



The Corporation of the Town of LaSalle

Date:	December 18, 2019	Report No:	CAO-02-2019
Directed To:	Members of Council	Attachments:	Committee Mandates
Department:	Office of the Chief Administrative Officer		
Prepared By:	Joe Milicia, CPA ,CA Chief Administrative Officer	Policy References:	None
Subject:	Committees of Council and Committee Mandates		

Recommendation:

- That CAO-02-2019 regarding the Committees of Council and Committee Mandates, **be received**;
- And that the Committee of Council assignments for the period January 8, 2019 to December 31, 2020, **be approved**;
- And that the Committee of Council mandates, **be approved**

Report:

Committees of Council

As part of the Committee of Council review the mandates of the Committees of Council have been reviewed as the previous mandates had not been updated for some time and did not reflect the current committee roles and responsibilities. Updated mandates are attached at an Appendix to this report.

It should be noted that as part of the Committee of Council review the following Committees have been consolidated or have changed in structure, from what had been utilized over the past decade.

- The Parks, Recreation and Events committee is the consolidation of the former Culture & Recreation committee, Strawberry Festival Committee, Craft Beer Committee and Volunteer Appreciation Committee. As well, it should be noted that the representative on the Remembrance Day Committee is a member of the Parks, Recreation and Events Committee.
- The Strategic Planning Committees related to Promotion, Marketing and Communication have been consolidated to eliminate overlap.
- The Planning Advisory Committee has been renamed the Planning Committee and re-structure to include only Members of Council (with Administration support) with the objective of providing an opportunity for initial public engagement on development applications and proposals.

Committee Assignment

The following are the Committee of Council assignments as have been communicated to Members of Council by Mayor Bondy for the period January 8 to December 31, 2020. In the latter part of the 2020 the committee assignments will be reviews and adjusted as required. Please note that internal committees are defined as committees in which the Town of LaSalle controls the meeting schedule, while external committees are committees which are controlled by other organizations. Chairperson of the committee is noted with a "C" in the following table.

Member of Council	Internal											External					
	Str. Plan - HR & Finance	Personnel	Str. Plan - Assessment	Planning	By-law Compliance	Str. Plan - Environmental	Accessibility Advisory	Str. Plan - Promotion/Communication	Parks, Recreation & Events	Water & Wastewater	Fire Committee	Police Service Board	Essex Power	ERCA	Detroit River Clean Up	Dog Pound	Remembrance Day
Mayor M Bondy	C	x								x	x	x	x				
Deputy Mayor C Meloche	x	C	C	C	C					x		x					
Councillor M Akpata			x	x	x			C	C	x							x
Councillor M Carrick						x	x			x	x			x	x		
Councillor S Desjarlais						C	C	x	x	x				x			
Councillor J Renaud	x	x						x	x	C	C						
Councillor A Riccio- Spagnuolo			x	x	x	x	x			x						x	

Meeting Schedule:

The meeting schedule has been developed with the objective of coordinating similar committees to common meeting times. Please note that the following schedule of committee meetings dates is based on a bi-monthly basis unless otherwise noted with an asterisk (*).

Should additional meetings be required or meetings be cancelled (as a result of lack of quorum or need), this will be at the call of the chair. Timing of meeting will be in discussion with committee members, however initial discussion with Members of Council have indicated that mid to later afternoon and early evening meeting may be preferred.

Month	1st Tuesday	1st Thursday
Jan, Mar, May, July, Sept, Nov	SP-Fin & HR Personnel	SP-Promotion & Communication *Parks, Recreation & Events
Feb, Apr, June, Aug, Oct, Dec	SP-Environmental Accessibility	*Parks, Recreation & Events
Month	3rd Tuesday	3rd Thursday
Jan, Mar, May, July, Sept, Nov	SP-Assessment, *Planning, *Bylaw	Fire
Feb, Apr, June, Aug, Oct, Dec	*Planning, *Bylaw	
Month	4th Tuesday	
Jan, Mar, May, July, Sept, Nov	Water & Wastewater (Prior to the regularly scheduled meeting of Council)	

Lay Representatives on Committees of Council:

As Council is aware several committees include the participation of lay representatives from the committee. At present, the following committees include lay representatives:

- Essex Power
- Committee of Adjustment
- Accessibility Advisory Committee
- Police Services Board
- Election Compliance Audit Committee (Expires with this term of Council)

At present the term of the current lay representatives is set to expire on February 1, 2019. As Council may recall the term was extended from November 30, 2018 to February 1, 2019 this past fall. Advertisement (which will include a brief overview of the committee structure, meeting schedules and times) will be placed in the January 11th and 18th edition of the LaSalle Post and information will be posted on our website on January 9th advertising these positions. The closing date to for applications will be set as January 25th, 2019 with applicant information being brought to the in-camera closed session on February 12th.

Yours truly,

Joe Milicia, CPA, CA
Chief Administrative Officer

<i>Reviewed by:</i>						
<i>CAO</i>	<i>Finance</i>	<i>Council Services</i>	<i>Public Works</i>	<i>Development & Strategic Initiatives</i>	<i>Culture & Recreation</i>	<i>Fire Services</i>