

Staff Report



To	City Council
Service Area	Corporate Services
Date	Tuesday, December 6, 2022
Subject	2022-2026 Council Appointments

Recommendation

Audit

1. That Councillor _____ be appointed as the Committee of the Whole Audit Services chair for a term ending November 15, 2024.
2. That Councillor _____ be appointed as the Committee of the Whole Audit Services vice-chair for a term ending November 15, 2024.

Corporate Services

3. That Councillor _____ be appointed as the Committee of the Whole Corporate Services chair for a term ending November 15, 2024.
4. That Councillor _____ be appointed as the Committee of the Whole Corporate Services vice-chair for a term ending November 15, 2024.

Infrastructure, Development and Enterprise

5. That Councillor _____ be appointed as the Committee of the Whole Infrastructure, Development and Enterprise Services chair for a term ending November 15, 2024.
6. That Councillor _____ be appointed as the Committee of the Whole Infrastructure, Development and Enterprise Services vice-chair for a term ending November 15, 2024.

Public Services

7. That Councillor _____ be appointed as the Committee of the Whole Public Services chair for a term ending November 15, 2024.
8. That Councillor _____ be appointed as the Committee of the Whole Public Services vice-chair for a term ending November 15, 2024.

Art Gallery of Guelph Board of Trustees (one Council member; up to term of Council)

9. That Councillor _____ be appointed to the Art Gallery of Guelph Board of Trustees for a term ending November 15, 2026.

Board of Trustees of the Elliott (Mayor or designate, three-year term)

10. That _____ be appointed to the Board of Trustees of The Elliott for a term ending November 15, 2025.

Business License Appeals Committee

11. That _____, _____, _____, _____, and _____ be appointed to the Business License Appeals Committee for a term ending November 15, 2022.

Committee of Management for The Elliott

12. That the composition of the Committee of Management for The Elliott be amended to include the service area vice-chairs for Corporate Services, Public Services, Infrastructure, Development and Enterprise Services, Governance and Audit, the service area chair of Public Services, and the Council appointee to the Board of Trustees of the Elliott.

Downtown Guelph Business Association Board of Directors (one Council member from wards 2 or 3 and one Council member from wards 1, 4, 5 or 6; term of Council)

13. That Councillors _____ and _____ be appointed to the Downtown Guelph Business Association Board of Directors for a term ending November 15, 2026.

Grand River Conservation Authority (two Council members; up to term of Council)

14. That Councillors _____ and _____ be appointed to the Grand River Conservation Authority for a term ending November 15, 2026.

Guelph Police Services Board (Mayor or designate and one Council member; up to term of Council)

15. That _____ and Councillor _____ be appointed to the Guelph Police Services Board for a term ending November 15, 2026.

Guelph Public Library Board (one Council member; term of Council)

16. That Councillor _____ be appointed to the Guelph Public Library Board for a term ending November 15, 2026.

Well Interference Committee (three Council members; up to term of Council)

17. That Councillors _____, _____ and _____ be appointed to the Well Interference Committee for a term ending November 15, 2026.

Wellington-Dufferin-Guelph Public Health Board of Health (three Council members; up to term of Council)

18. That Councillors _____, _____ and _____ be appointed to the Wellington-Dufferin-Guelph Public Health Board of Health for a term ending November 15, 2026.

Executive Summary

Purpose of Report

To appoint members of Council to various committees, local boards, and commissions and to appoint Committee of the Whole Service Area chairs and vice-chairs.

Key Findings

As stipulated in the City's Procedural By-law, appointments of members of Council shall be made to committees, local boards, commissions, and Committee of the Whole service area chairs and vice-chairs.

New regulations under the [Fixing Long-Term Care Act, 2021](#) require Committee of Management of The Elliott members to produce current and valid criminal records checks, as well as a signed declaration disclosing any offences or acts of misconduct under a number of other provincial acts. Given these new requirements, it is recommended that the Committee of Management of The Elliott become a seven-member body.

Strategic Plan Alignment

This report supports the Strategic Plan – Working Together for our Future priority, by improving how the City communicates with residents and delivers services.

In addition, advisory committees, local boards, and commissions are an important community engagement tool. Ensuring that appointments are made to these groups enables them to continue their work.

Financial Implications

None.

Report

Appointment Process

Members of Council provide their appointment preferences, in advance of the relevant City Council meeting, to the City Clerk. The City Clerk shares those preferences with all of City Council prior to the appointment meeting. Council appointments are made in accordance with the procedures set out in [Striking Committee – Council Appointment Procedure](#).

Appointments

The terms of office for committees, local boards and commissions have been recommended based upon applicable legislation, by-laws or policies as noted below.

Art Gallery of Guelph Board of Trustees

Meetings: twice a year (May/June and October/November).

The term of office is up to the full term of Council as per the [Art Gallery of Guelph Act, 2014](#).

This board governs the affairs of the Art Gallery of Guelph with regard to its mission, policy, financial management, facilities and governance. The liaison for this board is the General Manager of Culture and Recreation.

Board of Trustees of The Elliott

Meetings: the last Thursday of the month (except July and August) at 6:00 p.m.

The term of office is set at three years as per [The Elliott Act, 2002](#).

This board provides strategic direction, evaluation of The Elliott Community's financial and performance reports and supports the organization toward achieving its goals. Trustees are also required to advise and ensure legislative compliance of the organization and their reporting procedures. The liaison for this board is the Chief Executive Officer of The Elliott Community.

Business License Appeals Committee

Meetings: only when appeals are filed.

The term of office is set as the term of Council as per By-law (2021) – 20649.

The Business License Appeals Committee is comprised of five members of City Council appointed by City Council. The Business License By-law establishes a right to appeal when the City has refused to issue a business license. The Procedural By-law establishes a Business License Appeals Committee to hear the appeals.

Committee of Management for The Elliott

Meetings: at least once per quarter, the timing of such meetings are to be determined by the Committee of Management in consultation with the Board of Trustees.

The term of office is set in accordance with By-law (2021) – 20591.

Pursuant to the [Fixing Long-Term Care Act, 2021](#), the City has created the Committee of Management for The Elliott Long-Term Care Residence. The Committee is composed of all members of Council. The Committee of Management is authorized to make the decisions and give the directions necessary to fulfill the duty of care set out in legislation. The Committee of Management shall comply and exercise the duties as stated in By-law (2021) – 20591.

New requirements under the Province's [Fixing Long-Term Care Act, 2021](#) require that all members of The Committee of Management for The Elliott provide a copy of a current and valid criminal records check, as well as a signed declaration disclosing any offences or acts of misconduct under a number of other provincial acts. Because of this more onerous process, it is recommended that the Committee of Management become a seven-member body. Once appointed, more information about requirements for compliance will be provided to the members of the Committee of Management.

Staff are recommending that the composition of the Committee of Management for The Elliott be amended to include the service area vice-chairs for Corporate Services, Public Services, Infrastructure, Development and Enterprise Services, Governance and Audit, the service area chair of Public Services, and the Council appointee to the Board of Trustees of the Elliott.

Downtown Guelph Business Association Board of Directors

Meetings: the third Tuesday of the month at 5:00 p.m.

The term of office is set as the term of Council as per By-law (2014)-19694.

The Downtown Guelph Business Association Board of Directors ensures that downtown is a vibrant urban center for the community and remains the Community's civic, cultural, social and economic center. It also improves business through the creation of a unique environment downtown and the promotion and advertising of the varied businesses. The liaison is the Executive Director, Downtown Guelph Business Association.

Grand River Conservation Authority

Meetings: the morning of the first Friday of the month.

The term of office is set as up to four years as per Grand River Conservation Authority (GRCA) By-law 01-2018.

The GRCA establishes and undertakes, in the area over which it has jurisdiction, a program designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals. The liaison is the Secretary Treasurer of the Grand River Conservation Authority.

Guelph Police Services Board

Meetings: the third Thursday of the month at 1:00 p.m. for closed meetings and 2:30 p.m. for open meetings (no meetings in August; various special meetings as required).

The term of office is set as up to the full term of Council as per the [Police Services Act, 1990](#).

The Guelph Police Services Board governs the municipal police services and is responsible for overseeing the budget, setting policy and other administrative tasks. Applicants should be able to commit a minimum of 20 hours per month to board duties. Experience in policy making and budgeting, contract negotiation, volunteer work in community organizations, good written and verbal communication skills and previous experience on boards or committees would be considered assets. The liaison for this board is the Executive Assistant, Guelph Police Services Board.

Guelph Public Library Board of Directors

Meetings: the third Tuesday of the month (except July and August) at 5:30 p.m.

The term of office is set as the term of Council as per the [Public Libraries Act, 1990](#).

This Guelph Public Library Board of Directors seeks to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs. The liaison for this board is the Guelph Public Library's Chief Executive Officer.

Well Interference Committee

Meetings: as required upon receipt of a well interference appeal.

The term of office is subject to Council's discretion up to the term of Council.

The Well Interference Committee shall review any received appeals of a well interference complaint and determine a course of action. The liaison for this committee is the General Manager, Environmental Services.

Wellington-Dufferin-Guelph Public Health Board of Health

Meetings: the first Wednesday of the month (except July, August, October and January) at 2:00 p.m.

The term of office is up to the term of Council as per the [Health Protection and Promotions Act, 1990](#).

The Board of Health superintends, provides or ensures the provision of communicable disease control, community sanitation, preventative dentistry, family health, nutrition, health education as regulated by the [Health Protection and Promotion Act, 1990](#); the [Immunization of School Pupils Act, 1990](#); the [Health Insurance Act, 1990](#); the [Child, Youth and Family Services Act, 2017](#), and the [Environmental Protection Act, 1990](#).

The Board of Health reports to the applicable Minister for operational issues. The board reports to the appropriate Minister for all cost-shared programs and member municipalities.

The liaison is the Executive Assistant of Wellington-Dufferin-Guelph Public Health.

Please note that all meeting times and days are subject to change.

Financial Implications

None.

Consultations

Staff from the various departments overseeing the advisory committees, local boards and commissions were consulted.

Attachments

None.

Departmental Approval

Dylan McMahon, Manager, Legislative Services/Deputy City Clerk

Report Author

Elizabeth Barber, Board and Committee Coordinator

This report was approved by:

Stephen O'Brien
General Manager, City Clerk's Office, City Clerk
Corporate Services
519-822-1260 extension 5644
stephen.obrien@guelph.ca

This report was recommended by:

Trevor Lee
Deputy Chief Administrative Officer
Corporate Services
519-822-1260 extension 2281
trevor.lee@guelph.ca