

Subject: 2022-2026 Committee Recommendation Report

Recommendation:

BE IT RESOLVED THAT Council receive Report #2022-0277 Clerks – 2022-2026 Committee Recommendation Report, for information;

AND THAT Council for the Town of Pelham confirm and establish the following Committees:

- **Statutory Committees, being:**
 - 1. Committee of Adjustment;**
 - 2. Joint Accessibility Advisory Committee (JAAC);**
 - 3. Lincoln Pelham Library Union Board; and**
 - 4. Livestock Valuer and Poundkeeper.**
- **Advisory Committees, being:**
 - 1. Pelham Finance and Audit Committee;**
 - 2. Pelham Seniors Advisory Committee;**
 - 3. Pelham Active Transportation Committee; and**
 - 4. Pelham Culture Advisory Committee (formerly known as the Pelham Art Committee).**

AND THAT Council shall appoint a Member of Council to each Advisory Committee for a two (2) year period;

AND THAT Council direct the Clerk to bring the matter of Council appointments back to Council in January 2025 to appoint a Member of Council to each Advisory Committee for a subsequent two (2) year period;

AND THAT Council direct staff to create and establish Working Groups, as the lead director and Chief Administrative Officer deem appropriate;

AND THAT Council direct staff to seek applications from interested citizens for the Committees referenced above for appointment in

January, 2023, with applications considered in closed session with appointments to occur in open session.

Background:

On September 6, 2022, Council for the Town of Pelham passed the following resolution:

Moved: Councillor Olson

Seconded: Councillor Wink

BE IT RESOLVED THAT Council receive Report # 2022-0208 - 2022-2026 Advisory Committee Structure Recommendation, for information;

AND THAT Council approve, in principle, restructuring Town of Pelham Ad Hoc Advisory Committees into three (3) types of committees, being:

- 1) Advisory Committees;**
- 2) Statutory Committees; and**
- 3) Working Groups;**

AND THAT Council direct staff to review the Town's current advisory committees and to prepare revised terms of reference and committee recommendations for the 2022-2026 Council Term in a report to be delivered on December 19, 2022.

A copy of the above noted report is attached to this report for Council's ease of reference.

Analysis:

The 2018-2022 Council for the Town of Pelham established seventeen (17) advisory committees for the 2018 – 2022 term, being:

- Pelham Finance and Audit Committee
- Cannabis Control Committee
- Committee of Adjustment
- Community Beautification Committee
- Joint Accessibility Advisory Committee
- Livestock Valuer and Pound keeper
- Meridian Community Centre ("MCC") Hospitality Committee
- Meridian Community Centre ("MCC") User Groups Committee

- Municipal Heritage Advisory Committee
- Pelham Active Transportation Committee
- Pelham Arts Advisory Committee
- Pelham Seniors Advisory Committee
- Pelham Summerfest Committee
- Pelham Thursday Night Experience Committee
- Utility Sustainability Advisory Committee
- Lincoln Pelham Union Public Library Board
- Mayor Youth Advisory Committee

Over the 2018-2022 term of Council, it has become clear that the Town is operating too many committees relative to its size. This spreads the volunteer base thinly, is a challenge to support adequately amongst the existing staff compliment and also creates a large demand upon a limited pool of elected officials.

The Senior Leadership Team (SLT) have reviewed the 2018-2022 Advisory Committees and recommend the establishment of the following committees, in the following structure format:

Statutory Committees

The below noted Committees are legislatively required, and therefore staff recommend Council re-endorse the creation of these committees.

1. Committee of Adjustment;
2. Joint Accessibility Advisory Committee (JAAC);
3. Lincoln Pelham Library Union Board; and
4. Livestock Valuer and Poundkeeper.

Advisory Committees

Advisory Committees regularly provide specialized and unique advice to Council. Staff recommend Council re-endorse the creation of the following advisory committees:

1. Pelham Finance and Audit Committee;
2. Pelham Seniors Advisory Committee;
3. Pelham Active Transportation Committee; and
4. Pelham Culture Advisory Committee (formerly known as the Pelham Art Committee).

Working Groups

Staff recommend Council establish Volunteer Working Groups to facilitate or execute a project, event or task. Staff recommend the following Working Groups be established by staff:

1. Pelham Summerfest Working Group;
2. MCC User Working Group;
3. Canada Day Working Group; and
4. Mayor Youth Working Group.

Having reviewed all advisory committees established during the 2018-2022 term of Council, staff recommend the following committees be discontinued, for the reasons outlined below:

Cannabis Control Committee

The Cannabis Control Committee has concluded its work and presented its final report to Council in August 2022. The majority of the legal/planning issues have either been decided or are in the hands of various courts and tribunals. Staff thank all former members of the CCC for their contribution to the community.

Community Beautification Committee

In lieu of a formal committee, staff recommend the Town of Pelham engage in a working relationship/partnership with the Garden Club within the Town. Staff have contacted and discussed this proposed relationship with the Garden Club and look forward to working with them.

MCC Hospitality Committee

This committee was originally established to assist the Town in understanding how to operate hospitality services. Since this time staff have become efficient at running and facilitating hospitality events and no longer require the aid of this committee. In addition, this committee has not met in over two years.

Municipal Heritage Advisory Committee

The role of a Heritage Advisory Committee is unclear in light of current proposed changes to the *Heritage Act*, and the changes to the development review process. Staff do not recommend proceeding with this committee, at this time. If it is the will of Council to investigate this opportunity, the issue could be revisited during the summer or fall of 2023. Planning Staff continue to routinely consider cultural heritage matters in their day-to-day work.

Pelham Thursday Night Experience Committee

Staff have advertised for this committee and have not received any applications to date. RCW staff have been directly providing this service to the community for several years without the assistance of a committee. Town staff feel confident in their abilities to continue successfully organize and execute Pelham's Thursday Nights.

Utility Sustainability Advisory Committee

The Utility Sustainability Advisory Committee has completed its work and saved the Town an immense amount of money in relation to the cost of hydro at the MCC. Furthermore, this committee has not met for over two years due to a loss of membership. During its operation there were many, if not a majority of meetings where staff outnumbered members of the public. Public Works and facilities staff will continue to investigate and implement money saving measures for utilities.

New Committee Proposal

One election issue that seemed to garner significant community support was the proposal to create an Agricultural Advisory Committee. It is noted by staff that the Town of Niagara-on-the-Lake and Haldimand County both have an Agricultural Advisory Committee. Such a committee could serve an important function as it focuses on an area and subject matter related to agricultural matters.

Two (2) Year Council Appointments to Advisory Committees

Historically, Members of Council are appointed to Advisory Committees for a four (4) year term, however staff recommend Members of Council be appointed for two (2) year terms. Staff are of the opinion this change will allow for increased succession planning, providing the Town's elected officials a more well-rounded experience and benefit the community. Additionally, should multiple Members of Council be interested in the same Advisory Committee, this option allows each a two (2) year appointment.

Financial Considerations:

None.

Alternatives Reviewed:

The establishment and creation of non-statutory Advisory Committees is solely done at the discretion of Council. Should Council wish to create a new Advisory Committee, such as an Agricultural Committee, Council may do so with a simple

amendment, which would need to be moved, seconded and carried. Staff would create draft Terms of Reference and provide to Council for approval.

Should Council wish to remove a suggested committee or re-establish one being suggested for removal Council may do so with a simple amendment, which would need to be moved, seconded and carried.

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

Restructuring how advisory committee are organized will build stronger communities and enhance the Town's events and festivals by promoting volunteerism and input.

Consultation:

SLT

Other Pertinent Reports/Attachments:

Report # 2022-0208 - 2022-2026 Advisory Committee Structure Recommendation

Draft Terms of Reference for Proposed Committees

Prepared and Recommended by:

Holly Willford, B.A.
Town Clerk

Prepared and Submitted by:

David Cribbs, BA, MA, JD, MPA
Chief Administrative Officer