



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

MISSION STATEMENT: *Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

Author's Name: Kevin Fox	Report Date: December 20, 2022
Author's Phone: 519 736 0012 ext. 2272	Date to Council: January 23, 2023
Author's E-mail: kfox@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Committee Structure Part Two – Advisory Committees

1. **RECOMMENDATION:**

It is recommended that:

1. Administration **BE DIRECTED** to advertise for lay member positions in the local newspaper and on the Town's website as detailed in the report of January 23, 2023, in accordance with the Town's Boards and Committees Appointment Policy to recruit members to serve on the 2022-2026 term for the following Local Boards and Committees:
 - a. Amherstburg Environmental Advisory Committee
 - b. Economic Development Advisory Committee
 - c. Parks and Recreation Advisory Committee
2. _____ **BE APPOINTED** as the Council member of the Amherstburg Accessibility Advisory Committee for the 2022-2026 term of Council;
3. _____ and _____ **BE APPOINTED** as the Council members of the Audit and Finance Advisory Committee for the 2022-2026 term of Council;
4. _____ **BE APPOINTED** as the Council member of the Co-An Park Committee for the 2022-2026 term of Council;
5. _____ and _____ **BE APPOINTED** as the Council members of the Heritage Committee for the 2022-2026 term of Council;

6. The following four applicants **BE APPOINTED** as lay members of the Amherstburg Accessibility Advisory Committee for the 2022-2026 term of Council:

a. _____
b. _____
c. _____
d. _____

7. The following five applicants **BE APPOINTED** as lay members of the Audit and Finance Advisory Committee for the 2022-2026 term of Council:

a. _____
b. _____
c. _____
d. _____
e. _____

8. The following three applicants **BE APPOINTED** as lay members of the Co-An Park Committee for the 2022-2026 term of Council:

a. _____
b. _____
c. _____

9. The following five applicants **BE APPOINTED** as members of the Committee of Adjustment for the 2022-2026 term of Council:

a. _____
b. _____
c. _____
d. _____
e. _____

10. The following five applicants **BE APPOINTED** as members of the Drainage Board for the 2022-2026 term of Council:

a. _____
b. _____
c. _____
d. _____
e. _____

11. The following five applicants **BE APPOINTED** as lay members of the Heritage Committee for the 2022-2026 term of Council:

a. _____
b. _____
c. _____
d. _____
e. _____

12. The following five applicants **BE APPOINTED** as members of the Property Standards, Dangerous Dog Appeal Committee, Livestock Evaluators and Fence Viewers Committee's for the 2022-2026 term of Council:

- f. _____
- g. _____
- h. _____
- i. _____
- j. _____

13. The Boards and Committees Appointment Policy **BE ADOPTED** in accordance with the report dated January 9, 2023.

2. **BACKGROUND:**

On December 5th, 2022, Council received a report entitled *Committee Structure Part One*, which indicated a follow up report would be provided to Council regarding the establishment of Advisory Committees.

At the December 5th Regular Council Meeting, Council the following council resolution was adopted:

That:

1. Administration **BE DIRECTED** to advertise for lay member positions in the local newspaper and on the Town's website in accordance with the Town's Boards and Committees Appointment Policy to recruit members for the following Local Boards and Committees:
 - a. Amherstburg Accessibility Advisory Committee
 - b. Co-An Park Committee
 - c. Committee of Adjustment
 - d. Dangerous Dog Appeal Committee
 - e. Drainage Board
 - f. Fence Viewers
 - g. Heritage Committee
 - h. Livestock Evaluators
 - i. Property Standards
 - j. Audit and Finance Advisory Committee
2. Deputy Mayor Gibb and Patricia Jarvis **BE FORWARDED** to the Essex County Striking Committee for consideration as Town representatives to the Essex County Library Board; and,
3. Mayor Prue **BE APPOINTED** to the Essex Power Board of Directors; and,
4. Councillor Allaire and Councillor Courtney **BE APPOINTED** as Council member representatives to the Essex Region Conservation Authority; and,
5. Administration **BE DIRECTED** to amend the Boards and Committee Appointment Policy as noted in the December 5th report entitled *Committee Structure Part One – Legislatively Mandated or Delegated Authority*.

Administration advertised committee vacancies until January 9th and received a number of applications which have been provided to Council for review.

3. DISCUSSION:

As this report follows up on the results of the call for applications, the details of the amended policy before Council for adoption, and, contains Administrative recommendations with regards to Advisory Committees, the discussion section of the report has been separated into three parts.

Results of the Call for Applications:

The call for applications has resulted in a number of applications being received for the various committees and boards and have been provided to Council under separate cover.

At this point Council will also need to determine the Council members to serve on each committee.

Once Council direction is received for the appointments, an appointing by-law will be brought back to the next Council meeting for each committee.

Policy Amendments:

As detailed in the December 5th report to Council, an amendment to the Boards and Committee Appointment Policy was required to appoint members of those specific committees which only meet as required and whose influence cannot become undue as their mandates are reactionary and their purpose clear. This maintains the spirit of the requirement while also providing that these committees which tend to struggle to find membership and which seldom meet, can be more efficiently managed.

Since the policy was being amended, it was also placed into the most recent policy template and minor amendments were made to formatting and structure to bring it in line with the Town's policy template.

Administrative Recommendations Regarding Advisory Committees:

Based on past practice and assigned responsibilities, the following committees are recommended to be re-established for the 2022-2026 Term of Council:

- Amherstburg Environmental Advisory Committee
- Economic Development Advisory Committee
- Parks and Recreation Advisory Committee

The Amherstburg Environmental Advisory Committee was established during the 2018-2022 term of Council and is recommended to be re-established. The committee composition would consist of five lay members and two members of Council and would meet quarterly.

The Economic Development Advisory Committee was established during the 2018-2022 term of Council and is also recommended to be re-established. The committee composition would consist of five lay members and two members of Council, similarly meeting quarterly.

The Parks and Recreation Advisory Committee amalgamated two previous committees, the Parks and the Recreation Advisory Committees, to consolidate the resources and mandates given the extensive overlap of responsibilities between parkland and recreational uses. The committee comprises five lay members and two members of Council, meeting bi-monthly (six times a year).

4. RISK ANALYSIS:

The Town of Amherstburg has the largest committee and local board structure in relation to its municipal comparators in the region and sits well above the municipal average for our comparators locally and more broadly. This creates challenges from a resourcing standpoint which must be taken into account when planning and delivering this level of service. The associated administrative tasks related to creating agendas and minutes, researching and formulating recommendations and/or committee reports, as well as following up on committee work plan items, have resulted in substantial resource allocations from all affected service areas. For example, every committee recommendation that must be researched and brought back is an unplanned for additional responsibility assigned to the subject area. When such requests come forward that overwhelm the ability for the subject area to meet its other obligations, Council has the difficult task of deciding whether the existing level of service should be maintained, resourcing allocations increased or whether some service level should be decreased to meet the new requirement, as there are only so many responsibilities staff members can take on at any given time.

Often this can result in substantial overtime commitments where it affects non-management staff. Where management staff are putting in substantial hours outside of their regularly assigned duties for which no additional compensation is provided, employee burn out and disengagement can occur. This can lead to staff dissatisfaction and eventually to departures and organizational disruption.

During the last term of Council, committees were meeting more regularly than scheduled by their Council authorized terms of reference and the increased meeting schedule had direct impacts on the workloads of those assigned to assist those committees.

Additionally, as an employer, the Town was required under Bill 27, *the Working for Workers Act*, to adopt a Disconnecting from Work Policy which stipulates employee rights with regards to a clear delineation and separation from work when an employee is finished their day. Employee work related pressures and the inability to disconnect from work during personal time can result in stress and the deterioration of an employee's health, as well as the stability and health of the organization as employees may look for other workplace opportunities.

For this reason, committee requests and recommendations are provided to Council so that Council can determine whether additional resources should be devoted to unplanned items that may arise.

5. FINANCIAL MATTERS:

There are no additional financial implications of the recommendations of this report, however, should an increase in the frequency, duration or work stemming from committees arise, it may be necessary to re-evaluate the resources provided to meet these tasks.

For example, the Economic Development Advisory Committee Meeting Minutes of October 6, 2022, include the following committee recommendation for Council consideration:

The Economic Development Advisory Committee recommends to the new Council that:

1. The following **BE INCLUDED** in the terms of reference should the Economic Development Advisory Committee be struck for the new term:
 - a. The Economic Development Advisory Committee will have seven members; five from the community (representing a cross-section of commercial and industrial sector backgrounds preferred) and two from Town Council. The Mayor is also encouraged to attend all meetings as an ex-officio member;
 - b. The Administrative representative on the committee should be the CAO or the Deputy CAO and a representative from the Clerk's Office; and,
 - c. The committee establishes dates of meetings that should be no more than six weeks apart.

The proposed terms of reference from Administration are already reflective of this recommendation with the exception of the frequency of committee meetings. Part "c" of the recommendation would create additional resourcing challenges as with the Town's public notice timeline requirements, the need to create agendas and minutes, and follow up on committee work plan items – it is highly likely that associated work would be unable to be completed within the set timeline. The Clerk's Division, as well as affected subject areas are not staffed adequately to create a full time commitment of this sort inside the committee structure.

6. CONSULTATIONS:

The CAO, SMT and staff liaisons were consulted in the formation of this report.

7. CONCLUSION:

Council can direct the appointment of members of the Committee vacancies advertised in the first call for applications as well as Council member appointments. Administration recommends that three additional committees be struck, in keeping with past practice and established Council service levels and direct administration to advertise the vacancies for those committees.



Kevin Fox
Clerk

Report Approval Details

Document Title:	Committee Structure Part 2 - Advisory Committees.docx
Attachments:	- 2023 01 13 - Appointment to Local Boards and Committees Policy.docx
Final Approval Date:	Jan 16, 2023

This report and all of its attachments were approved and signed as outlined below:



Tracy Prince



Valerie Critchley



Kevin Fox