



## TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

**Committee:** Committee of the Whole – Administration & Operations

**Date:** October 15, 2024

**Department:** Administration

**Topic:** Committee Appointments & Structure 2022-2024

**Background:** To provide Council with an overall picture of the current committee appointments and structure from start of council term to present.

The current committee structure and terms of reference, as amended, were established at the beginning of the new term of council at the end of 2022 and beginning of 2023 following extension discussions and reviews to establish what we have today. A summary follows:

Terms of Reference:

Schedule A – Structure, Appointments, Agendas/Minutes – details the selection and appointment process for committee members and Chairs, and representation of boards and agencies. It also details the functions of committees in general including committee agendas, minutes, practices etc.

Schedule B – Appointment Policy – establishes a basic policy outlining minimum criteria for someone to be considered for appointment to a position on a committee or board.

Schedule C – Committee Honourariums – sets honourariums for various positions, including citizen members appointed to committees (\$30 per meeting for COW-AO and COW-CD). Plus, other various appointments as the livestock investigator, fenceviewer and Committee of Adjustment.

Schedule D – Terms of Reference – sets the terms of reference for the following committees: Committee of the Whole – Administration & Operations, Committee of the Whole – Community Development, Committee of Adjustment, Fenceviewers, Cemetery Board, and Library Board.

A number of the boards, committees and ad hoc committees due to their nature or regulations are established separately, including the Public Library Board, Port Management Committee, Ad Hoc Communications Committee, and Emergency Management Committee.

In general, the current terms of reference, as amended, appears to be serving its purpose well for the committees of council. Members to all committees are appointed by bylaw. The below table summarizes the current appointments.

An appointment bylaw for the Committee of the Whole – Administration & Operations and Committee of the Whole – Community Development will be required in December as the term expires at the end of December 2024. This is typically also the time to change any Chairs of Committees if there is a wish to do so. Council may consider re-appointing existing members, change current members and/or recruit new members.

Committees of Council, as of October 2024  
Bylaw 2023-06, as amended by 2024-26 and 2024-43 (both to provide updates for purpose and delegation of duties to COW-CD).

<b>Committee Name</b>	<b>Appointees</b>	<b>Term</b>
Committee of Adjustment	Donald Gibson Tim Nason Stephanie Summers Wendy Van Keulen (Secretary/Treasurer) Need to update to Tim Fisher	January 1, 2023 to November 14, 2026
Fenceviewers	Doug Cleary Gary Cooper John Hunter	January 1, 2023 to November 14, 2026
Edwardsburgh Cardinal Cemetery Board	Barry Brown Steve Deschamps James Deyo Robert Hamilton Hank Heykoop Jr. Greg Modler Brian Purcell Jim Purcell Dave Robertson Sean Nicholson (Treasurer) – Need to update to Jessica Crawford	January 1, 2023 to November 14, 2026
Livestock Investigator	John Hunter	January 1, 2023 to November 14, 2026
Committee of the Whole – Administration & Operations	Tory Deschamps (Chair) Stephen Dillabough Joe Martelle Waddy Smail Chris Ward John Hunter (Advisory Member) Karen Roussy (Advisory Member)	January 1, 2023 to <b>December 31, 2024</b>

Committee of the Whole – Community Development	Chris Ward (Chair) Tory Deschamps Stephen Dillabough Joe Martelle Waddy Smail Brody Fahrngruber (Advisory Member) Vacant Advisory Member	January 1, 2023 to <b>December 31, 2024</b>
Prescott WWTP Management Board	Tory Deschamps	January 1, 2023 to November 14, 2026
RSL Board of Directors	Randy Stitt	January 1, 2023 to November 14, 2026
SNC Board of Directors	N/A	Not TWPEC term to appoint rep
Spencerville Arena Wall of Honour	Stephanie Summers	January 1, 2023 to November 14, 2026
Business Showcase & Expo	<b>Marquis Cote</b>	January 1, 2023 to November 14, 2026

Bylaws other than 2023-06, as amended

<b>Committee Name</b>	<b>Appointees</b>	<b>Term</b>
Public Library Board	Anne Barratt Hugh Cameron Judy Cameron Kimberly Martin Tammy Wilson Pat Tierney Joe Martelle	January 1, 2023 to November 14, 2026
Port Management Committee	Stephen Dillabough (Chair) Tory Deschamps Joe Martelle Waddy Smail Chris Ward Regina Hernandez Clint Camera Randy Stitt Frank McAuley	January 1, 2023 to November 14, 2026
Emergency Management Program Committee	CEMC (Chair) Fire Chief Emergency Information Officer Director of Operations Mayor Treasurer Chief Building Official	Not applicable

This report has been provided as information for Council. If Council has any requests for the terms of reference please advise. A closed session discussion will be held during the October 28 meeting of council to discuss and review current committee appointments, under S. 239(2)(b) closed session exemption, that fall within bylaw 2023-06, as amended.



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Clerk



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CAO