



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 13, 2019

Report Number: CS-2019-20

Subject: Advisory and Statutory Committees
Call for 2020 Applications

Recommendations

It is recommended:

That a Notice of Call be issued for Applications for the:

- Committee of Adjustment;
- Tecumseh Accessibility Advisory Committee;
- Cultural & Arts Advisory Committee;
- Heritage Committee;
- Senior Advisory Committee; and
- Youth Advisory Committee;

And that a Special Meeting of Council be held on **Tuesday, November 26, 2019, at 6:00 pm**, to give consideration to the applications received before the October 31st deadline and to consider filling the vacancies on the above referenced committees.

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.

Comments

A brief description of each of the Committees and Local Boards is given in the paragraphs that follow. Lists of the current Committee and Local Board Members, as well as Council Members who have been appointed to act as a liaison, have also been provided.

Committee of Adjustment

The Committee of Adjustment (CofA) 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 CofA for the municipality composed of such persons, not fewer than three (3), as the council considers advisable.

The members of the CofA, 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 CofA who are members of a municipal council shall be appointed annually.

The CofA for the Town is comprised of seven (7) members comprised of six (6) members from the public who are currently appointed for Council's term of office in accordance with the *Planning Act*. Councillor Bill Altenhof is currently appointed for the term ending December 31, 2019, or until such time as a new member is appointed.

The past practice by Council has been to appoint at least one member from each of the five (5) Wards.

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

The following is a list of members on the Committee of Adjustment:

Committee of Adjustment

Council:

- Councillor Bill Altenhof (until December 31, 2019 or a new member is appointed)

Members:

- Tom Fuerth
- Tom Marentette
- Paul Morand
- Tony Muscedere
- Lori Chadwick
- Chris Carpenter

Applications will be requested to fill the position currently being held by Councillor Bill Altenhof.

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.

The following is a list of members on the Property Standards Committee:

Property Standards Committee

- Paul Morand
- Tom Marentette
- Tony Muscedere

There are no current vacant positions on the Property Standards Committee.

Tecumseh Accessibility Advisory Committee

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) paragraph 29(1) requires municipalities with a population of not less than 10,000 to establish an Accessibility Advisory Committee to advise Council each year about the preparation, implementation and effectiveness of the municipality's Accessibility Plan, in addition to other obligations as established by the AODA.

Section 29(3) of the AODA requires that the majority of the members of the Committee be persons with disabilities.

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

Currently, seven (7) members are appointed to the TAAC, four (4) of which are persons with disabilities. While the TAAC currently meets the composition requirement of the AODA, it is recommended that additional members, being persons with a disability, be sought for greater diversity.

The following is a list of members on the TAAC for the remaining term of Council:

Tecumseh Accessibility Advisory Committee

Council:

- Councillor Tania Jobin

Members:

- Mary Anne Askin
- Ron Doherty
- David Golden
- Ron Matsyek
- Catherine Rutherford
- Linda Stanczak

Cultural & Arts Advisory Committee

Tecumseh Council established a Cultural & Arts Advisory Committee (CAAC) 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, 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 for public display of artwork; and
- research grants and acquire donations for achieving such goals.

Meetings of the Committee are regularly held once a month on the third Monday at 7:00 pm at Town Hall.

There has not been a limit placed on the number of members that can be appointed to this Committee. The Committee welcomes new and diverse Members.

The following is a list of the current members of the CAAC:

Cultural & Arts Advisory Committee

Council:

- Councillor Bill Altenhof

Members:

- Marian Drouillard
- Rhonda Dupuis
- Dwayne Ellis
- Charles Gray
- Christopher McNamara
- Rita Ossington
- Kyrsten Solcz

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 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.

Meetings of the Heritage Committee are regularly held once a month on the third Monday at 6:00 pm, at Tecumseh Town Hall.

There has not been a limit placed on the number of members that can be appointed to this Committee. The Committee welcomes new and diverse Members.

The following is a list of the current members of the Heritage Committee:

Heritage Committee

Council:

- Councillor Bill Altenhof

Members:

- Chris Carpenter
- Marian Drouillard
- Rhonda Dupuis
- Dwayne Ellis
- Charles Gray
- John Levesque
- Rita Ossington

Applications will be requested from the public interested in serving on the CAAC and/or Heritage Committees, in September, to expand and diversify composition.

Senior Advisory Committee

The first Senior Advisory Committee (SAC) was established in 2016. The purpose of the SAC is to provide 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 last Thursday of each month at 6:00 pm in the Council Chambers.

There has not been a limit placed on the number of members that can be appointed to this Committee.

The following is a list of the current members of the SAC:

Senior Advisory Committee

Council:

- Councillor Rick Tonial

Members:

- Suzanne Beneteau
- Loretta Stoyka Henderson
- Dorothy Nagy
- Gabrielle McMillan
- Paul Morand
- Dara Pfeifer O'Connor
- Nancy Tennant

Applications will be requested from qualified members of the public interested in serving on the SAC to expand the composition, in September.

Youth Advisory Committee

The establishment of a Youth Advisory Committee (YAC) was approved by Council as recommended in the Corporate Services & Clerk Report No. 26/15. The first YAC was appointed in 2016 to provide 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 Council Chambers, of the Tecumseh Town Hall, on the third Monday of each month at 4:30 pm in the Council Chambers.

There has not been a limit placed on the number of members that can be appointed to this Committee. This Committee, at times, has difficulty in reaching quorum. In the past, Members have resigned due to school and other obligations during the term of appointment.

The following is a list of the current members of the YAC:

Youth Advisory Committee

Council:

- Councillor Rick Tonial

Members:

- Jacob Altenhof
- Michael Altenhof
- Brendan Froese
- Tamsyn King
- Kristi Koutros
- Kurtis Hengl Lachance
- Tia-Lynne McCann
- Ava Ruuth
- Suzie Sawicki
- Cameron Skinner

Applications will be requested from area youth interested in serving on the YAC to expand the composition, in September, and to fill potential future vacant positions in the Fall as a result of some members attending post-secondary education out of the area.

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 (north of County Road 22). 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 comprised of two (2) Directors appointed directly by Council and seven (7) members of the BIA, selected by a vote of the membership of the improvement area. The Board is appointed for the term of Council. There are currently ten (10) members appointed to the Board. In the event of a resignation, the Board will return to its regular nine (9) member composition.

The BIA meets monthly on the second Wednesday of each month at 7:00 pm at the BIA Office.

The following is a list of the current Board members:

Business Improvement Area (BIA) Board of Management

Council:

- Councillor, Brian Houston
- Councillor Andrew Dowie (Liaison)

Members:

- Paul Bistany, Bistany Real Estate
- Elisa Braccio, Shopper Drug Mart
- Jules Champoux, CPCA, Life and Health Insurance Advisor

- Candice Dennis
- Scott Harris, TD Canada Trust
- Joseph Fratangeli, Good Vibes
- Michael Kennedy, Ingenuity Counsel
- Shane Meloche, Frank Brewing Co.
- Linda Proctor

There are currently no vacant positions on the Board.

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 (PSB).

The *Police Services Act* requires a municipality to appoint a Police Services Board. Tecumseh Council established a Police Services Board 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 Member of Council appointed by resolution;
- one 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 PSB are set out in the *Police Services Act*. The PSB is responsible for the provision of adequate and effective police services in the Town.

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

The following is a list of the current PSB Members:

Police Services Board

Council 2019 - 2022

- Mayor Gary McNamara
- Deputy Mayor Joe Bachetti

Council Appointed Member

- Chris Hales

Lieutenant Governor Appointed Members

- Paul Sweet
- Marc Gomes

There are no current vacant positions on the PSB.

Essex Power Corporation Board of Directors

The Town of Tecumseh, along with the Towns of Amherstburg, LaSalle and the Municipality of Leamington, are the holders of record and the beneficial owners of issued and outstanding common shares in Essex Power Corporation. The municipalities entered into a Unanimous Shareholder Agreement, dated June 1, 2000, regarding certain aspects of the organization of the affairs of Essex Power Corp. and its subsidiaries and their respective rights and obligations to each other.

Article 3 of the Agreement sets out the structure for the Board of Directors and, in particular, paragraph 3.05 states that each Municipality shall ensure the election or appointment of Directors, and shall ensure at all times that one of its nominees is an elected municipal representative and that the other nominee is a non-elected member of the business community.

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 pm on a Wednesday.

It has been the practice of the municipalities to appoint their Mayor, or Deputy Mayor, as the elected municipal representative to the Essex Power Board.

The Applications for the Essex Power Board non-elected member of the business community, ask that applicants have an accounting and audit, academic, engineering and/or legal background, as well as experience working on a committee or task force.

The term of appointments of the non-elected member differs from the elected member's term of appointment. The purpose of the different terms is to provide some consistency for the Board and continuity of municipal representation.

The following is a list of members on the Essex Power Corporation Board of Directors:

Essex Power Corporation Board of Directors

- Mayor Gary McNamara (2019 - 2022)
- Tom Burton (until Dec. 31, 2020)

There is no vacancy to fill at this time.

Member Selection

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 Tuesday, November 26, 2019 at 6:00 pm.

Consultations

None

Financial Implications

The cost of advertising and calling of Applications for the Committees is included in the 2019 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
None	None