

## Staff Report

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<b>Report To:</b>	<b>General Government Committee</b>		
<b>Date of Meeting:</b>	January 9, 2023	<b>Report Number:</b>	LGS-003-23
<b>Submitted By:</b>	Rob Maciver, Deputy CAO/Solicitor		
<b>Reviewed By:</b>	Mary-Anne Dempster, CAO	<b>Resolution#:</b>	
<b>File Number:</b>		<b>By-law Number:</b>	
<b>Report Subject:</b>	Appointments to Various Boards and Committees		

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### Recommendations:

1. That Report LGS-003-23 and any related communication items, be received;
2. That the Terms of Reference for the Accessibility Advisory Committee, as outlined in Section 1.3 to 1.5, updating the frequency of meetings and selection of a Secretary, be approved;
3. That the appointment of a Municipal Liaison to the Bethesda House Board be discontinued;
4. That Staff be directed to prepare a by-law amendment to By-law 2008-037 to change the Terms of Reference for the Newcastle Memorial Arena Board to change the number of Members of Council from two to one;
5. That Staff be directed to prepare a by-law amendment to By-law 2014-094 to change the Terms of Reference for the Newcastle Village Community Hall Board to change the number of Members of Council from two to one, that being EITHER the Ward 4 Local Councillor or the Regional Councillor for Wards 3 and 4;
6. That Staff be directed to prepare a by-law amendment to By-law 2008-038 to change the Terms of Reference for the Solina Town Hall Board to change the number of Members of Council from two to one;
7. That the Terms of Reference for the Task Force on Affordable Housing be amended to change the minimum Council representation from “two” to “one” and to replace the words “The Task Force will generally meet monthly” to “The Task Force will generally meeting quarterly”;
8. That the Terms of Reference for the Tourism Advisory Committee be amended to remove the Member of Council as part of the composition;

9. That the Committee consider the applications for appointments to the various Boards and Committees, and that the vote be conducted to appoint the citizen representatives, in accordance with the Appointment to Boards and Committees Policy;
10. That Staff be authorized to advertise for any remaining vacancies; and
11. That all interested parties listed in Report LGS-003-23 and any delegations be advised of Council's decision.

## Report Overview

This report is intended to provide background information, regarding the vacancies on various boards and committees to assist in the appointment process.

# 1. Review of Boards & Committees

## General

- 1.1 With the start of the new Council term, Staff have evaluated the current Boards and Advisory Committees in an effort to identify opportunities for efficiencies.

## Accessibility Advisory Committee Terms of Reference Review

- 1.2 The Accessibility Advisory Committee's Terms of Reference state that the Committee must meet on the first Wednesday of the month or at the call of the Chair. Having the Committee meet monthly was more than the requirement and not providing a lot of value. Changing the frequency of meetings would also reduce the commitment of the Council member. The Site Plan Review Subcommittee will remain unchanged.
- 1.3 Staff are recommending the following amendment to the Terms of Reference:
- “The Committee will meet once per quarter or at the call of the Chair. Exceptions may include:
- July and August
  - During a regular municipal election, where meetings may be cancelled in the last quarter of the year
  - Where a quorum is not reached, and
  - When circumstances warrant special consideration”.
- 1.4 The Committee's Terms of Reference state that they shall select a chair and vice-chair among its members. Currently, there is no selection of a secretary. At each meeting, the Staff Liaison seeks a volunteer each meeting to complete the minutes. The majority of the time, the Staff Liaison completes the duties of the secretary, which makes it challenging to capture the minutes when steering the conversation, answering questions, and/or sharing documents.

- 1.5 Staff are recommending the following addition to the Terms of Reference:

“The Committee shall select a recording secretary at the first meeting. Duties of the secretary shall include the taking of meeting minutes and providing these minutes to the Staff Liaison for review before submitting the minutes to the Clerk for Council’s information”.

**Agricultural Advisory Committee**

- 1.6 Staff have reviewed this Committee and recommend that one Council representative remain. Additionally, the Terms of Reference state that “the Agricultural Advisory Committee shall determine the location and frequency of meetings.” Currently they meet monthly on the second Thursday of every month at 7:30 pm. Staff are recommending that they meet quarterly. No changes are required to the Terms of Reference.

**Bethesda House Municipal Liaison Review**

- 1.7 The appointment of the Bethesda House Member of Council arose in 2002 as a request from the Chair for a Municipal Liaison.
- 1.8 Staff have contacted Bethesda House for their input and found the following:
- The Member of Council is not a Board Director and does not have voting rights.
  - The Member is usually invited to attend one board meeting a year but is welcome to ask to attend other meetings if there is information/questions.
  - Bethesda House has asked, several times over the years, for a role description. In the absence of a role description, they have informally developed their own. They see the member as a supporter of the organization; someone who will attend their events; will speak up on behalf of the organization if needed; and will check in to see if anything is needed.
  - They were under the impression that the appointment of a Municipal Liaison was a municipal program to support charities. In reality this is the only instance of a “Municipal Liaison” with a charity.
  - Bethesda House understands that Members of Council have limited time resources and they don’t see an overwhelming problem with not having a Municipal Liaison.
  - Bethesda House believes that they currently have a “very good, and open relationship with the Municipality”. Bethesda House would welcome safeguards/processes to ensure a continued good relationship.

- 1.9 Staff are recommending the discontinuation of a Municipal Liaison to Bethesda House. To address Bethesda House' note on a continued relationship, Staff are suggesting:
- That Bethesda House be invited to provide an annual report/update, either in person or in writing, to a General Government Committee meeting. This could be done at any time of the year that is convenient for the Board.
  - Regular communications from Bethesda House to Members of Council to advising of upcoming events. This communication could also include our Communications Division so that they could support the events via social media.
  - Continue to include Bethesda House on the Clarington Connection Newsletter organization group.
  - Proactive check-ins from Clarington's Communications Division with Bethesda House to [in the words of Jaki Mackinnon, Executive Director] "see if there is any way consistent communication linkages can connect the community leaders, the people who work at the Municipality, and the charities that contributed to the community".

#### **Bowmanville Santa Claus Parade Committee**

- 1.10 Staff reviewed the Bowmanville Santa Claus Parade Committee from the standpoint of whether it needs to remain a Committee of Council and whether a Member of Council needs to be included. [Report CLD-21-04](#) established this as a Committee of Council arising out of the Committee's need for insurance coverage. The report makes it clear that the insurance carrier would cover them if, among other things, it was a Committee of Council and a Member of Council sits on it. Additionally, this allows the Parade Committee to issue tax receipts.

Staff have confirmed with the insurance company that these conditions need to remain in place, therefore staff are recommending no change at this time.

#### **Clarington Active Transportation**

- 1.11 Staff have reviewed this Committee and recommend that one Council representative remain.

#### **Clarington Heritage Committee**

- 1.12 Staff have reviewed this Committee and recommend that one Council representative remain. Additionally, the Terms of Reference state that "the Clarington Heritage Committee shall determine the location and frequency of meetings." Currently they meet monthly on the third Tuesday of the month (unless there is a Special Meeting), except July, August or December. Staff are recommending that they meet quarterly. No changes are required to the Terms of Reference.

### **Committee of Adjustment**

- 1.13 The Committee of Adjustment is driven by applications and legislated timeframes, therefore Staff don't recommend any changes at this time.

### **Diversity Advisory Committee Review**

- 1.14 Staff are recommending the continuance of the Diversity Advisory Committee (DAC). Until the Staff team is more representative of our community, the DAC has been invaluable in providing guidance on some key sensitive discrimination/racism and inclusion issues. Some of the Committee's accomplishments include a Land Acknowledgement Statement, contributing to the Inclusive Spaces Policy, developing holidays, and recognition calendars, and assisting in hosting community events to support diverse celebrations. Their future work plan will continue and will provide valuable input to the development of an Anti-Racism/Anti-Discrimination strategy.

### **Samuel Wilmot Nature Area Management Advisory Committee (SWNAMAC)**

- 1.15 Staff recommend the continuation of this SWNAMAC. Members include volunteers, a Member of Council, Clarington Staff, and Conservation authorities and are very engaged with the preservation and enhancement of the Nature Area and the surrounding environment. Naturalist efforts include watershed protection, pollinator plantings, butterfly conservation, and birdhouse installations. Volunteers on the Committee are predominantly local residents that have a mandate of improving access and creating a connection between the lands, the local community, and for visitors to the area. The Samuel Wilmot Nature Area is supported by funding from Municipal Budgets, fundraisers, and grants through Ontario Power Generation (OPG).

### **Task Force on Affordable Housing**

- 1.16 The current composition is:
- “a maximum of 14 voting members including at least 2, but not more than 3, members of Council. A maximum of 11 citizen members may be appointed. Citizen appointments should represent a broad range of interests in the community.”
- 1.17 Staff have reviewed the Committee composition and recommend changing the minimum number of Members of Council from “two” to “one”.
- 1.18 Additionally, the Terms of Reference state that “the Task Force will generally meet monthly. Additional meetings may be required based on the work of the Task Force.”. Staff are recommending that they meet quarterly. Therefore a change to the Terms of Reference is required and noted in this report's recommendations.

### **Tourism Advisory Committee**

- 1.19 Staff have reviewed the Committee composition and advised that a Member of Council is not required. As we are moving toward an in-house model for Economic Development, the value of this committee will be reviewed and reconsidered at that time.

**Municipal Services Boards (Newcastle Town Hall, Newcastle Arena Board, Solina Community Hall, and Tyrone Community Hall Board)**

- 1.20 Staff have reviewed the Member of Council requirements on the boards and advised that the majority of Boards do not have the Council representation. Staff have clear lines of communication and are quick to respond to any concerns that may arise. Most requests received are of a repair and maintenance nature and do not wait to receive the requests through a Member of Council. Staff advised that they would support a reduction in Council representation.
- 1.21 Clarington currently has four “Municipal Services Boards” (MSBs) which were created in 2008 and replaced the former “Community Centre Boards”: Newcastle Memorial Arena Board; Solina Hall Board; Tyrone Hall Board; and Newcastle Community Hall Board.
- 1.22 In the recommendation section of this report, Staff have included recommendations for reductions in the number of Council representatives for the MSBs (excluding Tyrone which only has the single Member of Council). Council will need to choose whether to change the terms of reference to appoint either the Ward 4 Local Councillor or the Regional Councillor for Wards 3 and 4.

## **2. Background, Advertising, and Applications for Appointments**

- 2.1 Most of the Municipality of Clarington Board and Committee members’ terms expire with the term of Council.
- 2.2 Staff placed an advertisement in local papers and on the Municipality’s website, [www.clarington.net/Committees](http://www.clarington.net/Committees).
- 2.3 In an effort to extend the reach of our advertisements for vacancies, Staff created a profile on the [www.claringtonvolunteers.ca](http://www.claringtonvolunteers.ca) website. Vacancies for the Boards and Committee’s were listed on the Clarington Volunteers website.
- 2.4 The description of all committees, including terms of reference, history, and minutes are located [www.clarington.net/committees](http://www.clarington.net/committees).

## **3. List of Applicants**

- 3.1 In accordance with the “Appointment to Boards and Committees Policy”, a confidential application package has been attached at the front of the applications.
- 3.2 Please note that an asterisk after the applicant’s name indicates that the person is presently a member of the Board or Committee.
- 3.3 “Late” following the name indicates the application was received past the deadline of December 2, 2022, at 2:00 p.m.
- 3.4 A space has been left to indicate the necessary Council representative appointments.

3.5 Below is a listing of the various Boards and Committees and applicable information:

a. **Accessibility Advisory Committee**  
**(7 to 10 members of which the majority of the Committee members shall be persons with disabilities; and 1 Council Representative)**

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- Keith Brettell
- Sheikh Hossain - Late
- Beatrice Kraayenhof
- Hawa Mire
- Lesley Scherer
- Sanja Wirch

**NOTE:** There are three vacant positions remaining.

Council Rep: XX

b. **Agricultural Advisory Committee**  
**(6 citizens for a four-year term who provide an appropriate representative of various farming interests (dairy, beef, apple, greenhouse, cash crops, hog, poultry, etc.); and 1 Council Representative)**

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**Note:** The AAC has staggered terms of members, by appointing half of the membership every two years, for four-year terms. Therefore, the Committee has four members appointed until December 31, 2024, who provide a representation of dairy, eggs, cash crops, on-farm market, greens and vegetables, and lamb/sheep farm commodities.

- Thomas Barrie\*
- Eric Bowman\*
- John Cartwright\*
- Brad Found
- Jennifer Knox\*
- Richard Rekker\* (as the Durham Region Federation of Agriculture Representative until January 2022 – not a Council-appointed member)
- Craig Rickard

Council Rep: XX



c. **Bowmanville Santa Claus Parade Committee**  
(Members are nominated then appointed by Council, 1 Council Representative)

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- Katherine Johnson
- Jonathan D. Taylor
- Brenda Rafter
- Lisa Price
- Angela Tasevski
- Andree Theriault
- Carolyn Lunan
- Crystal Logan
- Jennifer Payne
- Ellen Knights

Council Rep: XX

d. **Clarington Active Transportation and Safe Roads Advisory Committee**  
(Minimum 8 up to a maximum 10 citizens; and 1 Council Representative who represent a broad diversity of the community including cyclists, hikers, runner, seniors, etc.)

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- Bidjinie-Steffy Anglade Coriolan
- Jim Boate\*
- David Campbell
- Richard Claxton-Oldfield\*
- Debbie Doiron
- Gerrie Goulet
- Bart Hawkins Kreps\*
- Christopher Hinbest
- Ron Hooper
- Connor Houston\*
- Brad Jakobsen
- David Kopycinski
- Steve Lawson
- Robert Livingstone – Late<sup>1</sup>
- Colin Maitland
- Hawa Mire

- Lori Moore
- Bryan Noble
- Steven Parsons
- Bernard Sanchez
- Rick Stockman\*
- Bradley Whittle

<sup>1</sup> **Note** – Robert Livingstone did not indicate an active transportation method in accordance with the Term of Reference requirements noted above.

Council Rep: XX

e. **Clarington Heritage Committee**

**(Minimum 5 up to a maximum 12 citizens, including a representative from Newcastle Village and District Historical Society and Clarington Museums and Archives; and 1 Council Representative. Committee members shall possess knowledge of cultural heritage issues within Clarington, relevant heritage conservation experience, technical training in a heritage planning field, and/or current involvement in cultural heritage community activities.)**

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- Glenn Baswick<sup>2</sup>
- Steve Conway\*
- Joseph Dalrymple
- Noel Gamble\*
- Heather Graham
- Ron Hooper\*
- Steve Lawson<sup>2</sup>
- Colin Maitland
- Rick McEachern
- Zane Piekenbrock<sup>2</sup>
- Ron Sproule\*
- Victor Suppan\*
- Peter Vogel\*

<sup>2</sup> **Note** – these applicants did not indicate a category of expertise in accordance with the Terms of Reference as noted above.

Council Rep: XX

f. Clarington Task Force on Affordable Housing  
(11 citizen members and 1-3 Council Representative. Citizen appointments must represent a broad range of interests in the community)

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- Sally Barrie
- Glenn Baswick
- Janice Conroy
- Benjamin Earle - Late
- Laura Edmonson - Late
- Gerrie Goulet
- Ron Hooper\*
- Robert Livingstone – Late
- Hawa Mire
- Wendy Partner\* – Late
- David Prashad
- Debra Rose
- Nakul Roy
- Mary Taylor
- Henry Wildeboer – Late\*
- Paul Wirch

Council Rep: XX

Council Rep: XX

Council Rep: XX

g. Committee of Adjustment  
(6 citizens)

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- Funmi (Elizabeth) Adedeji
- John Bate\*
- Dave Brandreth
- Dave Eastman\*
- Noel Gamble\*
- Gerrie Groulet
- Emilia Grutyers
- Sebastien Hersco – Late
- Robert Livingstone – Late

- Wendy Partner - Late
- Shelley Pohjola
- David Prashad
- Mohana Priya
- Bernard Sanchez
- Todd Taylor\*
- Kevin Thompson
- Jim Vinson
- Gord Wallace\*
- ~~Bradley Whittle~~ – Application withdrawn

**h. Diversity Advisory Committee  
(4 citizens, including 2 youth (ages 16 to 24); and 1 Council Representative)**

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**Note:** The Committee consists of 8 members, with four members appointed until December 31, 2024 or until a successor is appointed.

- Andaleeb Amir Shafi
- Krystal Christopher
- Pranay Gunti
- Keaton Hellinga – Late
- Ron Hooper\*
- Sheikh Hossain
- Shea-Lea Latchford
- Miranda McCormack
- Tarah McMaster
- Hawa Mire
- Beverly Neblett
- Lauren Reyes-Grange
- Aaliyah Ruddock – Late
- Tenzin Shomar - Late
- Nyasha Smith-Ruddock
- Joe Solway
- Loranda Stenton
- Rochelle Thomas

Council Rep: XX

i. **Ganaraska Forest Recreational User Committee**  
**(1 member appointed annually by the Municipality of Clarington)**

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- Susan Aitken
- Sheikh Hossain - Late
- Peter King
- Marven Whidden\*
- Ed Worona

j. **Livestock Valuer**  
**(2 citizens for a four-year term)**

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- John Bate
- Brad Found\*

k. **Newcastle Arena Board**  
**(7 citizens; 1 Council Representative)**

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- David Bouma - Late
- Jim Vinson
- Omar Patel
- Shea-Lea Latchford
- Sue White
- Todd Taylor

**NOTE:** Only six applications were received, but seven appointments are required.

Council Rep: XX

l. **Newcastle Village Community Hall Board**  
**(3 citizens for a two-year term; 1 Council Representative)**

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- Barry Carmichael
- Michael E. Marlowe – Late
- Sharon L. Grant-Young
- Peter Martin
- Omar Patel

Council Rep: XX

m. Property Standards Committee  
(6 citizens)

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- Funmi (Elizabeth) Adedeji
- John Bate\*
- Michael E Marlowe – Late
- Dave Eastman\*
- Anthony Edmonson
- Sebastien Hersco
- Kim Hunter
- Michael McCarthy
- Wendy Partner - Late
- Shelley Pohjola\*
- Marven Whidden

n. Public Library Board  
(7 citizens; 2 Council Representatives)

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- Linda Ainsworth
- Tracey Ali
- Glenn Baswick
- Nancy Brandon\*
- Lori Causey
- Steven Cooke\*
- Krysta Dudley
- Emily Dugas – Late
- Pranay Gunti
- Kate Harrison
- Christopher Hinbest\*
- Ron Hooper
- Sheikh Hossain
- Jennifer Jack – Late
- Alec King
- David Kopycinski
- Rick McEachern
- Donald McKenzie\*

- Hawa Mire
- Laura Nicholls
- Jessica Renzella
- Marina Ross\*
- Nicole Schoonderbeek
- Tenzin Shomar
- Peter Vogel
- Katharine Warren\*
- Sarah White

Council Rep: XX

Council Rep: XX

o. **Samuel Wilmot Nature Area Management Advisory Committee**  
**(Minimum 8 up to 10 citizens; 1 Council Representative)**

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- Carmen Aiello\*
- Leo Blindenbach\*
- Leah Bourgeois\*
- Leanne Fernandes
- Samantha Hansen
- Christopher Hinbest
- Thomas Hossie\*
- David Kopycinski
- Rod McArthur\*
- Kate Potter\*
- Patrick R. Bothwell\*
- Brian Reid\*

Council Rep: XX

p. **Tourism Advisory Committee**  
**(8 citizens who must be a tourism stakeholder with a tourism market-ready business in Clarington)**

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- Jeff Allbon – Late
- Kathryn Almeida<sup>3</sup>
- Glenn Baswick<sup>3</sup>
- Aine Belton
- Marsha Carbon\*<sup>3</sup>
- Daniela Cowden<sup>3</sup>
- Barry Edmondson<sup>3</sup>
- Laura Holmes\*
- Ron Hooper
- Christian Iozzo – Late
- David Kopycinski<sup>3</sup>
- Petra Schwirtz\*
- Jake Vanhaverbeke<sup>3</sup>
- Ellen Vickery – Late
- Pina Visconti McLeod<sup>3</sup>

<sup>3</sup>**Note:** These applicants did not indicate they are a tourism stakeholder with a tourism market-ready business in Clarington, in accordance with the Terms of Reference as noted above.

q. **Durham Active Transportation Committee**  
**(1 member nominated by the Municipality of Clarington)**

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- Connor Houston
- Keaton Hellinga

r. **Energy from Waste – Waste Management Advisory Committee**  
**(4 members appointed by the Municipality of Clarington, 2 year term)**

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- Glenn Baswick
- Cara Des Granges
- Philip Haylock
- Mark D. Holmes
- Robert Livingstone – Late
- Tenzin Shomar - Late
- Jim Vinson



**s. Solina Community Hall Board**  
**(Members are nominated then appointed by Council, 1 Council Representative)**

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- Brandon Baker
- Jennifer Bowman
- Karen Dair
- Herb Tink
- Ron Whitebread
- Bev Whitebread

Council Rep: XX

## **4. Appointments of Councillor Representatives**

- 4.1 The following Boards/Committees of Council require Council representatives only (no citizens are appointed from the Municipality of Clarington). NOTE: Resident members of the CIP are appointed by the Director of Planning and Development Services.

<b>Board/Committee</b>	<b># of Council Representatives Required</b>
Bowmanville BIA	1
Bowmanville CIP	1
Newcastle BIA	1
Newcastle CIP	1
Orono BIA	1
Orono CIP	1
Tyrone Hall Board	1

- 4.2 The following are not Boards/Committees of Council but require Council representatives only (no citizens are appointed from the Municipality of Clarington):

<b>Board/Committee</b>	<b># of Council Representatives Required</b>
Visual Arts Centre	1
St. Marys Community Relations Committee	1

## **5. Financial Considerations**

Not applicable

## **6. Concurrence**

Not Applicable.

## **7. Conclusion**

It is respectfully recommended that Committee consider the vote to make the appointments to the various boards and committees. Regarding the lack of applicants to some of the boards and committees, it is recommended that Staff be authorized to advertise for any remaining vacancies.

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Staff Contact: Lindsey Patenaude, Committee Coordinator, 905-623-3379 ext. 2106 or lpatenaude@clarington.net.

### **Attachments:**

Attachment 1 – Confidential Application Package (Distributed Under Separate Cover)

Attachment 2 – Board and Committee Council Appointment Preferences

### **Interested Parties:**

All Applicants

All Board/Committee Appointment Contacts