



## Town of Niagara-on-the-Lake

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**REPORT #:** CS-22-036 **COMMITTEE DATE:** 2022-12-13  
**DUE IN COUNCIL:** 2022-12-20  
**REPORT TO:** Committee of the Whole - General  
**SUBJECT:** 2022 – 2026 Council Committees and Boards

### 1. RECOMMENDATION

It is respectfully recommended that:

- 1.1 Council approves the list of Council appointments to Committees and Boards for the 2022 – 2026 term of Council (**Appendix I**);
- 1.2 Council approves the list of Committees of Council being recommended for immediate fulfillment and directs Staff to begin recruitment (**Appendix II**);
- 1.3 Council extends the term of the Short Term Rental (STR) Committee and the Transportation Advisory Committee (TAC);
- 1.4 Council appoints three members to the Selection Committee to review applications with the Town Clerk and Chief Administrative Officer based on established skills-based criteria;
- 1.5 Council directs the Town Clerk to report back by the February 28, 2022, Council meeting with the recommended appointments and necessary by-laws.

### 2. EXECUTIVE SUMMARY

- This report provides recommendations regarding the representation on Town Committees and Boards for the 2022 to 2026 term of Council.
- If approved, the report appoints Council members to Committees and Boards (**Appendix I**) and recommends a recruitment process to begin in January 2023 for legislatively required Committees.
- Also being recommended is the extension of the Short Term Rental Committee and Transportation Advisory Committee so their work from the last term can be completed.

### 3. PURPOSE

The purpose of this report is to provide recommendations regarding Council member appointments and a recruitment process for members of the public for Committees and Boards. This report also outlines the timeline for these processes.

### 4. BACKGROUND

Committee and Board appointments run concurrently with the term of Council. Committees and Boards have traditionally been created and appointed by municipal Council to provide feedback and advice on specific projects, events, or issues. Members of the public are appointed by Council and can provide valuable expertise and perspectives that add richness and authenticity to initiatives and projects. The Committee and Board structure can facilitate communication between community members and serve as a liaison between Town Staff, local partners, community members, and Council.

Committees of Council generally require significant municipal resources to support them. Most Committees have a Staff Advisor, who serves as a conduit between the Town and the Committee to provide support and direction. A Recording Secretary is also assigned to each Committee, whose role is to prepare the agenda, take minutes, enforce the Procedure By-law during meetings, and perform other administrative tasks. One member of the I.T. division is also required to coordinate the recording and live streaming of Committee meetings.

Throughout the 2018 to 2022 term of Council, there were up to 28 Committees and Boards. Staff recommends a phased approach to implementing Committees of Council during the 2022 – 2026 term to ensure proper alignment with Council's Strategic Plan and adequate resourcing.

## **5. DISCUSSION / ANALYSIS**

### Council Appointments

Council members were asked to provide a list of their preferred Committees at the end of November. Based on this, the Lord Mayor and CAO reviewed the lists and assembled recommended appointments for Council's approval (**Appendix I**). Consideration was given to ensure members were given a balanced portfolio.

### Committees of Council

A list of Committees of Council being recommended for immediate fulfilment can be found in **Appendix II**. This list includes legislatively required Committees, such as the Committee of Adjustment, Municipal Heritage Committee, and Urban Design Committee. The Irrigation Committee is also recommended to continue its shared role in the oversight of the irrigation system. A new Committee to make recommendations regarding the Municipal Accommodation Tax is also recommended in the first phase of recruitment.

To ensure strategic alignment, adequately plan resources and prepare meeting schedules, the second phase of recruitment for Committees of Council will take place following the approval of Council's Strategic Plan, anticipated in the second quarter (Q2) of 2023.

### Recruitment

A wide range of skills and experience is needed from members of the public to serve on a range of Committees. Advertisements will be placed in the three local papers and on the Town's website and social media platforms. Applicants will be requested to complete a short application and submit a resume identifying their qualifications for the Committee. Applicants will be evaluated based on skills criteria established.

It is recommended recruitment take place in January to avoid the holiday season.

The Niagara District Airport Commission and Niagara-on-the-Lake Public Library are undertaking their own recruitment in January. Their recommendations for appointment will come forward for Council's approval in February, along with the other public Committee appointment recommendations.

#### Selection Committee

Evaluation criteria will be developed for the Selection Committee to evaluate applications in light of the qualifications requested for each Committee. It is recommended that Council appoint 3 Council members to form the Selection Committee, along with the CAO and Town Clerk. The Selection Committee will remain active throughout the term of Council to review applications for the second phase of Committees and to fill any vacancies.

#### Terms of Reference

The mandate, purpose and objectives of the Committees of Council are captured in a Terms of Reference document. Terms of Reference will be presented at the first Committee meeting for discussion and will return for Council's final approval in the form of the Committee's minutes.

#### Extension of the Short Term Rental and Transportation Advisory Committees

Staff is recommending the extension of the Short Term Rental Committee and the Transportation Advisory Committee. Both Committees have ongoing work and changing the membership would result in delays. There are also benefits of extending these committees from a continuity perspective.

Resources (Staff and time) and legislative changes have resulted in challenges to updating the Short Term Rental By-law; however, Staff would like to see this be a priority in the first half of 2023.

The Transportation Master Plan is an ongoing project that is nearing completion. Staff will return in January with public consultation and feedback results along with proposed next steps.

It is recommended that the same members continue to serve on both Committees to ensure consistency and that the Committees be disbanded upon completing their mandate.

Councillor Gary Burroughs is the only current member of Council on both Committees. Should Town Council wish, Council could appoint an additional member of Council to each of the Committees.

#### Timeline

A summary of the proposed timeline is as follows:

- January 2023 – Recruitment Process
- Week of February 6, 2023 – Selection Committee meets to review applications
- Week of February 13, 2023 – Applicants notified of the selection process
- February 28, 2023 – Staff report to Council with public appointment recommendations and corresponding by-laws

It is anticipated the first Committee meetings will take place in March 2023. Members appointed in the 2018 – 2022 term of Council to legislatively required Committees (MHC, UDC, Irrigation) may continue to meet until the end of February.

## 6. STRATEGIC PLAN

The content of this report supports the following Strategic Plan initiatives:

### Pillar(s)

1. Protect Distinctive Community Assets

### Objective(s)

1.1 Preserve unique community elements

### Tactic(s)

1.1 b) Support residences and businesses in protecting their valuable heritage assets

### Pillar(s)

5. Strengthen 2-way Communications

### Objective(s)

5.3 Strengthen communications delivery methods

### Tactic(s)

5.3 b) Understand and meet the informational needs of all constituents

## 7. OPTIONS

7.1 Option 1: Approve Council member appointments and public member recruitment process (***Recommended***)

7.2 Option 2: Amend appointments and/or recruitment process (*Not Recommended*)

## 8. FINANCIAL IMPLICATIONS

Two Committees of Council receive honorariums. Committee of Adjustment Committee members receive \$75 per meeting attended and mileage reimbursement in the event of a site visit. Municipal Heritage Committee members receive \$50 per meeting attended and mileage reimbursement in the event of a site visit. Both Committees charge application fees; therefore, the honorarium is primarily recovered through collecting these fees.

There will be advertising expenses related to placing recruitment ads in the local newspapers. These expenses, approximately \$2600, will be covered through the Clerks Division operating budget.

Committees of Council require Staff resources. Most meetings take place outside regular business hours and overtime hours may occur depending on which Staff are required to attend and the length of the meeting.

## 9. ENVIRONMENTAL IMPLICATIONS

N/A

## **10. COMMUNICATIONS**

Recruitment advertisements will be placed in the three local papers for two weeks. In addition, advertisements will be done through social media, and recruitment information will be available on the Town's website.

## **11. CONCLUSION**

Since their inception, the Town of Niagara-on-the-Lake Boards and Committees have provided tremendous value to the community. The proposed recommendations in this report ensure Council members have a balanced number of appointments and recommend a recruitment process for the first phase of Committees.

## **12. PREVIOUS REPORTS**

- CS-18-020 – Council Committees Boards 2018-2022
- CS-22-009 – Council Committees/Boards 2018-2022

## **13. APPENDICES**

- **Appendix I** – 2022 – 2026 Committees and Boards of Council
- **Appendix II** – 2022 – 2026 Committees of Council – Phase 1

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