



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Melissa Lawr, Deputy Clerk - Legislation

DATE: September 21, 2023

REPORT NO.: ADMIN-2023-028

SUBJECT: Membership Appointment - Advisory Committees of Council

RECOMMENDATION:

THAT Report No. ADMIN-2023-028 dated September 21, 2023 regarding Membership Appointment – Advisory Committees of Council be received;

AND FURTHER THAT the Mayor and Clerk be authorized to enact the necessary by-law to appoint additional members to the Town's Advisory Committees of Council for the 2022-2026 Term.

KEY POINTS:

The following are key points for consideration with respect to this report:

- On January 23, 2023 Council adopted [Report No. ADMIN-2023-0004](#) and [By-law No. 2023-0006](#) appointing members to the Town's Advisory Committees of Council for the 2022-2026 term
- On March 6, 2023 Council adopted the [Town's Public Appointment Policy](#)
- The Clerks office received applications for membership on the following Advisory Committees of Council:
 - Accessibility
 - Active Transportation

BACKGROUND AND DISCUSSION:

The recruitment process for the Town's Advisory Committees of Council for the 2022-2026 term began in October 2022 with Committee meetings beginning early 2023.

Since the appointment of committee members to the Town's Advisory Committees, the Clerks office has received two additional applications.

One application has been received for the Accessibility Committee and one has been received for the Active Transportation Committee.

Accessibility Advisory Committee

The [Terms of Reference](#) for the Town's Accessibility Committee (adopted by Council on June 19, 2023) allows for a maximum of 12 members:

- Two (2) Council Representatives (appointed by the Mayor)
- Ten (10) citizen members (appointed by Council each term)

During the time of initial recruitment, four members were appointed to the Accessibility Committee, leaving availability for more citizen members. The Chair of the Accessibility Committee has reviewed the application that was received and approved the appointment of an additional member.

Active Transportation Advisory Committee

Section 16 of the [Town's Public Appointment Policy](#) outlines the process of a member forfeiting their position on an Advisory Committee of Council based on unexplained absences.

Section 16 states that:

Unless otherwise specified in the ACOC TOR, ACOC members who are absent from three consecutive meetings without a resolution of the ACOC permitting their absence or having previously notified the staff liaison of a temporary leave of absence will be deemed to have forfeited their ACOC position.

The following procedures shall be followed for removal of ACOC members for unexplained absences:

- a) After an ACOC member's second absence from a meeting, staff liaisons shall contact the ACOC member, in writing, to advise that a third absence may result in a forfeiture of their position on the ACOC.
- b) After an ACOC member's third absence from a meeting, staff liaisons shall contact the ACOC member, in writing, to advise of the forfeiture of the position.
- c) One opportunity shall be offered to the ACOC member to provide written reasons for their absences and a request to continue as an ACOC member which will be reviewed and determined by the Chair of the Committee.
- d) Failure by the ACOC member to provide reasons by the deadline provided by the staff liaison, will result in an automatic forfeiture of the position.
- e) If no reasons are received or all reasonable efforts to contact the ACOC member regarding their absences have failed, the staff liaisons shall advise ACOC members and the Town Clerk's Office of the forfeiture of the position.

Since the initial appointment of the Committee Members in January, staff have not received any response or correspondence from the Active Transportation Committee member. The third consecutive meeting was missed by this member on June 27th, 2023. Staff advised of the forfeiture of the position in writing and did not receive response.

The Chair of the Active Transportation Committee reviewed the application that was received and approved the appointment of a new member to replace the forfeited position on the Committee.

Appendix A of this report is the draft by-law amending By-law No. 2023-0006 to appoint additional members to both of the Advisory Committees mentioned above.

STRATEGIC PLAN ALIGNMENT:

This report aligns to the Town's Strategic plan recognizing the value to provide responsive, effective municipal government and strong leadership in the effective and efficient delivery of municipal services.

RELATIONSHIP TO CLIMATE CHANGE:

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

PUBLIC ENGAGEMENT:

Public Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

The Chairs of both the Accessibility Committee and Active Transportation Committee were consulted when the applications were received.

The Town Clerk was advised of the new membership appointment.

FINANCIAL IMPLICATIONS:

This report is administrative in nature and does not have any financial implications.

Reviewed and approved by,
Valerie Petryniak, Town Clerk & Director of Legislative Services

Chris Mills, Chief Administrative Officer