



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Melissa Lawr, Deputy Clerk – Legislation

DATE: November 28, 2023

REPORT NO.: ADMIN-2023-035

SUBJECT: Advisory Committees of Council - Site Alteration

RECOMMENDATION:

THAT Report No. ADMIN-2023-035 dated November 28, 2023 regarding Advisory Committees of Council - Site Alteration be received;

AND FURTHER THAT Council approve the amended Terms of Reference for the Site Alteration Committee as set out in Appendix A;

AND FURTHER THAT these Terms of Reference be enacted for the 2022-2026 term;

AND FURTHER THAT the Mayor and Clerk be authorized to enact the necessary by-law (Appendix B) to appoint additional members to the Town's Site Alteration Committee for the 2022-2026 Term.

KEY POINTS:

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

- On June 19, 2023, Council approved [Report No. ADMIN-2023-020](#) regarding Advisory Committees of Council – Terms of Reference, which included [Terms of Reference](#) for the Town's Site Alteration Committee
- 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](#)

- 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.

BACKGROUND AND DISCUSSION:

Membership Recruitment

As per section 16 of the [Town's Public Appointment Policy](#), a member forfeits their position on an Advisory Committee of Council based on three consecutive, 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 Committee Members in January, staff have not received any response or correspondence from a Site Alteration Committee member. The third consecutive meeting was missed by this member on September 26th, 2023, which subsequently caused the meeting to not have quorum as another member had declared a conflict of interest. Staff advised of the forfeiture of the position in writing and did not receive a response from this member.

In working with the Chair and Vice Chair of the Site Alteration Committee, staff moved forward with a posting for membership vacancy. The application was posted to the

Town's website and social media during the month of October. Interviews took place through the first three weeks of November.

The Site Alteration Committee will be moving forward with appointing three new members for the 2022-2026 term, as reflected in the draft by-law attached to this report as Appendix B.

Terms of Reference

On June 19, 2023, Council approved [Report No. ADMIN-2023-020](#) regarding Advisory Committees of Council – Terms of Reference, which included [Terms of Reference](#) for the Town's Site Alteration Committee. Attached to this report as Appendix A is an amended Terms of Reference.

Section 4 (Membership) of the Terms of Reference is being amended to reflect that the Site Alteration Committee shall be composed of a maximum of eight members, which is an increase from the current maximum number of six members.

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 Chair and Vice Chair of the Site Alteration Committee and the Director of Development Engineering were involved in reviewing applications and in the interview process.

The Town Clerk and the Mayor were 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