

Township of Southgate

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Staff Report CL2022-033

Title of Report: CL2022-033-Public Members 2022-2026 Committee and Board Appointments

Department: Clerks

Branch: Legislative and Council Services

Council Date: December 7, 2022

Recommendation:

Be it resolved that Council receive Staff Report CL2022-033 for information; and **That** the following individuals be appointed to the committees and local boards as listed below:

- Ruth Hargrave Memorial Library Board:
 1. Leigh Gorman;
 2. Muriel Scott;
 3. Pam Burgess;
 4. Deedra Watson; and
 5. Janice Kaikkonen
- Police Service Board:
 1. Allan Dobreen
- Public Liaison Committee:
 1. Karen Cheeseman
- Affordable-Attainable Housing Committee:
 1. Gerry McNalty;
 2. Jordan DeJong;
 3. Carolynn Dyer;
 4. Samantha Burgoine; and
 5. Nola Marion
- Community Fund Management Committee:
 1. Heather Renton;
 2. Carolynn Dyer
- Fence Viewers Appointment:
 1. Brian Stevenson; and
 2. Doug Roberts
- Livestock Evaluator Appointment:
 1. Brian Stevenson

That Council consider approval of By-law 2022-163 to appoint the Fence Viewers; and

That Council consider approval of By-law 2022-169 to appoint a Livestock Valuer; and

That Council approve the amended Southgate Affordable-Attainable Housing Advisory Committee Terms of Reference document as presented; and
That Council disband the Township of Southgate Senior's Advisory Committee at this time; and
That staff prepare the Committee and Board appointment letters on behalf of Mayor Milne to distribute to each newly appointed committee member.

Background:

Every term of Council, residents are appointed to the advisory committees and local boards, and in accordance with individual terms of reference and procedural by-laws.

Staff Comments:

The Township of Southgate relies on the expertise of volunteers in the community and appoints citizens to its many boards and committees. Citizen appointments are generally made by Council in December of an election year, to fulfill the term mirroring the Council term, however occasionally vacancies arise throughout the years and staff may have to re-advertise and re-appoint with Council approval, if necessary. Members gain valuable experience while giving back to the community, and the community benefits greatly from the scope of knowledge and volunteerism provided through participation with township boards and committees.

Staff began recruitment for Committees and Boards the week of October 26, 2022, with a deadline to submit applications by November 18, 2022, at 4:00 pm. Advertisements ran in newspapers for three weeks consecutively, was added to our website and staff pushed the message out frequently on our social media pages through our general Township Facebook page and Instagram and the Library Facebook page. Staff also contacted committee members from the previous term on two occasions to remind them to re-apply to the committees and boards if they were still interested.

There were 18 residents who expressed their interest in serving on one or more of the Township's boards and committees.

The Ruth Hargrave Memorial Library Board received 6 applications by the deadline. The Library Board's Terms of Reference states that 5 members of the public will be appointed to the Board. Section 10(1) of the *Public Libraries Act, 1990* also establishes criteria for appointment to a Public Library Board. The Mayor and staff reviewed the submitted applications and selected 5 applicants to be appointed.

The Police Service Board received 2 applications by the deadline. 1 applicant has since withdrawn their application. The Police Service Board's Terms of Reference states that 1 member of the public shall be appointed to the Board. Staff recommend appointment of the 1 interested applicant.

There was one application received for the Public Liaison Committee. The terms of reference state that 6 members of the public may be appointed to the committee. Staff recommend appointing the 1 interested person now and review the terms of reference to bring forward necessary amendments that reflect current committee practices and/or the future of the PLC.

The Affordable-Attainable Housing Committee received 6 applications by the deadline. 1 applicant has since withdrawn their application. The terms of reference state that the committee will be comprised of 4 representatives from the public. Staff are recommending an update to the Terms of Reference for this committee to make a membership change so there would be 5 members from the public appointed, two Council members appointed, and to remove the Mayor as a voting member. This would leave membership at 7 members total which is preferred rather than landing on an even number. The Mayor is still permitted to attend as ex-officio but would not longer be a voting member or count towards quorum, which is in accordance with our Procedural By-law. The amended Terms of Reference document is included in this staff report as Attachment #1 and staff are recommending approval of the amendments. Staff recommend appointment of the 5 interested applicants.

There was limited interest received for the Community Fund Management Committee. There were 3 applications received by the deadline. 1 applicant has since withdrawn their application. The Terms of Reference state that the committee will consist of 4-6 members of the community. Staff recommend appointing the 2 interested residents now and continue recruitment over the coming weeks. Two members of Council are appointed to the Committee, which would make for 4 members total, although not ideal, it can work in the interim until we see if there is more interest from the community.

There were two applications received for Fence Viewers. Staff recommend appointment of both interested applicants. The *Lined Fences Act, 1990* does not prescribe the number of fence viewers to be appointed. In the past, we have appointed both public members and staff members. In accordance with the Act, the appointment of Fence Viewers must be by By-law. Staff have prepared By-law 2022-163 for consideration by Council following this report which includes the public and staff member appointments.

There was one application received for Livestock Evaluator. The member interested, is currently an appointed livestock evaluator for the Township. Recently, staff have discussed the possibility of having members of staff be livestock evaluators rather than the public, due to program changes, and the role being more administrative in nature now rather than the need for livestock expertise as required in the past. At this time, staff recommend appointment of the interested person as residents have become familiar with contacting this person for livestock predation claims and the

person is interested in continuing in the role. Staff have prepared By-law 2022-169 for consideration by Council following this report which includes the appointment.

There was one application submitted for the Property Standards Appeal Committee (PSAC). The PSAC is a statutory committee, meaning we are required by legislation to have a committee in place. There is a requirement for 3 members to be appointed. Staff will continue efforts in recruiting members for this committee and return with a recommendation as soon as possible that includes the one person that was interested and appoint members all at once, by By-law.

Disband Seniors Advisory Committee:

There was very little interest received for the Senior's Advisory Committee. The Terms of Reference state that 7 members shall be appointed, all of which are public members. We received 2 applications for the Committee by the deadline.

Staff are recommending that the Seniors Advisory Committee be disbanded at this time and that we contact the two applicants that were interested and thank them for their interest in the Seniors committee and to ask if they would consider being appointed to a different Township Committee that still requires more membership.

Staff feel that the COVID-19 pandemic really took a toll on the Committee and with the low interest in this term. Staff are suggesting that we refocus the efforts of any interested seniors' public members toward the Recreation Committee and possibly entertain member(s) of the public to be appointed to the Recreation Advisory Committee moving forward. We recommend keeping an open communication with community groups such as the Dundalk Young at Heart, the Hillside Academy (Swinton Park) Seniors and the Holstein Seniors groups to work together for events such as the Seniors Fair's that have been successful in the past if there is interest from these community groups in organizing and participating.

Committees like the Seniors Committee takes a lot of time and dedication from volunteer members to successfully plan and hold events like the Seniors Fair. Past members had tremendous dedication and we thank them for their service to the Committee. Unfortunately, staff do not have the capacity to take on the planning role of events such as these and other initiatives the Seniors Advisory Committee has taken on in the past and with very little interest in membership, we feel this is the best path moving forward.

Financial Implications:

Financial implications to the Township is members per-diems and mileage for attendance at Committee and Board meetings throughout the year.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

Staff have reviewed the applications with Mayor Milne and have provided the above recommendations in order to appoint those individuals to their respective committees and local boards. Staff will continue recruiting efforts for the Community Fund Management Committee, Property Standards Appeal Committee and the Public Liaison Committee, if needed.

Respectfully Submitted,

Dept. Head: *Original Signed By*
Lindsey Green, Clerk

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachment #1 – Affordable-Attainable Housing Committee amended Terms of Reference document (amendments in red)