



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: December 11, 2018

Report Number: CS-2018-37

Subject: 2019 - 2022 Advisory and Statutory Committee Appointments

Recommendations

It is recommended:

That the applications to the Youth Advisory Committee, Senior Advisory Committee, Cultural & Arts Advisory Committee and Heritage Committee all **be accepted**;

And that direction **be provided** on appointments to each of the Committee of Adjustment and Property Standards Committee for the term ending November 14, 2022, or until such time as new members are appointed;

And further that that the Applications for Appointment to the Tecumseh Accessibility Advisory Committee (TAAC) from Ron Matysek, Ron Doherty, David Golden and Catherine Rutherford, as well as Mary Anne Askin and Linda Stanczak **be accepted**;

And furthermore that the following Members of Council **be re-appointed** to the Court of Revision:

- Gary McNamara
- Joe Bachetti
- Brian Houston
- Tania Jobin, and
- Andrew Dowie

And furthermore over that all applicants **be notified** of Council's decision on Committee appointments and that by-laws **be prepared** for Council to adopt and formally appoint members to the 2019 - 2022 Advisory and Statutory Committees at their next regular meeting on January 22, 2019.

And furthermore over that direction **be provided** on Council Member Appointments to the Advisory and Statutory Committees.

Background

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

The Policy requires that Applications for appointments to the Advisory Committees, Statutory Committee and Local Boards be called in September by the Clerk, in the year of a Municipal Election.

Notice of the call for applications for each of the Advisory Committees, Statutory Committees and Local Boards are to be posted to the Town's website and Facebook page, advertised in the local media, and delivered to the then current Committee or Local Board members.

Advisory Committees provide advice and recommendations to Council, as requested, on areas within their mandate. These Committees have no authority for decision-making, or independent actions. Members are appointed by Council and may include one or two Members of Council and/or a Council Liaison. Examples include:

- Cultural & Arts Advisory Committee;
- Senior Advisory Committee;
- Youth Advisory Committee; and
- Dog Pound.

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

- Committee of Adjustment;
- Property Standards Committee;
- Accessibility Advisory Committee; and
- Heritage Committee.

Comments

In accordance with the Policy, advertisements were placed in the Shoreline Week on September 7, 2018, and in the Essex Free Press on September 6, 2018, requesting Applications from residents desirous of contributing their time and knowledge to serve on the Advisory Committees. The advertisement also sought Applications from residents interested in serving on the Statutory Committees.

A notice was placed on the Town's Website and linked to the Tecumseh Facebook page calling for Applications for each of the above-mentioned Advisory and Statutory Committees, along with a description of each Committee. Emails were sent to all current Committee Members expressing appreciation for their service and inviting them to submit an Application for appointment to a 2019–2022 Committee. A Media Release was broadcast on September 5, 2018, as well as November 8, 2018, about the opportunity to volunteer for a Town Board. The Town's Twitter was also used to notify the public about the call for Applications.

The Policy establishes a deadline for submitting Applications to the Clerk as October 31st annually. Due to a low number of applications, and in some instances insufficient applicants being received by the deadline, an extension was made to November 30th, 2018.

A notice advising of the extension was placed in the Shoreline Week on November 9, 2018 and the Essex Free Press on November 8, 2018, together with a notice placed on the Town's Website and Tecumseh Facebook page.

The Applications for each of the Committees sets out the Eligibility Criteria for applying to a Committee. The Eligibility Criteria states that applicants must be:

- A resident/owner of lands in the Town,
- A Canadian Citizen, and
- At least 18 years old.

Additionally, Applicants may not be an employee of the Town and not prohibited by law from voting in a municipal election.

The Eligibility Criteria for the Tecumseh Accessibility Advisory Committee also includes being a person with a disability. The Youth Advisory Committee Members must be between the ages of 13 and 23; and the Senior Advisory Committee Members must be 60 years or older.

Copies of the Applications received for each of the Committees are available in the Corporate Services & Clerk's Department for viewing.

A brief description of each of the Advisory and Statutory Committees is given in the paragraphs which follow. Tables are also provided which list the current Committee Members, and the names of Applicants for each of the 2019-2022 Committees.

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 (i.e. to promote theatre art, music, visual arts and film);
- 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 meetings of the Committee are held monthly on the third Monday of the month at 7:00 pm at Town Hall.

Cultural & Arts Advisory Committee

2018 Members	2019 - 2022 Applicants
Council:	Council
Councillor Rita Ossington	--
Councillor Brian Houston	--
Residents:	Residents
Marian Drouillard	Marian Drouillard
Rhonda Dupuis	Rhonda Dupuis
Dwayne Ellis	Dwayne Ellis
Ian Froese	--
Phil Kane	--
Christopher McNamara	Christopher McNamara
--	Charlie Gray
--	Rita Ossington
--	Kyrsten Solcz

Senior Advisory Committee

The purpose of the Senior Advisory Committee is to:

- provide advice to Council and Administration of the Town on issues that affect area seniors;
- work with Town departments, agencies and organizations for the purpose of improving the quality of life for senior residents in Tecumseh;

- solicit input and act as a public forum for issues that affect local seniors; and
- identify barriers of access to seniors to Town services and programs.

The Senior Advisory Committee is comprised of members over the age of 60.

Meetings are held at Town Hall, on the last Thursday of each month at 6:00 p.m.

Senior Advisory Committee

2018 Members	2019 - 2022 Applicants
Suzanne Beneteau	Suzanne Beneteau
Doug Drouillard	--
Paul Morand	Paul Morand
Dorothy Nagy	Dorothy Nagy
Dara Pfeifer O'Connor	Dara Pfeifer O'Connor
Michelle Phillion	--
Nancy Tennant	Nancy Tennant
--	Loretta Stoyka Henderson
--	Gabrielle McMillan

Youth Advisory Committee

The purpose of the Youth Advisory Committee is to:

- Provide advice to Council and Administration of the Town on issues that affect area youth; and
- Work with Town departments, agencies and organizations that are involved in youth initiatives.

The Youth Advisory Committee is comprised of area youth between the ages of 13-23.

Meetings are held at Tecumseh Town Hall, on the third Monday of each month at 4:30 p.m.

2018 Members	2019 - 2022 Applicants
Jacob Altenhof	Jacob Altenhof
Michael Altenhof	Michael Altenhof
Andre Ducharme	--
Brendan Froese	Brendan Froese
Maria Giorlando	--
Tamsyn King	Tamsyn King
Kristi Koutros	Kristi Koutros
Tia-Lynne McCann	Tia-Lynne McCann
Ava Ruuth	Ava Ruuth
Cameron Skinner	Cameron Skinner
--	Kurtis Hengl Lachance

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.

Recent practice was to appoint a Member of Council to this Committee as the Town's representative.

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

Dog Pound Committee

2018 Members	2019 - 2022 Applicants
Council:	Council
Councillor Andrew Dowie	--
Councillor Brian Houston (alternate)	--
Residents	Residents
--	No Applications Received

Statutory Committees

Committee of Adjustment

The Committee of Adjustment is responsible for holding hearings under the *Planning Act R.S.O. 1990, c.P. 13* (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 *Planning Act* permits the council of the municipality, by by-law, to constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three (3), as the council considers advisable.

The members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them, and the members of the committee who are members of a municipal council shall be appointed annually.

The Committee of Adjustment for the Town is comprised of seven (7) members from the public and the members are appointed for Council's term of office, in accordance with the *Planning Act*. The past practice by Council, has been to appoint at least one member from each Ward.

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.

Committee of Adjustment

2018 Members	2019 - 2022 Applicants
Lori Chadwick	Lori Chadwick
Lee Anne Doyle	--
Tom Fuerth	Tom Fuerth
Robert James Mackie	Robert James Mackie
Tom Marentette	Tom Marentette
Paul Morand	Paul Morand
Tony Muscedere	Tony Muscedere
--	Chris Carpenter
--	Joseph Hromi
--	Rita Ossington
--	Jason Jolicoeur
--	Robert Lewis

Property Standards Committee

The Town's Property Standards By-law provides for a Property Standards Committee comprised of three (3) members. The members of this 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.

Property Standards Committee

2018 Members	2019 - 2022 Applicants
Tom Marentette	Tom Marentette
Lee Anne Doyle	--
Paul Morand	Paul Morand
--	Robert James Mackie

Heritage Committee

The Heritage Committee is comprised of volunteers appointed by Council under the *Ontario Heritage Act* (OHA). This Committee may advise on matters related to the OHA and 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 OHA.

The OHA requires that Council consult with its Heritage Committee during the designation or repeal-of-designation process for individual properties or districts, and on applications to demolish/remove structures from, or otherwise alter designated properties.

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

Heritage Committee

2018 Members	2019 - 2022 Applicants
Council:	Council
Councillor Brian Houston	--
Councillor Rita Ossington	--
Residents:	Residents
Chris Carpenter	Chris Carpenter
Rhonda Dupuis	Rhonda Dupuis
Marian Drouillard	Marian Drouillard
Dwayne Ellis	Dwayne Ellis
Terry England	--
Ian Froese	--
Charlie Gray	Charlie Gray
John Levesque	John Levesque
--	Rita Ossington
--	Sue Beneteau

Accessibility Advisory Committee

The Ontarians with Disabilities Act (ODA) requires municipalities with a population greater than 10,000 to establish an Accessibility Advisory Committee to advise Council in each year about the preparation, implementation and effectiveness of the municipality's Accessibility Plan, in addition to other obligations as established by the ODA. The ODA requires that not less than 50 percent of the Committee's members be persons with disabilities, or such members as Council deems appropriate.

The Accessibility Advisory Committee (TAAC) normally meets quarterly at 12:00 pm at Town Hall.

Appointed Members	2019 – 2022 Applicants
Council:	Council
Councillor Tania Jobin	--
Residents:	Residents:
Mary Anne Askin	Mary Anne Askin
Ron Doherty	Ron Doherty
Terry England	--
David Golden	David Golden
Ron Matysek	Ron Matysek
Linda Stanczak	Linda Stanczak
--	Catherine Rutherford
--	Joey Jraige

It is recommended that the Applications for Appointment to the TAAC from Ron Matysek, Ron Doherty, David Golden and Catherine Rutherford be accepted, as well as Mary Anne Askin, and Linda Stanczak in order to meet the requirement of the ODA that not less than 50 percent of the members be persons with a disability.

Court of Revision

In accordance with Section 97 of the *Drainage Act, R.S.O. 1990 c.D.17 (Drainage Act)*, a Court of Revision shall consist of three (3) or five (5) members appointed by Council. The members of the Court of Revision shall be persons eligible to be elected a member of council, or shall be a member of council.

The purpose of the Court of Revision is set out in Section 52(1) of the *Drainage Act*, which states that an owner of land assessed for the drainage works may appeal to the Court of Revision on any of the following ground:

1. Any land or road has been assessed an amount that is too high or too low;
2. Any land or road that should have been assessed has not been assessed;
3. Due consideration has not been given to the use being made of the land.

The Court of Revision meets as necessary to hear appeals on assessments.

Court of Revision

2018 Members	2019 - 2022 Applicants
Councillors	Councillors
Councillor Gary McNamara	--
Deputy Mayor Joe Bachetti	--
Councillor Tania Jobin	--
Councillor Brian Houston	--
Councillor Andrew Dowie	--

It is recommended that the above named Members of Council be re-appointed to the Court of Revision.

Consultations

None

Financial Implications

There are no financial implications.

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 checked="" 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:

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Administrative Assistant to Director Corporate
Services & Clerk

Prepared by:

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

Prepared 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
None	None