



MUNICIPALITY OF **West Elgin**

Staff Report

Report To: Council Meeting
From: Jana Nethercott, Clerk
Date: 2020-09-10
Subject: Boards and Committees Review

Recommendation:

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Boards and Committees Review; and

That West Elgin Council here by directs staff to bring forward a by-law adopting the Advisory Committee Policy at the next Council Meeting;

Purpose:

The purpose of this report is to provide Council with information on the current Board and Committee Structure and to provide information that Council can use to determine the appropriate structure moving forward. This report will also provide information and a draft general policy for Committees of Council.

Background:

West Elgin Council passed By-law 2019-08, the Appointment by-law on January 24, 2019, which appointed members to various committees and boards. As there have been organizational and committee changes since then, Council has requested a review of the Committees.

In reviewing committees, it is always best to start with the types of committees. Currently West Elgin has four types of committees Statutory/Standing, Advisory, Shared Services Boards and appointments to outside boards and committees.

1. Statutory and or Standing committees are ones that are required by provincial acts or municipal by-laws and function according to legal requirements. West Elgin has the Committee of the Whole, Committee of Adjustment and Property Standards Committee. All three of these committees comprise the entire Council.
2. Advisory Committees are generally convened to provide recommendations, advice and information to Council and staff on specialized matters which relate to the purpose of the committee. These committees facilitate public input into programs and ideas to enhance quality of life, based on the mandate outlined in their terms of reference. These committees are generally supported by municipal staff including the agenda preparation and minute taking. Currently West Elgin has 3 committees that fall under this: Economic Development, Port Glasgow Trailer Park, and

Recreation. These are a mix of citizen and council appointments. These committees are required to follow West Elgin Procedural by-law and rules and regulations as set out in the Municipal Act.

3. Shared Services Boards or Committees are generally convened by an agreement between municipal partners to operate a shared service or facility, with one municipality being the administering municipality and all others contributing to the costs and general operation of that entity. We currently have three such boards: West Elgin Community Centre Board of Management, Four Counties Transit Committee and Tri-County Water Board.

4. Appointments to Outside Board/Committees, these committees and boards are facilitated by other groups that write to Council and request a representative of Council be a member to facilitate a relationship with municipal council and the member will share information between Council and the outside board/committee. These appointments are approved by Council in the appointment by-law or by resolution of Council. Currently West Elgin has appointed Council members to:

- Community Policing Committee
- Healthy Community Partnership Committee
- Lower Thames Conservation Authority
- West Elgin Community Health Centre Support Planning Committee
- West Lorne Heritage Homes Board of Directors
- Rodney Aldborough Agricultural Society
- Port Glasgow Yacht Club
- West Elgin Youth Task Force

The Appointment By-law 2019-08 also lists Council Liaison appointments to each fire station as fire fighters are only part time employees, Council wished to ensure that their issues were being addressed. West Elgin now has a permanent full time Fire Chief that is shared with another municipality, it is up to Council to determine if these liaison positions are still required.

The Appointment By-law 2019-08 also lists two ad-hoc committees that deal with specific projects: Haven's Lake Road and Port Glasgow Shore Erosion. At this time, neither project is completed and ad-hoc committees are less formal and can be disbanded once the project is completed.

In researching committees within other Municipalities, it is common practice to have policy dealing with Advisory Committees, which layout the appointment procedures, terms of appointments and attendance, among other items. Such a policy has been drafted for your review and is attached to the report for consideration.

It is also common practice to have a Terms of Reference for each Advisory committee which lays out their mandate and scope of work. This terms of reference should be reviewed by each Council at the start of their term to ensure that they wish to continue with this mandate or expand or tweak it. All terms of reference will be approved by West Elgin Council. Currently all have terms of reference except the Recreation Committee, which was formed by by-law 2007-115 and this lays out the structure of the committee as well as its mandate. Currently, staff are reviewing area Recreation Committee Terms of Reference and will be bringing forward a draft at a future meeting.