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# HALDIMAND COUNTY

## Report CLE-07-2022 Council Appointments to Boards and Committees

For Consideration by Council in Committee on December 6, 2022

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### OBJECTIVE:

To appoint a Deputy Mayor, Chairs and Vice-Chairs of Council's business divisions and determine certain other Council appointees to boards and committees.

### RECOMMENDATIONS:

1. THAT Report CLE-07-2022 Council Appointments to Boards and Committees be received;
2. AND THAT Councillor Metcalfe be appointed as Deputy Mayor, for the period from November 15, 2022 to November 14, 2023;
3. AND THAT the following appointments for Chairs and Vice Chairs for the Business Divisions of Council in Committee for Haldimand County be made, for the period from November 15, 2022 to November 14, 2023:

Public Meeting for Planning Applications	Chair - Councillor Patterson Vice Chair - Mayor Bentley
Community & Development Services	Chair - Councillor Lawrence Vice Chair - Councillor Stam
Public Works Operations	Chair - Councillor O'Neill Vice Chair - Councillor Patterson
Engineering & Capital Works	Chair - Councillor Metcalfe Vice Chair - Councillor Lawrence
Financial & Data Services Chair	Chair - Councillor Stam Vice Chair - Councillor Shirton
Corporate & Social Services	Chair - Councillor Shirton Vice Chair - Councillor O'Neill
Corporate Affairs Chair	Mayor - Bentley Vice Chair - Councillor Metcalfe

4. AND THAT Councillor Patterson be appointed to the Accessibility Advisory Committee for a four-year term ending November 14, 2026;
5. AND THAT Councillor Stam be appointed to the Agricultural Advisory Committee for a four-year term ending November 14, 2026;
6. AND THAT Councillor Metcalfe be appointed as an alternate to the Agricultural Advisory Committee for a four-year term ending November 14, 2026;

7. AND THAT Councillor O'Neill and Mayor Bentley be appointed to the Business Development and Planning Advisory Committee, for a four-year term ending November 14, 2026;
8. AND THAT the following members of Council be appointed to the respective Business Improvement Area Boards of Management for a four-year term ending November 14, 2026, or until their successors are appointed:
  - Caledonia - Councillor Lawrence
  - Dunnville - Councillor O'Neill
  - Hagersville - Councillor Stam;
9. AND THAT Councillor Lawrence and Councillor Shirton be appointed to the Grand River Conservation Authority to represent the interests of both Haldimand County and Norfolk County (conditional on the approval of Norfolk County, if required), for a four-year term commencing at the first meeting following this appointment and expiring immediately before the first meeting of the authority after the appointment of their replacement;
10. AND THAT Councillor Patterson and Mayor Bentley be appointed to the Long Point Region Conservation Authority for a four-year term commencing at the first meeting following this appointment and expiring immediately before the first meeting of the authority after the appointment of their replacement;
11. AND THAT Councillor O'Neill and Councillor Metcalfe be appointed to the Niagara Peninsula Conservation Authority, for a four-year term commencing at the first meeting following this appointment and expiring immediately before the first meeting of the authority after the appointment of their replacement;
12. AND THAT the following members of Council be appointed to the Court of Revision for a four-year term ending November 14, 2026:
  - Councillor Patterson
  - Councillor Stam
  - Councillor Metcalfe
  - Councillor Shirton (alternate);
13. AND THAT Councillor O'Neill be appointed to the Diversity, Equity and Inclusion Advisory Committee for a four-year term ending November 14, 2026;
14. AND THAT Councillor Patterson be appointed to the Haldimand Norfolk Housing Corporation for a four-year term ending November 14, 2026;
15. AND THAT the following members of Council be appointed to the Health and Social Services Advisory Committee, for a four-year term ending November 14, 2026:
  - Mayor Bentley
  - Councillor Stam
  - Councillor Metcalfe;
16. AND THAT Councillor O'Neill be appointed to Heritage Haldimand for a four-year term ending November 14, 2026;
17. AND THAT Councillor O'Neill be appointed to the Museums Advisory Board for a four-year term ending November 14, 2026;

18. AND THAT Mayor Bentley and Councillor Stam be appointed to the Police Services Board, for a four-year term ending November 14, 2026, or until their successor is appointed;
19. AND THAT Mayor Bentley be appointed to the Haldimand County Public Library Board for a four-year term ending November 14, 2026, or until their successor is appointed;
20. AND THAT Councillor Metcalfe be appointed to the Seniors Advisory Committee for a four-year term ending November 14, 2026;
21. AND THAT Councillor Shirton be appointed to the Niagara Source Water Protection Committee for a four-year term ending November 14, 2026;
22. AND THAT Councillor Patterson be appointed to the Tom Howe Citizen Liaison Committee for a four-year term ending November 14, 2026 or until such time when the committee is dissolved;
23. AND THAT Councillor Lawrence be appointed to the Trails Advisory Committee for a four-year term ending November 14, 2026;
24. AND THAT Councillor O'Neill be appointed to the Youth Advisory Committee for a four-year term ending November 14, 2026;
25. AND THAT a by-law be presented to enact the appointment of the Deputy Mayor.

**Prepared by:** Evelyn Eichenbaum, Manager, Clerks Division / Municipal Clerk

**Approved:** Craig Manley, MCIP, RPP, Chief Administrative Officer

## **EXECUTIVE SUMMARY:**

Council needs to appoint its members to the various positions identified in this report in order to meet the requirements of provincial legislation, County by-laws and various other terms of reference. The scope and terms for each appointment are outlined in a spreadsheet included as Attachment 1 to this report.

## **BACKGROUND:**

At the beginning of each term of Council, it is necessary to appoint members to act in specific roles as required by the Procedure By-law, and to fulfill regulated and approved positions on numerous boards and committees. With the new Council term in place from November 15, 2022 to November 14, 2026, this report outlines appointments reflective of current legislation and by-laws.

Based on the past term's activity, the following appointments of Council members are required at this time:

- Deputy Mayor
- Chairs and Vice-Chairs of Council Business Divisions
- Accessibility Advisory Committee
- Agricultural Advisory Committee
- Business Development and Planning Advisory Committee
- Business Improvement Area Boards of Management: Caledonia, Dunnville, Hagersville
- Conservation Authorities: Grand River, Long Point Region, and Niagara Peninsula
- Court of Revision
- Diversity, Equity and Inclusion Advisory Committee
- Haldimand Norfolk Housing Corporation

- Health & Social Services Advisory Committee
- Heritage Haldimand
- Museums Advisory Board
- Police Services Board
- Public Library Board
- Seniors Advisory Committee
- Niagara Source Water Protection Committee
- Tom Howe Citizen Liaison Committee
- Trails Advisory Committee
- Youth Advisory Committee

The proposed Council appointments have been discussed with the members of Council to ensure alignment with interests, representation of community and fairness in terms of the distribution of work.

A separate report will be prepared for consideration at the January 17, 2023 Council in Committee meeting to consider citizen appointments to various boards and committees, some of which are the same as those addressed in this report. A Council approved Process and Evaluation Criteria to be Applied to Citizen Appointments to Boards and Committees is included as Attachment 2 to this report as a reference.

## **ANALYSIS:**

Information above and beyond what is noted in the spreadsheet included as Attachment 1 to this report regarding recommended appointments are described and grouped below according to the nature of the appointments.

### **Procedure By-law**

Haldimand County's Procedure By-law requires that a Deputy Mayor be appointed to act, from time to time, in place of the Mayor when the Mayor is absent (as authorized through Section 242 of the *Municipal Act, 2001*). The by-law also requires the appointment of Chairs and Vice-Chairs of each Business Division, and allows for members to be re-appointed for subsequent terms. The by-law provides for one-year terms for the Deputy Mayor and the Chair and Vice-Chair of the Business Divisions, however, in recent years, this appointment has been repeated in each succeeding year, so that actually, each appointee has served two years in each role. Establishing a one or two-year term allows for members of Council to gain various experience in terms of the business divisions that they are involved with over the four-year Council term.

If members of Council would like to formalize the appointment term to a two-year term for the above-noted positions, rather than a one-year term, the Procedure By-law can be amended to reflect that change.

### **Terms of Appointment**

The terms of appointment for all boards and committees noted in this report are generally for the four-year term of Council. The wording related to some appointments reflect the legislative reference to the appointment term. The *Conservation Authorities Act* indicates that members shall be appointed for a term of up to four years and specifically states that appointments begin at the first meeting of the authority after the appointment and expire immediately before the first meeting of the authority after the appointment of their replacement. This provides for continued representation during the transition from one Council term to the next. (70% of Council appointees must be Council members, so if a Council member is not re-elected, they would not be able to continue during the transition period that extends beyond their Council term.)

Wording in the *Municipal Act, 2001*, the *Public Libraries Act*, and the *Police Services Act*, allows for appointees to Business Improvement Area Boards of Management, Library Boards and Police Services Boards to serve until their successors are appointed, also providing for some transition.

### **Conservation Authorities**

It should be noted that Haldimand County has historically appointed two members to the Grand River Conservation Authority, and those members have also represented Norfolk County's interests since their watershed area is too small to justify a single member. Accordingly, Haldimand County's recommended appointment has historically received the concurrence of Norfolk County.

Two members from Haldimand County are also appointed to each of the Long Point Region Conservation Authority and the Niagara Peninsula Conservation Authority.

### **Source Water Protection Committees**

Haldimand County has representation on two source water protection committees – Lake Erie and Niagara. The *Clean Water Act* states that a member of these committees cannot be a conservation authority appointee.

Past practice has seen Norfolk County appoint a member of its Council to the Lake Erie Source Protection Committee to represent the interests of both Haldimand County and Norfolk County, and it is recommended that this practice continue.

### **Tom Howe Citizen Liaison Committee**

This Committee is required as a condition of the Environmental Compliance Approval (ECA), issued for the site by the Ministry of the Environment, Conservation and Parks. In addition, the ECA for the site also forms part of the agreement between the Mississaugas of the Credit First Nation and the former Regional Municipality of Haldimand-Norfolk, now Haldimand County and Norfolk County. The Ministry recommends keeping the site open until the leachate treatability study is completed, and the liaison committee will continue to operate until completion of the study.

### **Citizen Appointments to Boards and Committees**

Recruitment for citizen appointees to boards and committees was available and promoted from mid-October to November 30<sup>th</sup>. Review of applications by staff and members of Council will take place aligning with the approved Process and Evaluation Criteria, and a report will be presented at the January 17, 2023 Council in Committee meeting to consider the recommended appointees to each committee.

## **FINANCIAL/LEGAL IMPLICATIONS:**

The member of Council who is appointed to the position of Deputy Mayor receives remuneration in addition to that received as Councillor. The supplemental remuneration for the Deputy Mayor is \$3,459 as of January 1, 2022 and \$3,524 as of January 1, 2023.

As of January 1, 2019, all members of Council receive an annual stipend of \$5,000 in addition to their base remuneration to recognize additional workload associated with their Council-approved appointments to various boards and/or committees. Council members appointed to a particular board or committee that is directly administered by Haldimand County are not eligible for the remuneration that is provided to citizen members, since they are already in receipt of the annual stipend intended to recognize the participation equivalent to a citizen appointee (i.e. Police Services Board). Members appointed to the Board of Directors for the Conservation Authorities receive remuneration from those respective bodies.

**STAKEHOLDER IMPACTS:**

Not applicable.

**REPORT IMPACTS:**

Agreement: No

By-law: Yes

Budget Amendment: No

Policy: No

**REFERENCES:**

None.

**ATTACHMENTS:**

1. List of Council Member Appointments to Boards and Committees
2. Process and Evaluation Criteria to be Applied to Citizen Appointments to Boards and Committees