



The Corporation of the Town of Tecumseh

Policy Manual

Policy Number: 4

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Subject: **Committee/Local Board Application and Appointment**

1.0 Purpose

1.1 The general purpose of this Policy is to establish timelines for calling and receiving applications for member appointments to the Town of Tecumseh (Town) Advisory Committees, Statutory Committees and Local Boards, a process for reviewing the applications and selecting persons to be appointed to the respective Committees and Local Boards.

2.0 Definitions

2.1 2.01 “Local Boards” are generally established by legislation and members are appointed by Council. They have authority to address their responsibilities as determined under the relevant legislation. Examples include:

- Business Improvement Area Board of Management;
- Tecumseh Police Services Board;
- Essex County Library Board;
- Essex Region Conservation Authority Board of Directors; and
- Essex Power Corporation Board of Directors.

2.2 “Statutory Committees” are permitted or required by Provincial legislation and perform functions as specified in the relevant legislation. Examples include:

- Committee of Adjustment;
- Election Audit Compliance Committee;
- Property Standards Committee;
- Tecumseh Accessibility Advisory Committee; and
- Heritage Committee.

2.3 “Advisory Committees” provide advice and recommendations to Council as requested on areas within their mandates with no authority for decision making or independent actions. Members are appointed by Council and membership typically includes at least two (2) Members of Council as liaisons. Examples include:

- Cultural & Arts Advisory Committee;
- Senior Advisory Committee; and
- Youth Advisory Committee.

2.4 A summary description of each of the Local Boards and Committees for the Town, together with their respective member composition and standard meeting times is provided in **Appendix A**.

3.0 Applications

3.1 Applications for appointments to the Advisory Committees, Statutory Committee and Local Boards will be called in September by the Clerk, in the year of a Municipal Election.

3.2 Applications for appointments to fill any vacancies that may occur for any Committee or Local Board in a non-election year will be called in September by the Clerk.

3.3 Notice of the call for applications for each of the Advisory Committees, Statutory Committees and Local Boards will be posted to the Town’s website and Facebook page, advertised in the local media, delivered to the then current Committee or Local Board members, displayed on the Town’s LED sign, as well as posted in prominent locations in the Town’s facilities (i.e. Town Hall, Tecumseh Arena and Cada Library Complex);

3.4 Persons wishing to submit an application to a Committee or Local Board, as the case may be, must complete an Application Form for the Committee or Local Board for which they are seeking an appointment, as provided by the Clerk.

3.5 Original and complete Application Forms are to be submitted to the Clerk on or before October 31st annually.

3.6 Applicants must be:

- a) a resident, or owner/tenant of land in the Town,
- b) a Canadian citizen, and
- c) at least 18 years of age, unless otherwise required.

Applicants may not be an employee of the Town nor prohibited by law from voting in a municipal election.

3.7 All personal information will be treated in confidence and protected pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

4.0 Selection

Election Year

4.1 In the year of an election, a Special Meeting of Council will be held on the second Tuesday of December, either before or after the Regular Meeting of Council, in order that all Council Members may review the Applications and select persons to be appointed to the respective Committees or Local Boards.

Non-Election Year

4.2 In non-election years, all Applications to fill any vacancies that may occur for any Committee or Local Board will be considered by Tecumseh Council or a Committee appointed and comprised of Members of Council.

4.3 Council shall determine whether a Committee of Council shall be responsible for reviewing and making recommendations to Council on persons to be appointed to fill vacancies that may occur for any Committee or Local Board in September.

4.4 A Special Meeting of Council (or a Committee comprised of Members of Council) will be held on the fourth Tuesday of November, either before or after the Regular Meeting of Council, in order that members may review the applications to fill any vacancies that may occur for any Committee or Local Board.

5.0 Notification to Applicants

- 5.1 All applicants will be notified in writing within five (5) working days of Council's decision.
- 5.2 The Clerk will prepare the necessary by-laws approving the members' appointments to each of the Committees/Local Boards for approval by Council at a Regular Council Meeting following the Special Meeting of Council at which persons were selected for such appointments.

Schedule A – Brief Descriptions of Select Local Boards and Committees

Statutory Committees

Tecumseh Accessibility Advisory Committee

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) provides that municipalities must establish an Accessibility Advisory Committee. The Committee shall advise Council in each year about the preparation, implementation and effectiveness of the municipality's Accessibility Plan. The Committee is also responsible for carrying out all obligations of an Accessibility Advisory Committee as established by the Accessibility for Ontarians with Disabilities Act, 2005 as amended.

The Committee is made up of one (1) Member of Council and eight (8) members from the community. The Accessibility for Ontarians with Disabilities Act requires that not less than 50 percent of this Committee's members be persons with disabilities or such members as Council deems appropriate.

The Tecumseh Accessibility Advisory Committee meets quarterly. The meetings are normally held at 12:00 p.m., in the Council Chambers of Tecumseh Town Hall.

Committee of Adjustment

The Committee of Adjustment is responsible for holding hearings under the Planning Act with respect to minor variances to the Town's Zoning By-law and applications for consents to severances which result in the creation of a new lot(s) or lot additions.

The Committee is comprised of seven (7) members from the public. The Committee members are appointed by Council for their term of office.

Meetings of the Committee are regularly held once a month on the fourth Monday, at 5:00 p.m., in the Council Chambers of Tecumseh Town Hall.

Election Compliance Audit Committee

In accordance with the Municipal Elections Act, 1996 (the "Act"), the Council of the Town of Tecumseh is to establish an Election Compliance Audit Committee. The Committee is to be composed of persons with accounting and audit, academic or legal backgrounds and/or other individuals with knowledge of election campaign finances set out in the Act.

Members should have a demonstrated knowledge and understanding of municipal election campaign finances; proven analytical and decision-making skills; experience working on a committee, task force or similar setting; and good oral and written communication skills.

The Committee will perform the duties relating to the compliance audit application process as outlined in the Act, including:

- considering a compliance audit application received by an elector and deciding whether the application should be granted or rejected;
- appointing an Auditor, if the application is granted;
- receiving the Auditor's report;
- reviewing the Auditor's report and deciding whether legal proceedings should be commenced; and
- determining whether to recover the costs of conducting the compliance audit from the applicant, if the Auditor's report indicates there were no apparent contraventions and, if there were no reasonable grounds for the application.

Employees of the Town, Members of its Council and any candidates in the 2014 municipal election or in any by-election during the term of Council are ineligible to be appointed as a member of this Committee.

Property Standards Committee

Tecumseh Council enacted a Property Standards By-law which provides for a Property Standards Committee comprised of three (3) members. The members of the Committee are selected by Council from the Committee of Adjustment. The Property Standards Committee considers appeals from orders issued by the Property Standards Officer.

Meetings of this Committee are only required when someone appeals such an order.

Heritage Committee

The Heritage Committee is appointed under the Ontario Heritage Act. The Committee may advise on matters related to the Act and to properties in the Town that have Cultural Heritage Value and which the Town may wish to protect from destruction or harmful change by passing of a Designation By-law as provided for in the Ontario Heritage Act.

Tecumseh Council is required, under the Ontario Heritage Act, to consult with its Heritage Committee during the designation/repeal-of-designation process for individual properties or districts and on applications to demolish/remove structures from, or otherwise alter designated properties.

Statutory role of the Municipal Heritage Committee:

- Designation - advise Council prior to the designation of a property;

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- Repeal of Designation - advise Council prior to the repeal of a by-law or part thereof designating property;
 - Amendment of Designation - advise Council prior to the amendment of a by-law or part thereof designating a property;
 - Alteration of a Designated Property - advise Council on applications to alter a designated property where such proposed alteration may affect the reasons for designation as set out in the by-law designating the property;
 - Demolition - advise Council on applications to demolish or remove any building or structure on designated property;
 - Easements / Covenants - advise Council before the passing of by-laws providing for the entering into of easements or covenants with the owners of real property, or interests therein, for the conservation of buildings of historical or architectural value or interest; and
 - Districts - advise Council before passing a by-law to define one or more areas to be examined for designation as a heritage conservation district.

The Heritage Committee is comprised of Members of Council and members from the community.

Meetings of the Heritage Committee are regularly held once a month on the third Monday at 6:00 p.m., at Town Hall.

Advisory Committees

Cultural & Arts Advisory Committee

Tecumseh Council established a Cultural & Arts Advisory Committee under the following Terms of Reference:

- identify cultural activities and engagements encouraging community participation;
- obtain artwork depicting local diverse talents and landmarks in addition to the unique features of the Town, preserving the Town's various histories in the former municipalities of the Town of Tecumseh, Village of St. Clair Beach and Township of Sandwich South, and capturing the essence and spirit of the amalgamated Town;
- identify prominent locations within the Town for public display of artwork; and
- research grants and acquire donations for achieving such goals.

The Committee is comprised of Members of Council and members from the community.

The meetings of the Committee are regularly held once a month on the third Monday at 7:00 p.m. at Town Hall.

Senior Advisory Committee

The purpose of the Senior Advisory Committee is to:

- provide advice to Council and Administration of the Town on issues that affect area seniors;
- work with Town departments, agencies and organizations for the purpose of improving the quality of life for senior residents in Tecumseh;
- solicit input and act as a public forum for issues that affect local seniors; and
- identify barriers of access to seniors to Town services and programs.

The Senior Advisory Committee is comprised of members over the age of 60.

Meetings are held in the Council Chambers of Tecumseh Town Hall, on the last Thursday of each month at 6:00 p.m.

Youth Advisory Committee

The purpose of the Youth Advisory Committee is to:

- provide advice to Council and Administration of the Town on issues that affect area youth; and
- work with Town departments, agencies and organizations that are involved in youth initiatives.

The Youth Advisory Committee is comprised of area youth between the ages of 13-23.

Meetings are held in the Council Chambers, of the Tecumseh Town Hall, on the third Tuesday of each month at 6:00 p.m.

Dog Pound Committee

The Town of Tecumseh entered into an Agreement with the Towns of Lakeshore, Essex and LaSalle for the joint operation of a Dog Pound. Each of the municipalities provides representation on the Joint Dog Pound Committee to assist in overseeing the Dog Pound Operations.

Meetings of the Committee are scheduled by the Town of Lakeshore.

Local Boards

Business Improvement Area (BIA) Board of Management

This non-profit organization represents and promotes a defined geographic area of the Town as a business or shopping area (north of County Road 22). The Board also oversees the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally.

The BIA is governed by a nine (9) member Board of Management, comprised of two (2) directors appointed by Council and seven (7) directors selected by a vote of the membership of the improvement area. A member of Council will be selected to act as a liaison between the Board and Council.

The budget for promotional activities and events as adopted by the Board of Management is submitted annually to Council for approval as part of the budget process. The Town provides the approved funding to the Board of Management by collection of a special levy applied to commercial properties in the defined geographic area.

The BIA meets monthly, on the second Wednesday, at 7:00 p.m. in the Tecumseh Room of the Tecumseh Town Hall.

Essex County Library Board

The Library Board consists of seven (7) members. Following a municipal election each local municipality in Essex County forwards to the County Clerk, the name of a nominee from their municipality to serve as a representative on the Essex County Library Board. The Essex County Striking Committee shall review the names of the nominees received and makes final recommendations for the Essex County Library Board appointees to County Council for approval. The number of County Councillors appointed to the Library Board shall not exceed four (4), in accordance with the Public Libraries Act.

Library Board members are compensated through payment of a stipend for meetings attended and a per kilometre reimbursement for travel to and from meetings.

Library Board meetings are typically held at the Essex County Civic Centre, located at 360 Fairview Avenue, Essex, once a month (except for July and August), usually at 7:00 p.m. on the fourth Wednesday of the month.

The Library's Management Team, responsible for the daily operation of the Library, is made up of the Chief Librarian, the Deputy Chief Librarian / Manager of Branches, and the Manager of Technical Services. The Library has approximately 100 employees, including students and janitors, 85% of whom are part-time. For further information respecting the Essex County Library visit their website www.countyofessex.on.ca.

Essex Power Corporation Board of Directors

The Town of Tecumseh, together with the Towns of Amherstburg, LaSalle and the Municipality of Leamington are the holders and beneficial owners of common shares in Essex Power Corporation (Essex Power). Essex Power provides power to over 28,000 residents and businesses in Amherstburg, LaSalle, Leamington and Tecumseh. Its mission statement is to provide safe, reliable, and economical energy supply and services to its customers.

Under an Agreement between the shareholders, each municipality is required to appoint an elected municipal representative and a non-elected representative for their respective community to the Essex Power Corporation Board of Directors. The Directors may also be appointed to the Board of an Essex Power subsidiary; namely: Essex Powerlines Corporation, Essex Power Services and Essex Energy Corporation. Further information regarding Essex Power Corporation is available on their website www.essexpower.ca.

The Essex Power Corporation Board of Directors generally meets quarterly in the months of March, June, September and December. Meetings are usually held at 200-2199 Blackacre Drive, Oldcastle at 4:00 p.m. on a Wednesday.

Essex Region Conservation Authority Board

The Essex Region Conservation Authority (ERCA) was established in 1973 as one of the last Conservation Authorities in Ontario to work toward restoring some of the region's original character and to manage conservation issues. Located at the tip of Southern Ontario, ERCA has jurisdiction in nine (9) municipalities. These include the City of Windsor, Township of Pelee and the seven (7) municipalities in Essex County that collectively comprise Canada's South Coast. Nineteen representatives from these communities make up the Essex Region Conservation Authority's Board of Directors.

The Town is represented on the ERCA Board by two members appointed by Council.

Meetings of the ERCA Board are held on Thursdays, in the Council Chambers of the Essex Civic Centre at 7:00 p.m.

Tecumseh Police Services Board

The Town currently contracts the services of the Ontario Provincial Police (OPP) for police protection within the community. This contract is administered by the Tecumseh Police Services Board.

The Police Services Act requires a municipality to appoint a Police Services Board. Tecumseh Council established that a Board be appointed for the Town comprised of:

- the Head of Council (Mayor) or, if the Mayor chooses not to be a member of the Board, another Member of Council appointed by resolution;
- one Member of Council appointed by resolution;
- one person appointed by resolution of the Council, who is neither a member of the Council nor an employee of the Town; and
- two (2) persons appointed by the Lieutenant Governor in Council.

The responsibilities of the Police Services Board are set out in the Police Services Act. The Board is responsible for the provision of adequate and effective police services in the Town.

Meetings of the Tecumseh Police Services Board are held in the Council Chambers of the Town Hall. The meetings of the Board are held bi-monthly, on the second Thursday, at 4:30 p.m.