
HALDIMAND COUNTY

Report CLS-02-2019 Citizen Appointments to Haldimand County Boards and Committees



For Consideration by Council in Committee on February 5, 2019

OBJECTIVE:

To appoint citizens to Haldimand County's boards and committees for the 2018-2022 term of Council.

RECOMMENDATIONS:

1. THAT Report CLS-02-2019 Citizen Appointments to Boards and Committees be received;
2. AND THAT Memorandum CLS-M02-2019 Addendum to Report CLS-02-2019 be received as information and remain confidential;
3. AND THAT the Accessibility Advisory Committee Terms of Reference be updated to reflect the current composition of the committee as being comprised of seven members, six of which are Council appointed citizens with the seventh member being the Council representative, and to remove the age restriction of 18 years or older for committee members;
4. AND THAT the following individuals be appointed to the Accessibility Advisory Committee for the term ending November 14, 2022 _____;
5. AND THAT the following individuals be appointed to the Agricultural Advisory Committee for the term ending November 14, 2022 _____;
6. AND THAT the Business Development and Planning Advisory Committee's membership be expanded to include two community-at-large members for the 2018-2022 term of Council only;
7. AND THAT the following individuals be appointed to the Business Development and Planning Advisory Committee for the term ending November 14, 2022 _____;
8. AND THAT the following individuals be appointed to the Committee of Adjustment / Property Standards / Sign Variance / Dog Muzzle Appeals Committee for the term ending November 14, 2022 _____;
9. AND THAT the following individuals be appointed to the Haldimand County Public Library Board for the term ending November 14, 2022 or until their successors are appointed _____;
10. AND THAT the following individuals be appointed to the Haldimand Museums Advisory Board for the term ending November 14, 2022 _____;
11. AND THAT the following individuals be appointed to the Heritage Haldimand Advisory Committee for the term ending November 14, 2022 _____;
12. AND THAT the Haldimand County Trails Advisory Committee Terms of Reference be updated to reflect a change in meeting frequency from "monthly" to "as needed";
13. AND THAT the following individuals be appointed to the Haldimand County Trails Advisory Committee for the term ending November 14, 2022 _____.

Prepared by: Jennifer Shaw, Deputy Clerk, Citizen & Legislative Services

Reviewed by: Evelyn Eichenbaum, Manager, Citizen & Legislative Services / Clerk

Respectfully submitted: Cathy Case, General Manager of Corporate & Social Services

Approved: Donald G. Boyle, Chief Administrative Officer

EXECUTIVE SUMMARY:

With the start of a new term of Council, the County's various boards and committees require the appointment of citizen members in accordance with applicable legislation, by-laws and Terms of Reference. The appointments are necessary to ensure these bodies can continue to fulfill their mandates over the course of the next four years. Participation on a board or committee provides citizens with the opportunity to more actively engage in their local government. This works to strengthen community relationships and creates a mechanism for open and meaningful dialogue on municipal issues thereby enhancing the quality of life that Haldimand County residents enjoy.

BACKGROUND:

The recruitment process for the County's boards and committees occurs every four years coinciding with the start of a new term of Council. Recruitment opportunities are advertised on the County's website and through various other mediums including social media and local newspapers. Interested citizens are invited to submit an application for as many boards and/or committees as they would like to be considered for and have the option to attach a resume highlighting their previous experience and qualifications that pertain to the boards and/or committees of interest to them.

Throughout the month of November 2018, the County advertised the various opportunities available. A description of each board and committee was included on the County's website along with a link to the relevant Terms of Reference. The County received a very positive response to its recruitment efforts with over 100 individuals submitting applications expressing interest in serving on one or several of the County's boards and committees.

The citizen appointment to the Police Services Board was approved at the January 21, 2019 Council meeting through Report CLS-01-2019 and is therefore not included within the scope of this report.

ANALYSIS:

The process and evaluation criteria for the appointment of citizens to the County's various boards and committees was approved by Council at its December 17, 2018 meeting through Report CL-12-2018 and is summarized as follows:

Step 1	Initial Screening of Applications	To be completed by Manager(s) and designated staff along with the Council Members who are Chair and Vice Chair of the relevant Business Division and the Mayor at his discretion
Step 2	Interview Process (Optional)	Dependent upon the number of applicants relative to the spaces available on the board or committee
Step 3	Recommendations to Full Council	Panels to forward their recommendations for inclusion in a report to Council in Committee

Using the process and evaluation criteria, applications were screened and selection recommendations were made by the panels based on the applicant's knowledge of the role, relevant skills and experience, expressed dedication / commitment and time availability. An additional key concern in the selection process was ensuring that board and committee appointment recommendations, where possible, reflected geographic representation from across the County.

A brief description of each board and committee is provided below. To ensure transparency and accountability in the recruitment process, the names of all applicants and the boards and/or committees to which they have applied are provided below. All individuals have been notified of staff's intent to publish their names within this report. Attachment 1 to this report provides additional information concerning the membership composition, meeting cycle and legislative authority for the County's boards and committees and identifies departmental responsibility for each.

Names of the recommended appointees, along with their applications, are provided in confidential memorandum CLS-M02-2019 in order to maintain privacy. Consideration of the applications should take place in closed session on February 5th, with the recommendations outlined in this report subsequently voted on in open session.

Accessibility Advisory Committee

This committee is a key resource and contributor to accessibility planning issues in all Departments of Haldimand County including providing advice on building, recreational and facility design matters, communication practices and transportation matters. The Haldimand County Accessibility Advisory Committee (HCAAC) promotes a barrier-free environment for all persons, regardless of needs, to participate as fully as possible in all aspects of community life. The *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) legislates that the majority of HCAAC members shall include persons with disabilities. The AODA defines disability as: physical (includes visual, speech, hearing, deaf, brain injury, requirement to use a wheelchair); mental impairment or a developmental disability; learning disability; and mental disorders.

In reviewing the HCAAC Terms of Reference, it was determined that a housekeeping amendment is required to adjust the number of members to reflect the current 6 citizen members, plus one council appointee. Staff had previously been included in the membership numbers, and should be considered as liaison and resources for the committee as opposed to forming part of the membership. Also, the Terms of Reference currently requires that committee members be at least 18 years of age. In reviewing applications, there is interest from an individual who is younger than 18, and as the review panel felt that it would be a positive addition to have youth representation on the committee, removal of the age limit is included in the report recommendation.

The Accessibility Advisory Committee selection panel has recommended six individuals for appointment, which would fulfill the full membership complement of the committee.

Applicants

Agis, Judy	Everets, Ashley	Hanly, Hugh	Poirier, Andrew
Azeez, Rabiya	Gillyatt, Charles	McClung, David	Powell, Cherry
Bassett, Susan	Gowling, Allison	McKenna, Adrien	Snyder, Brian
Bluhm, Art	Gripper, Robert	Moniz, Jennifer	
deVos, Janet	Haggith, Brian	Pack, John	

Agricultural Advisory Committee

The committee advises Council on matters, issues and policies pertaining to agriculture and agribusiness within Haldimand County. Membership includes two representatives from the Haldimand Federation of Agriculture; two representatives from the Christian Farmers Association; a representative from the Agri-business community at large; and local farmers with a variety of farming backgrounds as well as youth.

The Agricultural Advisory Committee selection panel has recommended 8 individuals for appointment, which would fulfill the membership complement of the committee.

Applicants

Armstrong, Bruce	Campbell-Heron, Stephanie	Korten, Raymond	Vanderzanden, John
Armstrong, Rick	Fowler, Jordan	Lise, Henk	Young, Ron
Bartlett, Leroy	Heeg, Stuart	Pinelli, Tony	
Blyleven, Richard	Hussack, John	Snyder, Brian	

Business Development and Planning Advisory Committee

This committee offers advice and perspective on what is happening within the business community and provides feedback on the success of Haldimand County's Economic Development and Tourism strategies. The committee provides input on the proposed annual divisional work plan and advice on strategic initiatives undertaken to promote business and tourism investment. It also works with staff to promote the County to prospective clients to demonstrate alignment between local government and the business community. As the County's statutory Planning Advisory Committee, it provides advice/input into major strategic planning initiatives that will have an impact on economic development within the County such as land supply, servicing strategies and Official Plan updates.

In response to the significant community interest in this committee, while maintaining a reasonable size for logistical purposes, the selection panel has recommended that for the 2018-2022 term of council two additional citizens be included in the membership complement of the committee as community-at-large members.

The panel has recommended twelve individuals for appointment, which would fulfill the complement of the committee plus the recommended two additional members for this term of Council.

Applicants

Azeez, Rabiya	Eggink, Garrett	Lessard, Mike	Stephan, Kellie
Baird, Donald	Elliott, Alan	Makey, Paul	Swent, Ted
Bartlett, Leroy	Fowler, Jordan	Marshall, David	Vanderzanden, John
Bergstrand, Lorraine	Gillyatt, Charles	McClung, David	Walker, John
Blott, Cathy	Gowling, Allison	Moniz, Jennifer	Whittaker, Susan
Bluhm, Arthur	Gripper, Robert	Parsons, Trudy	Wiley, Kim
Caputo, Tauri	Hauser, Phil	Peet, Adam	
Duncan, Robert	Hibbs, Chris	Pinelli, Tony	
Edelman, John	Horkoff, Zak	Schepens, Tim	

Committee of Adjustment

This committee is authorized to grant land severances and minor variances to zoning by-laws that implement the Official Plan in effect for the County. The County's Committee of Adjustment fulfills the roles of:

- the Sign Variance Committee wherein applications for relief from requirements of the County's Sign By-law are considered;
- the Property Standards Committee, which deals with appeals to Property Standards Orders to Remedy Violation of Standards of Maintenance and Occupancy pursuant to the Building Code Act; and
- appeals to the Animal Control By-law, specifically dog muzzle orders usually resulting from dog bites.

The Committee of Adjustment selection panel has recommended seven individuals for appointment, which would fulfill the membership complement of the committee.

Applicants

Armstrong, Bill	Brown, Paul	Gowland, Ron	Palmer, Neil
Azeez, Rabiya	De Weerd, Tony	Gowling, Allison	Ricker, Don
Baird, Donald	Duncan, Robert	Haggith, Brian	Snyder, Barry
Bartlett, Leroy	Fleck, Paul	Horkoff, Zak	Snyder, Brian
Bergsma, Andrew	Glazebrook, Christina	Kaspersetz, James	Wagter, Brian
Bergstrand, Lorraine	Gould, John	McClung, David	Whittaker, Susan
Bowman, Carolyn	Gavey, Linda	Pack, John	

Heritage Haldimand

Heritage Haldimand advises Council on matters pertaining to Parts IV and V of the *Ontario Heritage Act* concerning the conservation of property of cultural heritage value or interest (including designation of properties by municipalities) and Heritage Conservation Districts. The committee assists Council in carrying out its heritage conservation program and provides education to the community to encourage a conservation ethic and a climate of responsible stewardship of heritage building and landscape assets.

The Heritage Haldimand selection panel has recommended eight individuals for appointment to the committee at this time (out of a maximum of nine).

Applicants

Agis, Judy	Gibson, Bob	Lutes, Bernadine	Topp, Barbara
Baird, Donald	Gibson, Cherilyn	Marshall, David	Walker, John
Baldwin, Ann	Gowling, Allison	McBurney, Donalda (Betsy)	Wallace, Angela
Blott, Cathy	Horkoff, Zak	McClung, David	Weaver, Sylvia

Museums Advisory Board

The County's Haldimand Museum & Archives, Edinburgh Square Heritage & Cultural Centre and Wilson MacDonald Memorial School Museum are committed places of education and discovery that highlight the history of the County for both residents and visitors. The Museums Advisory Board participates in strategic planning activities, initiates and participates in outreach and fundraising activities, advocates for Haldimand Museums within the Community, and approves community museum operating policies as required by the Ministry of Tourism, Culture and Sport.

The Museums Advisory Board selection panel has recommended seven individuals for appointment, which would fulfill the membership complement of the Board.

Applicants

Bartlett, Leroy	Kelly, Colleen	Shea, Jill	Weaver, Sylvia
Gillyatt, Charles	King, Lynne	Spears, Clayton	
Gowling, Allison	McBride, Nancy	Stevenson, Fred	
Horkoff, Zak	McClung, David	Walker, John	

Public Library Board

The Library Board is an independent governing board formed under the *Public Libraries Act* to provide a comprehensive and efficient public library service that reflects the community's unique needs. The Board is involved in the strategic planning, policy-making, building projects and other initiatives that allow the Library to provide value-added services to the residents of the County and makes decisions regarding library operations, staffing and service delivery.

The Library Board selection panel has recommended six individuals for appointment, which would fulfill the full membership complement of the Board.

Applicants

Azeez, Rabiya	Gowling, Allison	MacDonald, Pat	Peet, Adam
Duncan, Robert	Hanly, Hugh	McClung, Vicky	Perera, Roshika
Fleck, Paul	Horkoff, Zak	Millar, Malcolm	Rozman, Catherine
Geary, Jo	Kent, Mary	Pack, John	Van Ede, Linda

Trails Advisory Committee

This committee provides advice regarding the creation of a comprehensive trail system in the County on behalf of residents and trail interest groups across the County. The goals of the committee are to expand, enhance and promote a public trail system within Haldimand County that is consistent with the County's Trails Master Plan. The trail system aims to support a variety of travel modes and contribute to the overall quality of life of residents.

The Trails Advisory Committee selection panel has recommended nine persons (out of a maximum of twelve) for appointment to the committee at this time.

Applicants

Baldwin, Ann	Gedye, Doug	Lindsay, William	Pack, John
Bell, Peter	Hauser, Phil	McClung, David	Snyder, Brian
deVos, Janet	Heinbecker, Jennifer	McCormack, Mark	Stoneman, Bill
Fleck, Paul	Horkoff, Zak	McKay, Dan	

For privacy purposes, the applications of the recommended appointees are provided in a confidential memorandum (CLS-M02-2019). Consideration of the applications should take place in closed session on February 5th, with the recommendations outlined in this report subsequently voted on in open session.

Following Council approval of the recommendations, Citizen & Legislative Services Division staff will formally advise all applicants of Council's decision and provide a general orientation session outlining the roles, responsibilities and expectations of board and committee members. Appointees will receive a copy of the Terms of Reference for their respective board or committee and will be provided with additional orientation specific to the mandate of the board or committee to which they have been appointed.

FINANCIAL/LEGAL IMPLICATIONS:

One of the boards and committees noted in this report currently receives remuneration. The honorariums for Committee of Adjustment citizen members were reviewed through Report HR-08-2018, considered at the December 11, 2018 Council in Committee meeting. Beginning in the year 2020, Council approved the per diem of \$200 for citizen members be adjusted at the same percentage as is approved for increases to Council member's base remuneration, rounded to the nearest dollar.

STAKEHOLDER IMPACTS:

Not applicable.

REPORT IMPACTS:

Agreement: No

By-law: No

Budget Amendment: No

Policy: No

ATTACHMENTS:

1. Haldimand County Board and Committee Details