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# HALDIMAND COUNTY

## Report CLE-01-2023 Citizen Appointments to Boards and Committees For Consideration by Council in Committee on January 17, 2023

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### OBJECTIVE:

To appoint citizens to Haldimand County's boards and committees for the 2022-2026 term of Council.

### RECOMMENDATIONS:

1. THAT Report CLE-01-2023 Citizen Appointments to Boards and Committees be received;
2. AND THAT Memorandum CLE-M01-2023 Addendum to Report CLE-01-2023 Citizen Appointments to Boards and Committees be received and remain confidential;
3. AND THAT the following individuals be appointed to the Accessibility Advisory Committee for the term ending November 14, 2026: \_\_\_\_\_;
4. AND THAT the following individuals be appointed to the Agricultural Advisory Committee for the term ending November 14, 2026: \_\_\_\_\_;
5. AND THAT the following individuals be appointed to the Business Development and Planning Advisory Committee for the term ending November 14, 2026: \_\_\_\_\_;
6. AND THAT the following individuals be appointed to the Committee of Adjustment / Property Standards / Sign Variance Committee for the term ending November 14, 2026 or until their successors are appointed: \_\_\_\_\_;
7. AND THAT the following individuals be appointed to the Heritage Haldimand Advisory Committee for the term ending November 14, 2026: \_\_\_\_\_;
8. AND THAT the following individuals be appointed to the Museums Advisory Board for the term ending November 14, 2026: \_\_\_\_\_;
9. AND THAT the following individual be appointed to the Police Services Board for the term ending November 14, 2026 or until their successor is appointed: \_\_\_\_\_;
10. AND THAT the following individuals be appointed to the Public Library Board for the term ending November 14, 2026 or until their successors are appointed: \_\_\_\_\_;
11. AND THAT the following individuals be appointed to the Seniors Advisory Committee for the term ending November 14, 2026: \_\_\_\_\_;
12. AND THAT the following individuals be appointed to the Trails Advisory Committee for the term ending November 14, 2026: \_\_\_\_\_;
13. AND THAT the following individuals be appointed to the Youth Advisory Committee for the term ending November 14, 2026: \_\_\_\_\_.

**Prepared by:** Tracey Cassidy, Council Services Coordinator

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

**Approved:** Craig Manley, MCIP, RPP, 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 2022, 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 positive response to its recruitment efforts with over 70 individuals submitting applications expressing interest in serving on one or several of the County's boards and committees.

Since the Diversity, Equity and Inclusion Advisory Committee has only been active for one year, it was not included in the recruitment process. All four appointed members are willing to continue for the next term and 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:

<b>Step 1: Initial Screening of Applications</b>	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
<b>Step 2: Interview Process (Optional)</b>	Dependent upon the number of applicants relative to the spaces available on the board or committee
<b>Step 3: Recommendations to Full Council</b>	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. Efforts were made to include as many applicants as possible, however in a few cases, individuals are

being recommended for appointment to more than one committee in order to meet the criteria noted above.

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 CLE-M01-2023. Consideration of the applications should take place in closed session on January 17th, 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.

One member from this committee will also be appointed as a representative on the Diversity, Equity and Inclusion Advisory Committee in accordance with the approved Terms of Reference for that committee. That appointment will be presented to Council at an upcoming meeting.

The Accessibility Advisory Committee selection panel has recommended five individuals for appointment, which would fulfill the membership complement of the committee. The applicants for this committee are as follows:

**Applicants**  
**(alphabetical by last name)**

deVos, Janet	Pack, John	Rao, Frank
Everets, Ashley	Poirier, Andrew	Rayne, Savhanna

## **Agricultural Advisory Committee**

This 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 (HFA); two representatives from the Christian Farmers Association (CFFO); 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 eight individuals for appointment, which would fulfill the full membership complement of the committee. The applicants for this committee are as follows:

### **Applicants**

#### **(alphabetical by last name)**

Blyleven, Richard (CFFO)	Lise, Henk (HFA)	Snyder, Cody (HFA)
Campbell-Heron, Stephanie	McTear, Russell	VanderSpek, Kevin
Court, Dan	Pack, John	Vanderzanden, John
Hedley, Neil	Rayne, Savhanna	Wilkinson, Christine
Heeg, Stuart (CFFO)	Shurr, Toshia	Young, Ron

## **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.

The Business Development and Planning Advisory Committee selection panel has recommended eight individuals for appointment, which would fulfill the membership complement of the committee. The applicants for this committee are as follows:

### **Applicants**

#### **(alphabetical by last name)**

Caputo, Tauri (GEBC)	McTear, Russell	Rayne, Savhanna
Hauser, Phil	Naylor, George	Reynolds, Mark
Lessard, Mike	Pack, John	St. Amant, Christine
Makey, Paul	Peet, Adam	Vanderzanden, John

## 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 full membership complement of the committee. The applicants for this committee are as follows:

### Applicants

#### (alphabetical by last name)

Bird, Jim	Kitchen, Ray	Shurr, Toshia
Bowman, Carolyn	Makey, Paul	Simpson, Sheldon
Brown, Paul	Naylor, George	Snyder, Brian
Duncan, Rob	Pack, John	Wagter, Brian
Fleck, Paul	Rayne, Savhanna	Uildersma, Mary
Gowland, Ron	Reynolds, Mark	
Hedley, Neil	Ricker, Don	

## 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 seven individuals for appointment, which would fulfill the membership complement of the board. The applicants for this committee are as follows:

### Applicants

#### (alphabetical by last name)

Blott, Catharine	Montour, Rick	Shurr, Toshia
Graham, Ryan	Pack, John	Weaver, Sylvia
Kitchen, Ray	Rayne, Savhanna	Zynomirski, Deb

## Museums Advisory Board

The County's Cayuga Library + Heritage Centre, 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 full membership complement of the board. The applicants for this committee are as follows:

### Applicants

#### (alphabetical by last name)

Berry, Rachel	Lloyd, Melissa	Passmore, Dick
Chiasson, Michaela	McBride, Nancy	Rayne, Savannah
Kelly, Colleen	Pack, John	Shea, Jill

## Police Services Board

The Police Services Board was established in 2003 when Haldimand County entered into a contract for policing with the Ontario Provincial Police under Section 10 of the *Police Services Act*. Of the five members on the Board, one member is required to be a citizen appointed by Council. The other four members consist of two provincial appointees and two members of Council.

Candidates for this board are to be evaluated based on the following criteria, in concurrence with Ontario Regulation 421/97 which outlines the conduct expected of members of a Police Services Board:

- Dedication to public service and the community as identified through a well demonstrated record of community leadership;
- Interest in, and commitment to, participating in public safety and responsible police governance;
- Genuine interest in community policing, its values and its needs;
- Superior skills in leadership and management;
- Administrative and budgetary experience;
- Ability to deal sensibly and rationally with issues within a group setting;
- Skills in conflict management, negotiation and mediation;
- Ability to set organizational goals and priorities;
- Ability to meet time commitments of the position;
- Understanding of the roles and responsibilities of the Board;
- Previous experience with policing initiatives;
- Familiarity with procedure and conduct of Board meetings, and
- A clear understanding of the challenges facing the Board in establishing itself and defining its mandate goals and future objectives.

The Police Services Board selection panel has recommended one individual for appointment, which would fulfill the membership complement of the board. The applicants for this committee are as follows:

**Applicants**  
**(alphabetical by last name)**

Boyko, Lorne	Hauser, Phil	Shurr, Toshia
Cook, Patrick	Lessard, Mike	Simpson, Sheldon
Durst, Greg	Makey, Paul	Uildersma, Mary
Fleck, Paul	Pack, John	Wilton, Steven
Haggith, Brian	Rayne, Savhanna	

**Public Library Board**

This 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 Public Library Board selection panel has recommended six individuals for appointment, which would fulfill the full membership complement of the board. The applicants for this committee are as follows:

**Applicants**  
**(alphabetical by last name)**

Cook, Patrick	Kent, Mary	Rayne, Savhanna
Duncan, Rob	MacDonald, Patricia	Rozon, Stephanie
Geary, Jo	Main, Grace	Terry, Matt
Johnston, Adrienne	Pack, John	VanEde, Linda

**Seniors Advisory Committee**

This committee provides advice on matters, issues and policies that impact the quality of life of seniors (60 years plus) within Haldimand County. The purpose of the committee is to provide a forum for the exchange of information on senior's needs, options and initiatives across the County.

One member from this committee will also be appointed as a representative on the Diversity, Equity and Inclusion Advisory Committee in accordance with the approved Terms of Reference for that committee. That appointment will be presented to Council at an upcoming meeting.

The Seniors Advisory Committee selection panel has recommended nine individuals for appointment, which would fulfill the full membership complement of the committee. The applicants for this committee are as follows:

**Applicants**  
**(alphabetical by last name)**

Bailey-Phillips, Valerie	Kitchen, Ray	Pack, John
Duggan, Judy	Knight, Marianne	Rao, Frank
Geary, Jo	Krupicz, Annette	Thompson, Leila
Horton, Barbara	Naylor, George	Waage, Wendi
Huffman, Arnold		

## 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 eight individuals for appointment, which would fulfill the membership complement of the committee. The applicants for this committee are as follows:

### Applicants

#### (alphabetical by last name)

Dixon, Brian	McTear, Russell	Rollinson, Lloyd
Hauser, Phil	Pack, John	Simpson, Sheldon
McKay, Dan	Rayne, Savannah	Stoneman, Bill

## Youth Advisory Committee

This committee provides advice on matters, issues and policies that impact the quality of life of youth within Haldimand County. The purpose of the committee is to provide a forum for the exchange of information on youth needs, options and initiatives across the County.

One member from this committee will also be appointed as a representative on the Diversity, Equity and Inclusion Advisory Committee in accordance with the approved Terms of Reference for that committee. That appointment will be presented to Council at an upcoming meeting.

The Youth Advisory Committee selection panel has recommended seven individuals for appointment, which would fulfill the membership complement of the committee. The applicants for this committee are as follows:

### Applicants

#### (alphabetical by last name)

Bergan, Avaia	Johnston, Aidan	Teal, Kiana
Dunham, Lauren	Loney, Tyler	Whitman, Audrey
Holmes, Leah		

## FINANCIAL/LEGAL IMPLICATIONS:

Two 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.

Citizen appointees to the Police Service Board currently receive an annual stipend of \$4,000 (plus \$1,200 for the Chair). Report HR-08-2018, approved at the December 17, 2018 Council meeting, recommended no change to the remuneration for citizen members appointed to the Police Services Board going forward.



## **STAKEHOLDER IMPACTS:**

Not applicable.

## **REPORT IMPACTS:**

Agreement: No

By-law: No

Budget Amendment: No

Policy: No

## **REFERENCES:**

None.

## **ATTACHMENTS:**

1. Haldimand County Board and Committee Details