines Corporation, Essex Power Services and Essex Energy Corporation.

Further information regarding Essex Power Corporation is available at its website [www.essexpower.ca](http://www.essexpower.ca)

The Essex Power Corporation Board of Directors generally meets quarterly in the months of March, June, September and December. Meetings are usually held at the Essex Civic Centre, located at 360 Fairview Avenue West, Essex at 4:00 p.m. on a Wednesday.

### **Essex Region Conservation Authority Board**

ERCA was established in 1973 as one of the last Conservation Authorities in Ontario to work toward restoring some of the region's original character and to manage conservation issues. Located at the tip of Southern Ontario, ERCA has jurisdiction in nine (9) municipalities. These include the City of Windsor, Township of Pelee and the seven (7) municipalities in Essex County that collectively comprise Canada's South Coast. Nineteen representatives from these communities make up the Essex Region Conservation Authority's [Board of Directors](#).

The Town of Tecumseh is represented on the ERCA Board by two members appointed by Council.

Meetings of the ERCA Board are held on Thursdays in the Council Chambers of the Essex Civic Centre at 7:00 p.m.

### **Tecumseh Police Services Board**

The Town currently contracts the services of the Ontario Provincial Police (OPP) for police protection within the community. This contract is administered by the Tecumseh [Police Services Board](#).

The *Police Services Act* requires a municipality to appoint a Police Services Board. Tecumseh Council established that a Board be appointed for the Town comprised of:

- the Head of Council (Mayor) or, if the Mayor chooses not to be a member of the Board, another Member of Council appointed by resolution;
- one (1) Member of Council appointed by resolution;
- one (1) person appointed by resolution of the Council, who is neither a member of the Council nor an employee of the Town; and
- two (2) persons appointed by the Lieutenant Governor in Council.

The responsibilities of the Police Services Board are set out in the *Police Services Act*. The Board is responsible for the provision of adequate and effective police services in the Town.

Meetings of the Tecumseh Police Services Board are held in the Council Chambers of the Town Hall. The meetings of the Board are held bi-monthly on the second Thursday of the month at 4:30 pm.