

## **Report to Council**

**Date:** 3/24/2025  
**From:** Julia McCaugherty-Jansman, Clerk  
**Re:** Committees of Council – Final Revised Structure Report

### **RECOMMENDATION**

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the report regarding the final revised structure of Committees of Council;  
AND THAT Council approves the recommendations as included in the report for the structure of Committees and approves and enacts all attached By-laws as presented.

### **BACKGROUND**

Options for a revised Committee structure have been previously brought to the Committee of the Whole on February 10<sup>th</sup> and March 10<sup>th</sup> for consideration and discussion. Based on these discussions, staff have developed the final revised structure for Council to decide upon as presented in this report.

### **ANALYSIS**

Included below are the recommended options for Council to consider. The final recommendation is located within the Conclusion of the report.

#### **Citizen Appointment Policy**

This was originally brought to the Committee of the Whole on February 10<sup>th</sup>. The purpose of this policy is to establish a standard guideline for calling and receiving applications for public appointments, the process for reviewing applications, and a process for selecting individuals to serve on Committees and Boards. It will ensure consistency for staff going forward and with each new Term of Council and for public awareness on the process.

The draft By-law to adopt the Policy is attached as Schedule “A” and is recommended for approval.

#### **Creation of New Committees**

The draft Terms of Reference for the Recreation Advisory Committee, Waste, Recycling & Environmental Advisory Committee, and the Municipal Heritage Committee were brought to Committee of the Whole on February 10<sup>th</sup>. There seemed to be no opposition to the structure of these committees, so the final draft By-laws to establish the Committees and adopt the Terms of Reference for each Committee is attached to this report as Schedules B, C and D. They are recommended for approval.

## **Transition of Planning Matters to Council Jurisdiction**

Staff have recommended that all Planning matters be transitioned to Council jurisdiction to ensure consistency with Planning decisions with continuous changes to the *Planning Act*. This allows the process to remain open to the public, but all coming to Council for final approvals. This will result in the dissolution of the current Committee of Adjustment.

The current Property Standards Committee will remain in place until the Property Standards By-law is brought back to Council for final consideration and decision.

## **Creation of Community Coalition**

Feedback from the Committee of the Whole resulted in the discussion of maintaining an opportunity for members of the public to participate in the overall planning of the community, outside of land-use planning. The purpose of the coalition would be to advise Council concerning community enhancement and development matters in an attempt to enhance the Village's position as a welcoming and inclusive location. This would initially be spearheaded by the CAO, with the scheduling of meetings endorsed by the members of the coalition.

The draft mandate for the Community Coalition is attached in the March 24<sup>th</sup> agenda as well for final approval.

## **Meeting Schedule, Times and Staff Liaisons**

### **1. Schedules**

Feedback from Committee of the Whole resulted in the desire to see monthly meetings as opposed to bi-monthly. In order to maintain consistent reporting to Council and satisfy this request, staff have revised the Terms of Reference to state that the Committees will meet monthly. Once the Committees are formulated, then a consistent day of the month can be chosen by each Committee for meetings (ie. 1<sup>st</sup> Tuesday of every month, for example).

### **2. Staff Liaisons**

It seemed to be the consensus of the Committee of the Whole that a staff liaison be assigned to Committees for agenda distribution, minute-taking and reporting purposes.

The following staff assignments are recommended by staff:

- Recreation Advisory Committee – Administrative Assistant, Public Works
- Recycling, Waste & Environmental Advisory Committee – Administrative Assistant, Public Works
- Municipal Heritage Committee – Clerk

### **3. Meeting Times**

The recommended start time for Committee meetings is 3:00 p.m.

The meeting times are a final decision of Council and can be amended within the approval of this report and its recommendations.

Whichever option is chosen, it can be evaluated for the first year and can always be changed by Council.

As part of the administrative housekeeping of this process, various by-laws for previous Committees remain in place and will need to be repealed. This includes:

<b>By-law Number</b>	<b>Committee</b>
26-2019	Committee of Adjustment
37-2019	Recreation Health and Wellness Advisory Committee
38-2019	Community Development Advisory Committee
39-2019	Environment Advisory Committee
40-2019	Agricultural Advisory Committee
41-2019	Heritage Advisory Committee
16-2020	Planning Advisory Committee

### **BUDGET/LEGAL IMPLICATIONS**

The only budget implication/impact would be the cost of overtime and time-in-lieu accumulated by staff liaisons at every meeting should Council ever be in favour of evening Committee meetings.

### **CONCLUSION**

With the proposed revisions, if approved by Council, the final committee and board structure would look like the following:

- Recreation Advisory Committee
- Waste, Recycling & Environmental Advisory Committee
- Municipal Heritage Committee
- Blockhouse Museum Municipal Services Board
- Merrickville Public Library Board
- North Grenville and Merrickville-Wolford Detachment Board

Council always has the option to make changes to the proposed final recommendation as included below in this report.

### **Final Recommendation:**

*THAT Council give First, Second, Third and Final Reading to By-law 19-2025, being a By-law to adopt a Citizen Appointment Policy and that authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Number 19-2025;*

*AND THAT Council give First, Second, Third and Final Reading to By-laws 20-2025, 21-2025 and 22-2025, and that authorization be given to the Mayor and Clerk to sign, seal and place in the By-law Book for the Municipality By-law Numbers 20-2025, 21-2025 and 22-2025 to establish the following Committees and their Terms of References:*

- *Recreation Advisory Committee;*
- *Waste, Recycling & Environmental Advisory Committee;*
- *Municipal Heritage Committee;*

*AND THAT Council dissolve the following current Committees;*

- *Heritage & Planning Advisory Committee;*
- *Community Wellness & Environmental Advisory Committee;*
- *Committee of Adjustment;*

*AND THAT Council repeal By-laws 26-2019, 37-2019, 38-2019, 39-2019, 40-2019, 41-2019, and 16-2020;*

*AND THAT Council direct staff to recruit members of the public for the newly established Committees in accordance with their Terms of Reference effective immediately with an implementation and appointment process targeted for May/June 2025.*

#### ATTACHMENTS

Schedule "A" – Draft By-law 19-2025: Adopt a Citizen Appointment Policy

Schedule "B" – Draft By-law 20-2025: Establish a Recreation Advisory Committee

Schedule "C" – Draft By-law 21-2025: Establish a Recycling, Waste & Environmental Advisory Committee

Schedule "D" – Draft By-law 22-2025: Establish a Municipal Heritage Committee

Submitted by:

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Julia McCaugherty-Jansman, Clerk

Approved by:

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Darlene Plumley, CAO