

## Report to Council

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| <b>Report Title:</b>  | Committee of Council Review Information Session  |                     |            |
| <b>Prepared By:</b>   | Fiona Hamilton, Clerk  |                     |            |
| <b>Department:</b>    | Clerk's  |                     |            |
| <b>Date:</b>          | December 8, 2020   |                     |            |
| <b>Report Number:</b> | CLK2020-47   | <b>File Number:</b> | C11CL, C12 |
| <b>Attachments:</b>   | Summary of Recommendations for Specific Committees<br>Written Comments from Heritage Committee Chair |                     |            |

### Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number CLK2020-47 – Committee of Council Review Information Session, prepared by Fiona Hamilton, Clerk and in doing so approves the amended general recommendations for each committee to be implemented as of January 1, 2021 as follows:

- Size of Committees be reduced to a maximum of seven (7) members with the exception of grandfathering in existing members (using sub-committees for specific events or projects).
- Committee Appointment process be established to ensure fulfillment of mandate.
- Minimum attendance requirement established.
- Limit for Chair to act for one (1) term unless nominated/re-appointed.
- Clear Mandates and Terms of References.
- Set up meetings in eScribe software.

And further approves the following Committee specific recommendations:

**Canada Day Committee** – Dissolve;

**Cargill and District Community Fund** – staff continue to meet and explore governance structure with committee;

**Finance Committee** – Reconvened to consider the audited financial statement and budget with minutes to coming to Council;

**Brockton Child Care Centre** – review Terms of Reference for further consideration by Council beyond an advisory capacity;

**Walkerton Parks and Recreation** - Change name to Brockton Parks and Recreation Committee and create a Project Management Committee to assist with planning for a new arena facility;

**Walkerton Homecoming 2021** – proceed in 2021 with Committee dissolved upon presentation of final report to Council

**Walkerton Ice Pad Fundraising** – Dissolve;

**Brockton Environmental Advisory Committee** – Dissolve;

**Brockton Heritage Committee** – revised mandate of archives only and no consideration of library programming or facilities;

**Walkerton 2020** – Dissolve

And further approves establishing and recruiting for a Property Standards Committee and Accessibility Advisory Committee with an amended Committee Appointment By-Law coming forward.

## **Report:**

### **Background:**

On November 10, 2020 staff brought Report Number CLK2020-37, summarizing the Committees of Council, and outlining a number of recommendations for each Committee of Council based on recommendations within the Municipal Services Review and consultant with Committee members throughout 2020.

At the meeting, Council directed that staff host an additional electronic Information Session to obtain final feedback from Committee members on the recommendations presented in the Report.

Staff sent letters to each Committee member, including the general and specific recommendations for their Committee, and further included the Information Session details. Each Committee was notified about how to watch and/or participate in the meeting. Committee members were required to contact the Clerk to register to speak at the meeting by November 20, 2020 at Noon. The letter also stated that written comments would be accepted by the Clerk until December 4, 2020 at 10:00 a.m. and the feedback received would be brought forward for final consideration by Council at the December 8, 2020 Council Meeting.

On November 23, 2020 the Information Session was held on Zoom at 6:00 p.m. with five (5) Committee Members registered to participate and speak to the recommendations. Unfortunately, the Information Session ended prematurely due to technical difficulties, but staff called the remaining member of the public who wanted to participate. That particular individual expressed support for Council directing that a Committee Review be undertaken, and agreeing with the limit of seven (7) individuals to each Committee when existing members resigned to avoid problems establishing a quorum.

### **Analysis:**

Staff have updated the attached summary of recommendations to include the general recommendations for each Committee, and the comments/recommendations made at the November 10, 2020 Council Meeting, the November 23, 2020 Information Session, and written comments received until December 4, 2020.

At the November 10, 2020, Council made the following comments:

- That the recommended Project Management Team be tasked specifically with reviewing a new arena facility;
- That the name and mandate for the Recreation Committee be changed to the Brockton Parks and Recreation Committee;

- That the Finance Committee continue to meet and provide an advisory function prior to the presentation of the audited Financial Statements and the Budget, with minutes coming forward to Council;
- That the mandate of the Brockton Child Care Centre be amended to reflect its role as more than just an advisory Committee;
- Council also discussed the role of the former Transportation Committee and it was noted that the Bang the Table Engagement Website (Build Your Brockton) could fulfill this function as one of the tools allows residents to pin areas that need attention, even allowing them to upload photographs.

These changes have been incorporated into the table of specific recommendations for staff to begin implementing once accepted.

There were two Committees in particular that provided extensive comments on both the general and specific recommendations. The written submission from Ted Cobean, the Chair of the Heritage Committee who is resigning as Chair at the end of the year, has been included for Council's consideration. Two additional members of the Heritage Committee provided written confirmation of support for these recommendations for the Heritage Committee. In particular, the Committee felt that the Committee should meet a minimum of five times per year and that the Committee should have more than seven (7) members, although the use of sub-committees as an option was not referenced. The recommendations in the initial report also specified that the committees would still meet on an "as needed basis", such that the Chair could call a meeting to respond to a request from a potential donor.

Since the November 10, 2020 meeting, the Environmental Advisory Committee has also met to review the Terms of Reference. There were recently two resignations such that there are only three (3) members of the public on the Committee at this time, none of whom were willing to become the Chairperson. However, the three remaining members did endorse the existing Terms of Reference in place for that Committee, along with the recommendation to continue as a Committee of Council with strategic partnerships with other local organizations.

### Additional Committees

As stated in Report CLK2020-37, staff further mentioned additional committees that could be considered by Council in the future, including reconvening the Property Standards Committee, and establishing an Accessibility Advisory Committee. Staff are recommending that Council establish both these Committees.

### **Sustainability Checklist:**

What aspect of the Brockton Sustainable Strategic Plan does the content/recommendations in this report help advance?

- |   |     |
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| • Do the recommendations help move the Municipality closer to its Vision? | Yes |
| • Do the recommendations contribute to achieving Cultural Vibrancy?       | Yes |
| • Do the recommendations contribute to achieving Economic Prosperity?     | Yes |
| • Do the recommendations contribute to Environmental Integrity?           | N/A |
| • Do the recommendations contribute to the Social Equity?                 | Yes |

## **Financial Impacts/Source of Funding:**

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

The proposal to reduce some Committees and limit the frequency of meetings will result in direct cost savings by reducing staff overtime and allowing other administrative tools to be used to their maximum benefit.

### **Reviewed By:**



**Trish Serratore, Chief Financial Officer**

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### **Respectfully Submitted by:**



**Fiona Hamilton, Clerk**

### **Reviewed By:**



**Sonya Watson, Chief Administrative Officer**