



**Subject: Committees' Proposed Terms of Reference**

**To: Council**

**From: Development and Legislative Services Department**

Report Number: 2023-34

Meeting Date: June 13, 2023

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**Recommendation:**

That Development and Legislative Services Department Report 2023-34 be received;

That the Terms of Reference, attached in Appendices A to I to the Development and Legislative Services Department Report 2023-34, for the Active Transportation Advisory Committee, Economic Development Advisory Committee, Environmental Advisory Committee, Grant Allocation Advisory Committee, Mayor's Youth Advisory Committee, Senior Citizens Advisory Committee, Social Determinants of Health Advisory Committee, Property Standards/Notice to Muzzle Appeal Committee, and Committee of Adjustment, be approved;

That By-law Nos. 6422/102/16, 6299/125/15, 6069/35/14, 6471/38/17, 6317/143/15, 5328/83/09, 6530/97/17 and 6642/06/19, be hereby repealed; and

That the following member of the public be appointed to the respective committee:

**Property Standards/Notice to Muzzle Committee**

That Angie Desmarais be appointed to the Property Standards/Notice to Muzzle Appeal Committee for a term ending November 14, 2026.

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**Purpose:**

The purpose of this report is to provide Council, for their consideration, revised Terms of Reference for the City of Port Colborne's Committees. The revised Terms of Reference for various Committees were prepared following the approval of Development and Legislative Services Department Report 2022-264 – Committees and Boards Restructuring. Clerk's Division staff are also seeking to obtain approval from Council regarding a citizen appointment to the newly established Property Standards/Notice to Muzzle Appeal Committee. The recommendations contained in this report will ensure

the structure and Terms of Reference for the City's Committees are following best practices and will ensure Port Colborne's committee structure is responsive, accountable, and transparent.

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## **Background:**

The City's Committees and Boards provide advice, guidance, and support to Council as they consider matters such as environmental, heritage, and other local matters. On December 13, 2022, Council approved the recommendations brought forward in Development and Legislative Services Department Report 2022-264 – Committees and Boards Restructuring. One of the recommendations was as follows:

“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.”

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. Examples include but are not limited to the Economic Development 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.

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 2022.

In December 2022, Clerk's Division staff recommended that all advisory committee terms of reference be reviewed, standardized, and updated to ensure Port Colborne's new committee structure is responsive, accountable, and transparent.

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## Discussion:

### Terms of Reference

Clerk's Division staff have drafted revised Terms of Reference for the following committees:

- Active Transportation Advisory Committee
- Economic Development Advisory Committee
- Environmental Advisory Committee
- Grant Allocation Advisory Committee (Formerly known as the Grant Policy Committee)
- Mayor's Youth Advisory Committee
- Senior Citizens Advisory Committee
- Social Determinants of Health Advisory Committee
- Property Standards/Notice to Muzzle Appeal Committee
- Committee of Adjustment

Updating the Committees' Terms of Reference has provided the opportunity to address emerging issues and needs through the new committee structure. The review of the Committees' existing Terms of Reference identified that there was a need to fill existing gaps, clarify language and mandates, incorporate best practices, and ensure legislative compliance. The revised Terms of Reference have additionally clarified the roles of Council, Chairs/Vice-Chairs, Staff Liaisons, and Committee Members. The various other updates made to the revised Terms of Reference were based on feedback received from the Committees, Staff Liaisons, and Council priorities. Lastly, all Committees' Terms of Reference were amended to follow a specific template to promote standardization and consistency.

A brief summary of the notable revisions made to each Committee's Terms of Reference are as follows:

- **Active Transportation Advisory Committee** – the membership composition was amended to reduce the number of citizen members to five (5) in order to align with best practices. Additionally, the membership composition was revised to reflect Council members as non-voting members in accordance with section 9 of the City's Procedural By-law.
- **Economic Development Advisory Committee** – the mandate was revised to include tourism projects and various other aspects of the previously existing Tourism & Marketing Advisory Committee in order to ensure this Committee addressed all types of economic development in the City of Port Colborne. The membership composition was amended to remove a representative from the City's Tourism & Marketing Advisory Committee, which no longer exists. Additionally, the membership composition was revised to reflect Council

members as non-voting members in accordance with section 9 of the City's Procedural By-law.

- **Environmental Advisory Committee** – the membership composition was amended to reduce the number of citizen members to seven (7). The recommended change to the number of citizen members will be done through attrition. Currently, there are two vacancies on the Committee. As such, it is recommended these positions not be filled to align with the proposed composition.
- **Grant Allocation Advisory Committee** – the Committee's name change is proposed in order to be in better alignment with the mandate.
- **Mayor's Youth Advisory Committee** – the Terms of Reference for this Committee was prepared in collaboration with the Mayor and the Executive Assistant to the Mayor and CAO. The Committee will be composed of eight (8) voting youth members ranging from 13-25 years of age, including representatives from each of the two (2) local high schools and those studying at Brock University/Niagara College.
- **Senior Citizens Advisory Committee** – the membership composition was amended to reduce the number of citizen members to seven (7). In recent years, it has been challenging to recruit and maintain ten (10) citizen members on this Committee. The Clerk's Division deems seven (7) is an adequate and fair number to fulfil the mandate of the Committee. The citizen members' age requirement was reduced to 18 years of age, with preference to be given to applicants who are at least 50 years of age. The Clerk's Division believes that those who have relevant academic or work experience and are under the age of 50 should be given the opportunity to apply to sit on the Committee. Additionally, reducing the age requirement should assist in soliciting more applicants during recruitment.
- **Social Determinants of Health Advisory Committee** – the membership composition was amended to increase the number of voting members to eight (8). The Committee felt that representatives from the Niagara Region Public Health and Community Living Port Colborne – Wainfleet would benefit the Committee and should be added to the membership composition. The Chair of the Committee reached out to each respective organization and confirmed that they would like to join the Committee. Additionally, the membership composition was revised to reflect Council members and staff as non-voting members in accordance with section 9 of the City's Procedural By-law.
- **Property Standards/Notice to Muzzle Appeal Committee** – the Terms of Reference for this Committee captures the quasi-judicial nature of the two previously separate Committees, now combined into one. The same members will sit for both types of appeals. Remuneration will remain as prescribed in the respective By-law for each type of appeal hearing.
- **Committee of Adjustment** – the membership composition was amended to reflect the Council motion passed on December 13, 2022. The Committee shall

consist of five (5) voting members made up of three (3) members of Council and two (2) members of the public.

The revised Terms of Reference for the Port Colborne Historical and Marine Museum Board will not be brought forward for Council's consideration until this Fall (prior to the annual Committee recruitment). The current Terms of Reference for the Museum Board were put in place in 1974. Museum and Culture staff and Clerk's Division staff thought it would be prudent to ensure these Terms are brought entirely up to date. As such, extra time is required in order to evaluate the Board's existing mandate and determine what needs to be amended in order to align with current best practices.

A set of revised Terms of Reference has not been prepared for the Joint Agency Review Team Public Liaison Committee. Since this Committee is ad-hoc, the Clerk's Division has determined revising the Terms of Reference to not be necessary.

### **Citizen Member Appointment**

The proposed Property Standards/Notice to Muzzle Appeal Committee is composed of four (4) Council members and one (1) member from the public at large. Recruitment was conducted at the end of 2022 to fill the citizen member vacancy on the Property Standards Committee and no applications were received. The Clerk's Division has since received notice from a member of the public wishing to join the newly combined Committee. It is being recommended to Council that the citizen be appointed to the newly established Property Standards/Notice to Muzzle Appeal Committee. The member shall serve a term that ends with the term of the Council that appoints them.

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### **Internal Consultations:**

Clerk's Division staff collaborated with the Staff Liaison for each Committee when preparing the revised Terms of Reference. The revised Terms of Reference were presented to all committees for feedback and input. The Mayor and the Executive Assistant to the Mayor and CAO were consulted when preparing the Terms of Reference for the Mayor's Youth Advisory Committee.

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### **Financial Implications:**

There are no financial implications associated with this report.

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### **Public Engagement:**

Clerk's Division staff collaborated with the members of each Committee when preparing the revised Terms of Reference. Their input and feedback were essential to ensuring

the proposed Terms of Reference are accurate and precise. Should Council approve of these revised Terms of Reference, Clerk's Division staff will begin recruitment for the Committees that currently have existing vacancies as soon as possible. Clerk's Division staff will reach out to relevant organizations and groups within the Community to solicit as many applications to the Committees as possible.

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### **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:**

Clerk's Division staff have prepared revised Terms of Reference for the City of Port Colborne's Committees to provide to Council for their consideration. Clerk's Division staff are also seeking to obtain approval from Council regarding a citizen appointment to the newly established Property Standards/Notice to Muzzle Appeal Committee. The recommendations contained in this report will ensure the structure and Terms of Reference for the City's Committees are following best practices.

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### **Appendices:**

- a. Revised Terms of Reference – Active Transportation Advisory Committee
- b. Revised Terms of Reference – Economic Development Advisory Committee
- c. Revised Terms of Reference – Environmental Advisory Committee
- d. Revised Terms of Reference – Grant Allocation Advisory Committee
- e. Proposed Terms of Reference – Mayor's Youth Advisory Committee
- f. Revised Terms of Reference – Senior Citizens Advisory Committee
- g. Revised Terms of Reference – Social Determinants of Health Advisory Committee
- h. Proposed Terms of Reference – Property Standards/Notice to Muzzle Appeal Committee
- i. Revised Terms of Reference – Committee of Adjustment

Respectfully submitted,

Charlotte Madden  
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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.