



## Staff Report

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**Report To:** Council Meeting  
**From:** Terri Towstiuc, Manager of Community Services/Clerk  
**Date:** 2025-08-14  
**Subject:** Council Appointments to Committees and/or Boards

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### **Recommendation:**

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk; And

That the Committee Members, for each Committee, be appointed as decided by Council; and

That a revised version of the By-law to Appoint the Committee Members to each Committee be brought back for adoption at the next Council meeting; And

That a thorough review of the committee "Term of Reference" be completed for each committee of Council and be brought back for review at a subsequent meeting.

### **Purpose:**

The purpose of this report is to provide Council with the current Committee Appointment list and obtain updates for each committee, as required.

### **Background:**

With the recent appointment of Ward 3 Councillor Philip Sousa, it is recommended that a review be taken of all committees and boards, and a discussion on fulfillment of the vacant seats on numerous committees. Current vacancies are outlined in the attached draft Committee and Board Appointment By-law, Schedule A. This by-law will be amended and repealed, once Council has determined which members will be appointed. When reviewing, Council should consider their personal and professional capacity to attend all meetings.

Some proposed changes to the draft committee & board appointment by-law include:

#### **Remove:**

1. Community Policing Committee – No longer in existence
2. Healthy Community Partnership Committee – Replaced by Aylmer-Elgin-St. Thomas Community Safety Well-Being Plan/Committee, facilitated by Elgin County staff & Council.

3. West Elgin Community Health Centre Support Planning Committee - Dissolved after Pandemic
4. Dutton-Dunwich West Elgin Housing Stability Coalition – No longer in existence
5. Port Glasgow Trailer Park Advisory Committee – as a recreational service, complaints and concerns will be filtered through a complaint process to administration, similar to the arena and pool users. This allows every camper of the PGTP the ability to submit their concerns and be dealt with through administration.

#### Amendments & Considerations:

1. Elgin Land Division – this will remain in the by-law until 2026 changes (after Municipal Election). A resolution to Elgin County is sufficient and will be included in their by-law. The preference is always being a member of the public for this appointment, as a member of Council will be required to be appointed annually (*Planning Act*, S. 44(3)).
2. Rodney Aldborough Agricultural Society (Fair) – currently Council does not have a representative on this board and is not obligated to. The agreement (1994) addresses the use of the grounds and does not indicate that Council shall appoint a member(s) or mention of a board. This has been at the discretion of Council and does not need to be included in the by-law, as this is not considered a committee of Council. Council members may choose to be part of this committee, as a form of goodwill and partnership between the municipality and fair board.
3. West Lorne Heritage Homes Board of Directors – there is no indication that this is West Elgin Committee of Council, and there is no agreement with this board, however Mayor Leatham and Deputy Mayor Tellier are part of this board. Like other noted committees, this has been at the discretion of Council and does not need to be included in the by-law, as this is not considered a committee of Council.
4. Economic Development Committee – at the present time, there are three (3) members of Council that sit on this committee, Councillor's Statham, Denning and Sousa. Councillor Sousa was appointed to this committee prior to joining Council, appointed as a member of the community and business owner, however, the current composition can be viewed as quorum, and it is recommended to reduce the number of Councillors to two (2).
5. Old Town Hall Committee – like the EDC, there are three (3) members of Council that sit on this committee, Deputy Mayor Tellier, and Councillors Statham and Sousa. Councillor Sousa was appointed to this committee prior to joining Council, appointed as a member of the community, however, the current composition can be viewed as quorum, and it is recommended to reduce the number of Councillors to two (2).
6. Terms of References (attached) indicate annual appointments of members of Council, to most committees, however members of the public are appointed concurrent with the four-year term of Council. However, the appointment by-law (S. 5.1) indicates "That appointments shall be for the Term of Council unless otherwise specified". Council should consider if this annual appointment for Council members is necessary, or if the four-year term of Council is sufficient. The "Term of Council" approach is consistent with most lower-tier Elgin municipalities, reducing the requirement of an annual appointment by-law to be consistent

with term of Council. This approach is recommended, and the best approach would be to update the “Terms of Reference” for each committee, as required.

### **Summary of Recommendation**

1. Removal of the following “committees” from the appointment bylaw:
  - Community Policing Committee
  - Healthy Community Partnership Committee
  - West Elgin Community Health Centre Support Planning Committee
  - Dutton-Dunwich West Elgin Housing Stability Coalition
  - Port Glasgow Trailer Park Advisory Committee
2. Council to determine if a member of Council is to be appointed to the Fair Board
3. Council to provide further clarification regarding Heritage Home Board of Directors as there is no documentation to indicate that Council appointment is required. *Are Council members on this board representing West Elgin Council, or on the board as community members?*
4. Council to appoint two (2) members to the Economic Development Committee
5. Council to appoint two (2) members to the Old Town Hall Committee
6. Terms of Reference to be reviewed for the following committees:
  - Economic Development Committee
  - Four Counties Transit
  - Old Town Hall
  - West Elgin Recreation

### **Financial Implications:**

N/A

### **Policies/Legislation:**

By-law 2024-83, Committee & Board Appointments  
The *Municipal Act*, S. 8

### **Alignment with Strategic Priorities:**

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin’s infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input checked="" type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Terri Towstiuc, Dipl. M.A.  
Manager of Community Services/Clerk

**Report Approval Details**

Document Title:	Committee and Board Appointments - 2025-16-Community ServicesClerks.docx
Attachments:	<ul style="list-style-type: none"><li>- DRAFT By-law 2025-xx - Appointment to Boards and Committees 2025 Update.docx</li><li>- Approved 2024 West Elgin Economic Development Terms of Reference.pdf</li><li>- Terms of Reference - approved June 2019.pdf</li><li>- Approved 2024 Terms of Reference.docx</li><li>- West Elgin Recreation Committee Terms of Reference.docx</li><li>- Rodney Aldborough Ag Society (Fair Board) Agreement 3.pdf</li></ul>
Final Approval Date:	Aug 11, 2025

This report and all of its attachments were approved and signed as outlined below:

Robin Greenall