

Report to Council

Report Title: 2018 – 2022 Council Term Committee Structure and Mandates

Prepared By: Fiona Hamilton, Clerk, Sonya Watson, CAO

Department: Council and Clerk

Date: December 3, 2018

Report Number: CLK2018-19 **File Number:** C11CL, C08GO, C12AP

Attachments: None.

Recommendation:

That the Council of the Municipality of Brockton hereby approve Report Number CLK2018-19 – 2018-2022 Council Term Committee Structure and Mandates, prepared by Fiona Hamilton, Clerk, and in doing so approves bringing forward the Consolidated Appointment By-Law to reflect the revisions proposed.

Report:

Background:

In late October staff circulated a memorandum to all 2014 – 2018 Council Committee Members, requesting that existing Committee Members interested in continuing to serve as a Member for the 2018 – 2022 Council Term submit a Letter of Interest for the Mayor Elect to review in considering the 2018 – 2022 Council Committee Appointments By-Law. Letters of interest were to be submitted to Human Resources Generalist Julie Farrell by Friday, November 9, 2018.

Based on the responses of existing 2014 – 2018 Committee members a number of vacancies on several Committees were identified and notice was circulated to advertise these Committee vacancies with an advertisement being placed in the Walkerton Herald Times, posts to municipal social media accounts, an alert and main page post on Brockton.ca, and a news item was sent to e-news subscribers. Unfortunately no responses were received from this call for volunteer committee members.

At the same time, a call for indications of interest was emailed to 2018 – 2022 Council Members who submitted a ranked list of committees they were interested in sitting on for the 2018 – 2022 Term. Mayor Peabody met with CAO Sonya Watson, Clerk Fiona Hamilton to review all of the submissions and to discuss the Committee Mandates, Structure and Appointments for the 2018 – 2022 Council Term.

While a thorough review of all Committees is proposed to take place by the CAO & Clerk in 2019 we have proposed some immediate changes now based on the lack of responses received as we recruit for new or confirm the return of existing members.

Feedback from committee members and staff identified several committees that are not fully active, or may not have sufficient business to function as a separate committee. As a result, it is being recommended that Council:

- a) reconsider the continuation of some committees and external appointments
- b) reconsider the mandates some committees which could result in eliminating a committee and transferring the mandate to another committee or department.

Analysis:

Reconsideration of Committees and Appointments

It is being recommended that Council consider the following:

Project Management Team

Committee Type	Advisory Committee
Description / Mandate	The Project Management Team was developed as an Advisory Committee of Council in 2012 to oversee the development of the Brockton Municipal Complex. After various Committee structures were reviewed the final structure is comprised all council members and five members from the public, with the CAO as a non-voting member.
Membership	Adams, Steve - Councillor Barrett, David Bell, Bill - Councillor Bushell, Mary Jane Dales, Brian Gieruszak, Dan - Deputy Mayor Inglis, David, ,Mayor Leifso, Dean, Councillor Oberle, Chris - Councillor Peabody, Chris - Councillor Weber, Randy
Recommended Action	Remove committee.
Reasoning	The Committee mandate was put on hold during the 2014-2018 term. Should a new mandate to look at a Community Recreation Facility or otherwise be established as a priority by the new Council new members should be recruited and considered by Council and Terms of Reference established at that time.

Saugeen River Trail Committee

Committee Type	Advisory Committee
Description / Mandate	The Committee advises and makes recommendations to Council on matters pertaining to the maintenance, development, and operations of the Rotary Saugeen River Trail in Walkerton.
Membership	Community volunteers with representation from the Saugeen Valley Conservation Authority, and the Walkerton Rotary Club, Walkerton Parks and Recreation Committee as well as the Municipal Landscape Gardener and Director of Recreation and Facilities.
Recommended Action	Transfer mandate to the Recreation Department.

Reasoning	The Committee meets once a year to tour local trails. The current structure does not allow for adequate reporting to Council as the Minutes would not be circulated and approved for inclusion in the Council Package until an entire year later. Staff from the Recreation Department could still arrange for a meeting and trails tour with the Walkerton Rotary Club and interested residents and make recommendations in a timely manner in the form of a Report to Council.
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Saugeen River Fishery Task Force Committee

Committee Type	Advisory Committee
Description / Mandate	This Committee is dedicated to conserving the river eco-system and its tributaries, as well as improving and promoting the river for the benefit of all users.
Membership	Sub-Committee of the Community Improvement Committee
Recommended Action	Transfer mandate to the Community Improvement Committee
Reasoning	The promotion and protection of the river already aligns with the priorities of the Community Improvement Committee, and would allow for greater integration with other projects.

Tree Committee

Committee Type	Advisory Committee
Description / Mandate	The mandate of the Tree Committee is to review the health and number of trees along the Saugeen River Trail.
Membership	The Tree Committee is comprised of a staff member from the Recreation Department, Committee Members and a representative from the Saugeen Valley Conservation Authority.
Recommended Action	Transfer mandate to the Recreation Department
Reasoning	The Committee meets once a year to view the state of the trees along the Saugeen River Trail in Walkerton. The current structure does not allow for adequate reporting to Council as the Minutes would not be circulated and approved for inclusion in the Council Package until an entire year later. Staff from the Recreation Department could still arrange for a meeting and trails tour with the Saugeen Valley Conservation Authority and interested residents and make recommendations in a timely manner in the form of a Report to Council.

Dog Park Committee

Committee Type	Ad Hoc Committee
Description / Mandate	To review and consider potential locations for a Dog Park in Brockton
Membership	Amburn, Lauren Brandt, Christine Brandt, Mark Hudson, Vanessa Lang, James Maus, Bryn

	Moore, Don Plantz, Jill Sutherland, Deb Wagner, Mike Brockton Recreation/Wellness Programmer
Recommended Action	Transfer mandate to Walkerton Parks and Recreation Committee.
Reasoning	Over the course of their mandate, the Committee identified several potential locations for a Dog Park in Walkerton however for a number of reasons these locations did not end up being suitable. Only two of the existing members indicated interest in returning to the Committee and it is the Mayor's recommendation that the mandate of this Committee be transferred to the Walkerton Parks and Recreation Committee who would work with staff to identify a suitable location for a Dog Park in Walkerton.

Grey Bruce Sound and Lighting

Committee Type	Liaison Committee
Description / Mandate	The Grey Bruce Sound and Lighting Committee is a Recreation Advisory Committee of Brockton Council. This volunteer committee was established as a collaborative effort of interested community volunteers dedicated to enhancing the opportunities to showcase local artists' talents, while assisting non-profit organization and clubs with the necessary light and sound equipment for efficient and sustainable presentations, special events, and performances. Realizing the need for local availability of the equipment, this committee assists non-profit groups in meeting their mandates and fundraising efforts in the community. This equipment is not considered a municipal asset. The Committee successfully managed a Trillium Grant Funding opportunity to realize the goals of the Committee. The Municipality of Brockton manages the finances for the committee only.
	Barrett, Dave Graham, Bruce Wall, Brian Withrow, Kerry Brockton Director of Operations Brockton Chief Financial Officer
Recommended Action	Remove Committee
Reasoning	A Committee of Council is not required to manage the rental of the equipment and the equipment has been relocated and two private individuals who initiated the group are managing the rentals. A letter has been received regarding the remaining funds from the Trillium and rentals and a report from the Treasurer will follow regarding the appropriate disbursement of funds.

Please note that the Appointments for the Emergency Management Committee will be removed from the Committee Appointments By-Law as they are contained in the more specific By-Law 2018-089 - Emergency Management By-Law passed on November 19, 2018.

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? | Yes |
| • 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

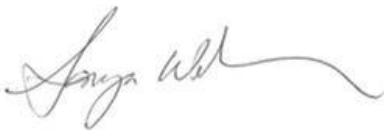
Staff are of the opinion that the recommendations made above will result in more frequent report to Council for more effective decision-making.

Respectfully Submitted by:



Fiona Hamilton, Clerk

Reviewed By:



Sonya Watson, Chief Administrative Officer