



The Corporation of the Town of Tecumseh

Policy Manual

Policy Number: 4

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

1. 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. Definitions

2.1 “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:

- a. Business Improvement Area Board of Management;
- b. Tecumseh Police Services Board;
- c. Essex County Library Board;
- d. Essex Region Conservation Authority Board of Directors; and

- e. 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:
- f. Committee of Adjustment;
 - g. Election Audit Compliance Committee;
 - h. Property Standards Committee; and
 - i. Tecumseh Accessibility Advisory 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. 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. Applications

- 3.1 Applications for appointments to the Advisory Committees, Statutory Committee and Local Boards will be called for 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 received and be filled by Council appointment as soon as practicable. 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 on social media and delivered to the then current Committee or Local Board members by email. If deemed necessary the Clerk, shall further display the call for applications 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);
- 3.3 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.
- 3.4 Original and complete Application Forms are to be submitted to the Clerk on or before the application deadline.

3.5 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.

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

4. Selection

Election Year

4.1 In the year of an election, a Special Meeting of Council will be held as soon as practical after the Inaugural Meeting, 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. Discussion and deliberations on applications may take place in Closed Session based upon the advice of the Town Solicitor. The Clerk will bring the names of the recommended applicants to the Special Meeting for public appointment by Council.

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 filled or recommended for appointment as soon as practical by Council or a Committee appointed and comprised of Members of Council. As soon as practicable the Clerk will issue a call for Applications in accordance with section 3.3 of this Policy. The Clerk will then bring the names of the applicants to Council or its appointed Committee. Discussion and deliberations on applications may take place in Closed Session based upon the advice of the Town Solicitor. The Clerk will bring the name of the recommended applicant(s) to the Regular Council Meeting for public appointment by Council. Applicants are to be notified of their appointment after the Council Meeting.

4.3 In both an Election Year and a Non-Election Year Council shall have the option to 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.

5. 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 quarterly at the call of the chair.

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 held when called which is generally 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 and as required by 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:

- j. considering a compliance audit application received by an elector and deciding whether the application should be granted or rejected;
- k. appointing an Auditor if the application is granted;
- l. receiving the Auditor's report;
- m. reviewing the Auditor's report and deciding whether legal proceedings should be commenced; and
- n. 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 current year of a 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 membership of the Committee of Adjustment. The Property Standards Committee considers appeals from orders issued by the Property Standards Officer.

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

Advisory Committees

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 when called but generally meets on a monthly basis, on the third Wednesday, at 7:00 p.m. or at the call of the Chair at the BIA office located at 12122 Tecumseh Road East.

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 nominee(s) 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:

- o. 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;
- p. one Member of Council appointed by resolution;
- q. one person appointed by resolution of the Council, who is neither a member of the Council nor an employee of the Town; and
- r. 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.