



Subject: Committees and Boards

To: Council

From: Development and Legislative Services Department

Report Number: 2022-264

Meeting Date: December 13, 2022

Recommendation:

That Development and Legislative Services Department – Clerk's Division Report 2022-264 be received;

That the recommendations contained within this report and the Board and Committee structure attached as Appendix A of Development and Legislative Services Report 2022-264, be approved;

That Staff be directed to report back to a future meeting with an updated Board and Committee Appointment Policy;

That Staff be directed to report back to a future meeting with updated Terms of Reference for all Advisory Committees to support the approved new committee structure: and

That Staff be directed to advertise for lay member positions for expired terms in accordance with the Board and Committee structure attached as Appendix A and the City's Boards and Committees Appointment Policy.

Purpose:

The purpose of this report is to provide details for consideration, related to a revised committee structure. The recommendations contained in this report together with the Council adopted Procedural By-law, Council and Committee Code of Conduct and revised Terms of Reference will ensure Port Colborne's committee structure is responsive, accountable, and transparent.

Background:

Committees and boards provide advice, guidance and support to Council as they consider matters such as environmental, heritage and other local matters. Committees are comprised of lay members of the public, Council, and various other stakeholder representatives.

There are different types of Boards and Committees, including:

Local Board: a board that is generally established by legislation and members are appointed by Council. A local board has the authority to address their responsibilities as determined under the relevant legislation. An example of a local board would be the Library Board.

Statutory Committee: these committees are permitted or required by legislation and perform functions as specified in the relevant legislation. Examples include Committee of Adjustment and the Property Standards Committee.

Advisory Committee: a committee that provides advice and recommendations to Council as requested on areas within their committee mandate with no authority for decision making or independent actions. Members are appointed by Council and includes Council representation as a liaison. Examples include but are not limited to the Economic Development Advisory Committee, Grant Advisory Committee, and Senior Citizens Advisory Committee.

Ad-Hoc Committee: these committees are created to perform a specific task and are dissolved when the task is complete. Much like an advisory committee, the committee has no authority for decision making or independent actions.

The City has numerous committees, some committees seek resident involvement while others are working groups of staff and Council. In 2006, staggered terms were introduced for many of the City's boards and committees and members were appointed for terms of two, three and four years. Future appointments were to be for four-year terms in order to maintain the staggered structure established by the 2006 appointments. Council's current policy regarding the making of appointments to boards and committees was adopted by Council in 2008.

These committees can be ongoing or have life cycles based on the needs of the community. While committees are an excellent way to receive input from the public and accomplish City goals, it is important to evaluate their role and make changes as necessary. The last review of the City's committee structure was conducted in 2018/2019.

Discussion:

Staff have completed a thorough review of the current committee structure. The goal of this review was to identify any existing gaps between committee responsibilities, the City's Strategic Plan and ensure alignment with the current organizational structure. Committee structure does not always have to match the corporate administration structure, as organizational structures may evolve and change over time. However, some alignment between the committee structure and organizational structure can help staff and committees to drive Council priorities.

Through this review, staff have identified opportunities to update committee policies and terms of reference to fill existing gaps, clarify language, incorporate best practices, and ensure legislative compliance. Staff have included recommendations in this report regarding the creation, management, reporting and dissolution of some advisory committees. Achieving active participation on committees can often be a challenge. The changes recommended in this report are to ensure that committees operate at a successful level by receiving citizen engagement and seek to develop workplans to align with council's priorities identified in the City's strategic plan during their four-year term.

In addition, recommendations are provided to update committee terms of reference to clarify the role of Council, staff, chairs, staff liaisons and committee members.

Appendix A of this report sets out the recommended committee structure moving forward.

A summary of the recommended changes include:

- Creation of a Mayor's Youth Advisory Committee – the Clerk's division will draft terms of reference for this Committee. Staff feel engaging this demographic provides an opportunity for young people to build their leadership abilities and to keep Council informed of important matters affecting youth. Proposed membership range is from 12-25 years of age and comprised of representatives from local high schools, and those studying at Brock University/Niagara College.
- Committee of Adjustment (COA) composition change – Currently the COA is comprised of 4 Council members and 1 member of the public. Staff is recommending the composition be changed to include 2 Council members and 3 members of the public. This is an independent decision-making group appointed by Council under the authority of the *Planning Act* of Ontario, to make decisions regarding minor variance and consent applications. The body of Council is not involved in the decision making of this committee.
- Property Standards/Muzzle Committee – The Property Standards Committee and Muzzle Appeal Committee are both quasi-judicial in nature. Each Committee hears appeals based on orders laid under the Property Standards By-law and the Dog Control By-law. Staff recommend that the same members sit for these

appeals. Remuneration will remain as prescribed in By-laws for each type of appeal hearing. Typically, on average 5 or less appeal hearings are requested per year.

- Environmental Advisory Committee – Reduce the Council representation from 3 Councillors to 2.
- Dissolve the following Committees due to completion of mandate and/or administrative structure and responsibility changes:
 - Advisory Committee on Council Composition, Remuneration and Ward Boundaries
 - CAO's Working Group on Wellness
 - Health Services Advisory Committee

Terms of Reference/Work Plans/Board and Committee Appointment Policy

Staff are recommending that all advisory committee terms of reference be reviewed and updated. The updates will be based on feedback collected from the committees, staff liaisons, Council priorities, and based on best practice. Updates will include, but not be limited to: recruitment, composition, meeting schedules, and reporting.

Committee workplans will assist to ensure that the Advisory Committee goals and objectives are aligned with the City's Strategic Plan priorities, Council agenda forecasting, and staff workplans.

Staff are recommending that the committee workplan development begins after adoption of the 2023-2026 Strategic Plan in order to ensure that committee activities and advice are efficient and effective for Council and the community.

The Board and Committee Appointment Policy provides a consistent and transparent framework for public appointments to the boards and committees. Staff will review this policy to ensure the framework and language is up to date and based on best practice to attract applicants that are representative of the City's diverse community with a broad wealth of experience and skills.

Training

The City has adopted an updated Procedural By-law which governs the proceedings of Council and Committee Meetings. Moving forward, Staff from the Clerk's Division will provide training for chairs, staff liaisons and committee members in municipal governance and meeting procedures.

Additional training will be offered on a continual basis to ensure that all committee members and staff have the knowledge and resources they require.

Internal Consultations:

The Chief Administrative Officer, Deputy Clerk and Senior Staff were consulted on this report and concur with the recommendations.

Financial Implications:

There are no financial implications.

Public Engagement:

Clerk's Division Staff will liaise with each Committee to review and draft updated terms of reference, mandates, and workplans. Committee meeting procedural training will be provided to all members and staff liaisons.

Committee meeting dates, agendas, and minutes will be posted on the City's website in accordance with the City's Procedural By-law.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Governance: Communications, Engagement, and Decision-Making
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Conclusion:

The Clerk's Division is committed to working with the citizen committees to update terms of references, provide training, and increase awareness of the committees throughout the community. Changes to citizen committee structure will continue to be recommended as necessary.

Appendices:

- a. Board and Committee Structure

Respectfully submitted,

Nicole Rubli

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Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.