



Subject: Committee Establishment

Report Number: CS 22-23

Department: Corporate Services Department

Submitted by: Laura Pickersgill, Executive Assistant/Assistant Clerk

Meeting Type: Council Meeting

Meeting Date: Monday, November 21, 2022

RECOMMENDATION

THAT Council receives report CS 22-23 Committee Establishment as information;

AND THAT Council endorses the development of the following Committees for the 2022-2026 Term of Council:

- Accessibility Advisory Committee
- Affordable and Attainable Housing Committee- ad-hoc
- Boundary Adjustment Committee- ad-hoc
- Economic Development Advisory Committee
- Parks, Beautification and Cemeteries Advisory Committee
- Recreation and Sports Advisory Committee
- Tillsonburg Airport Advisory Committee
- Museum, Culture, Heritage and Special Awards Advisory Committee
- Traffic Committee
- Youth Engagement and Strategy Committee

AND FURTHER THAT Council adopts the mandates attached for each Committee;

AND THAT staff advertise for the vacant positions on each Committee;

AND THAT Mayor Deb Gilvesy, _____, _____ and Kyle Pratt, CAO form the Council Nominating Committee for the 2022 – 2026 term of Committees.

AND FURTHER THAT the following Council representatives be appointed to the following Boards:

- THAT _____ be appointed as the member on the Tillsonburg Hydro Board;
- THAT Mayor Deb Gilvesy, _____ and _____ be appointed as members on the Physician Recruitment & Retention Committee;
- THAT _____ be appointed as the member on the Business Improvement Area Board;
- THAT Mayor Deb Gilvesy and _____ be appointed as the members on the Police Services Board;
- THAT _____ be appointed as the member on the Otter Valley Corridor Board; and
- THAT _____ be appointed as the member on the Non-Profit Housing Board.

BACKGROUND

During the 2018-2022 term of Tillsonburg Town Council there were an overall twelve active advisory committees established. These committees included the following:

1. Accessibility Advisory Committee
2. Affordable and Attainable Housing Advisory Committee- ad-hoc
3. Boundary Adjustment Advisory Committee- ad-hoc
4. Culture, Heritage and Special Awards Advisory Committee
5. Economic Development Advisory Committee
6. Memorial Park Revitalization Project Advisory Committee
7. Museum Advisory Committee
8. Parks, Beautification and Cemeteries Advisory Committee
9. Recreation and Sports Advisory Committee
10. Tillsonburg Airport Advisory Committee
11. Tillsonburg Dog Park Advisory Committee
12. Tillsonburg Transit Advisory Committee

Staff reached out to all of the advisory committees and their Chairs to review their Terms of Reference and composition of Committees. Staff Liaisons met to ensure that the advisory committee structure was working to serve the needs of the public and Council. There were recommended changes to the structure and mandates which were vetted through each Committee by their liaison. This process was to ensure volunteers are satisfied with their mandates and Terms of Reference. The revisions were reviewed and comments were addressed in the Terms of Reference and were drafted as presented with this report.

A summary of suggestions from the advisory committees that have been incorporated in the mandates are: the Chair shall not be the Council representative; meeting frequencies have been established; maximum composition of nine members; removal of overlap in Committee mandates; clearer defined scope of member responsibilities; and

better vetting during committee member selection. The review group and staff feel that the Dog Park Committee has served its' purpose and can be disbanded. If any issues regarding this park arise then these can be discussed under the Parks, Beautification and Cemeteries Committee. It was also noted that the Recreation and Sports Advisory Committee would like to remove parks and facilities items from their Terms of Reference and focus on sports and recreational programming.

It was suggested that a stand-alone cemetery Committee and stand-alone special awards Committee be established. Staff feel that these mandates are not large enough and would not allow these Committees enough items to work on. The Culture, Heritage and Special Awards Committee would like to see equal weight given to both culture and heritage topics and staff feel it would fit well under the umbrella of the Museum Advisory Committee.

It was noted that a reduction in meetings with the Transit Committee would work better and staff feel that combining this under the Accessibility Committee's mandate would be sufficient.

As part of the Community Strategic Plan, under the goal of Customer Service, Communication and Engagement, one of the goals for the immediate term is to establish a youth engagement strategy and advisory committee. Furthermore, the Mayor has suggested the Traffic Committee.

The Town Hall Steering Committee was established in 2015 as an ad-hoc Committee. Staff recommend that this Committee has fulfilled its' mandate and staff work to carry forward items related to this project.

Upon Council adoption of Committees, staff will be following the advertising process as outlined in the Policy for Boards and Committees to begin advertising vacancies for the Committees.

A number of Boards and Ad-Hoc Committees also require Council appointments as set out below.

Board/Committee	# of Appointments Required
Tillsonburg Hydro Board	1
Physician Recruitment	3
BIA	1
Police Services Board	2 + 1 resident (Province appoints 2)
Long Point Region Conservation Authority (Board)	1
Otter Valley Corridor	1
Non-Profit Housing	1

Attached is a summary of the proposed committee structure and mandates for Council's consideration.

CONSULTATION

All Advisory Committees (2018-2022), Clerk's Department

FINANCIAL IMPACT/FUNDING SOURCE

None

CORPORATE GOALS

How does this report support the corporate goals identified in the Community Strategic Plan?

- Lifestyle and amenities
- Customer service, communication and engagement
- Business attraction, retention and expansion
- Community growth
- Connectivity and transportation
- Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

Goal- The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information and opportunities to shape municipal initiatives.

Strategic Direction- Engage community groups, including advisory committees and service organizations, in shaping municipal initiatives.

Priority Project- Youth Engagement Strategy and Youth Advisory Committee

ATTACHMENTS

Appendix A- Committee Mandates & Roles