



## The Corporation of the Town of Tecumseh

Legislative & Clerk Services

**To:** Mayor and Members of Council

**From:** Jennifer Alexander, Acting Clerk

**Date to Council:** September 13, 2022

**Report Number:** LCS-2022-33

**Subject:** Committees and Local Boards Application and Selection Process for 2023

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### Recommendations

It is recommended:

**That** Notice of the Call for Applications for Statutory Committees and Local Boards **be posted** to the Town's website and Facebook page, **advertised** in the local media, **delivered** to the current Local Board Members, **displayed** on the Town's LED signs and **posted** in prominent locations in the Town's facilities in September 2022;

**And that** the Notice of the Call for Applications for non-statutory Advisory Committees **be deferred** and that the Acting Clerk review the mandates of the non-statutory Advisory Committees relative to the Town's Strategic Priorities and **report back** to Council on the findings and recommendations;

**And further that** a Special Meeting of Council **be scheduled** for Tuesday, December 13, 2022, at 6:00 pm for the purpose of considering Statutory 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 Local Boards and Committees, as

well as the process for reviewing the applications and 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 ending November 14, 2026. The Policy requires that applications for appointments to the Committees and Local Boards, in an election year, be called in September by the Clerk. Recruitment commences in September, prior to the Municipal Election.

Notice of a Call for Applications for each of the Committees and Local Boards is to be posted on the Town's website and social media, advertised in the local media, delivered to the current Committee and 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 accordance with the 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. 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 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 13, 2022, at 6:00 pm for the purpose of considering applications and appointments.

## **Comments**

### **Clerk's Service Delivery Review**

Earlier this year, the Clerk's Service Delivery Review examined all the Town's Committees and Local Boards and noted the level of support provided by the Clerk's Office to them. In many instances, the level of support by the Clerk's Office is confined to the appointment process while other departments are responsible for Committee and Board operations (see Attachment 1). In other instances, the Clerk's Office role is far more robust and consumes a significant level of staffing resources to undertake such tasks as grant writing, event planning, facility oversight, and programming-related activities in addition to the normal support afforded for Committee meetings. This type of

support also leans heavily on other departments from time to time, such as Community & Recreation Services for various events.

The review noted that these types of duties would not typically be considered core Clerk's Office responsibilities. These extra duties are primarily centred around the non-statutory Advisory Committees.

The Clerk's Service Delivery Review provides guidance on how to conduct a review of the non-statutory Advisory Committees, to determine whether their purpose is connected to Council's strategic priorities and whether they continue to remain relevant to the community. This review would include an assessment of the current committee operations as well as their mandates. Accordingly, the Clerk's Service Delivery Review recommends:

"That, at the start of each new Council Term, the Clerk's Office should engage Council in a review of the discretionary/advisory committees to determine if the terms of reference (TORs) for each committee continues to be a Council priority and remains relevant for the community. This should include a review of current Committee operations versus the mandate."

and

"That Council give consideration through the Council Strategic Planning process to better aligning the work of the advisory committees with Council's future direction."

It is recommended that a review of the non-statutory Advisory Committees be conducted, reporting back to Council with recommendations early in the new term of Council. This would have the effect of delaying the appointments to these non-statutory committees until after this review and report is completed.

At the same time as this review, the Clerk's Office will also review Policy No. 4 and bring forward to the Policies & Priorities Committee of Council any changes required to update it.

## **Types of Committees**

### **Advisory Committees**

Advisory Committees are appointed at the pleasure of Council to provide advice and recommendations pertaining to specific subject matter. The current non-statutory Advisory Committees are the Lakeshore-Tecumseh Inter-Municipal, Cultural & Arts, Youth Advisory, Senior Advisory and Rural Broadband Advisory Committees. The review noted above would affect these 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 Dog Pound Committee, Heritage Committee, Committee of Adjustment, Property Standards Committee, Election Compliance Audit Committee, Tecumseh Accessibility Advisory Committee, and the Court of Revision. These committees would be advertised in September with nominations and appointments to follow as set out in this report.

## **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. Council and local appointments to these Boards would occur this Fall, following commencement of the new term of Council.

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

## **Consultations**

Chief Administrative Officer

## **Financial Implications**

The cost of advertising and calling of Applications for Committees and Local Boards has been included in the 2022 budget. The review of non-statutory Advisory Committees will be done internally with staff resources.

## 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 Legislative Services & Clerk

Reviewed by:

Jennifer Alexander, MPA

Acting Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP

Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
1	Brief Descriptions of Local Boards and Committees