



CORPORATE SERVICES *Staff Report*

REPORT NO: COR-2024-51

TO: Council

SUBMITTED BY: Greg Clark, Acting CAO & Director of Corporate Services / CFO

PREPARED BY: Kaitlin Bos, Supervisor of Legislative Services / Deputy Clerk

REVIEWED BY: Greg Clark, Acting CAO & Director of Corporate Services / CFO

DATE: October 21, 2024

SUBJECT: Extension of Heritage Wilmot and Castle Kilbride Advisory Committee Term

RECOMMENDATION:

THAT Report COR 2024-51 Citizen Advisory Committee Appointments 2024 be received; and,

THAT the term of the Heritage Wilmot and Castle Kilbride Advisory Committee members be extended to December 31, 2026; and further,

THAT the Deputy Clerk be directed to proceed with the mid-term recruitment as outlined in COR-2024-51.

SUMMARY:

The purpose of this report is to recommend the re-appointment of citizens for the term of January 1, 2025 to December 31, 2026 to the Heritage Wilmot and Castle Kilbride Advisory Committee.

BACKGROUND:

As a municipal best practice, after every municipal election, appointments to advisory and quasi-judicial committees take place. On February 27, 2023 Council adopted a Committee Governance Policy (hereafter "the Policy"). The Policy provides Council and staff with an operational framework for the requirements for advisory and quasi-judicial committees of Council. Furthermore, the policy provides a framework for the recruiting and making appointments to

Committees in accordance with the following Guiding Principles to help ensure the integrity of the process overall:

- Rights of Council members to be fully involved in the appointment process;
- Openness and transparency concerning the process;
- Accessibility to enable qualified applicants to apply and serve;
- Good representation of qualified applicants who can contribute constructively and effectively to committee work;
- Equity and diversity to ensure Committees are representative, as much as possible, of the community they serve;
- Fairness in the treatment of all applicants; and,
- Consistency of the process to uphold fairness.

In accordance with the Council approved Policy, the Legislative Services division coordinated a recruitment for citizen members of the Township's advisory and quasi-judicial committees (namely the Committee of Adjustment, Heritage Wilmot and Castle Kilbride Advisory Committee, Property Standards Appeal Committee and the Dangerous Dog Designation Appeal Committee).

The recruitment period ran from March 31 to May 1, 2023, and was advertised through various channels including:

- Posters in Community Centres, libraries, the Wilmot Recreation Complex, Administration Complex, post offices, and grocery stores.
- Social media posts on Facebook, Twitter and LinkedIn
- Digital signage
- Emails to current committee members
- Direct calls
- Advertisements on the Township website landing page

At the same meeting, Council approved the merger of the Heritage Wilmot and Castle Kilbride Advisory Committees into the Heritage Wilmot and Castle Kilbride Advisory Committee (HCAC).

At the May 8, 2023 Regular Council Meeting Council appointed individuals to various advisory and quasi-judicial committees Overall, 21 applications were received for 20 committee positions. The HCAC was the 1st preference for 8 of the 21 applicants.

REPORT:

The HCAC members appointments are set to expire on December 31, 2024. Staff from Legislative Services, Development Services and Castle Kilbride have met to discuss the expiration of the term of the committee. Discussion was had around the low participation rate in the previous recruitment process and the current projects underway by the advisory committee. Staff believe that it would be advantageous to allow the current membership the opportunity to continue with an additional two-year term. This term will then align with the term of Council, and the quasi-judicial committees.

Staff reached out to existing members to gauge interest in their continuing with the committee for an additional two years. Of the ten existing members and one councillor, four members and Councillor Cressman have expressed interest in continuing with the committee.

To ensure opportunities for continued community involvement in Heritage and Castle matters and to ensure sufficient numbers when there are member absences, Legislative Services staff propose a mid-term recruitment process to fill any citizen member vacancies.

Recruitment Timeline

Should Council choose to proceed with the mid-term recruitment to fill the vacancies on the HCAC, the Deputy Clerk will facilitate the appointment process, in accordance with the Committee Governance Policy, and the terms of reference. The following timelines are anticipated for the recruitment process:

Monday, October 28, 2024 – Application form available at wilmot.ca

Monday, November 25, 2024 – Application submission deadline

Monday, December 16, 2024 – Council appointment of new members to the HCAC at Regular Council Meeting

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Arts, Culture and Heritage

FINANCIAL CONSIDERATIONS:

None.

ATTACHMENTS:

Attachment 1- Heritage Wilmot and Castle Kilbride Advisory Committee Terms of Reference