



# Municipality of Port Hope

## Staff Report

[porthope.ca/agendas-and-minutes](http://porthope.ca/agendas-and-minutes)

---

### Report Title: Annual Local Board and Committee Reports for 2022

---

**Report to:** Corporate Services Committee

**Date of meeting:** April 4, 2023

**Report Author:**

Shrishma Davé, Manager, Legislative Services /  
Deputy Clerk

**Department responsible:**

Corporate Services

**Report Number:** CS-05-23

---

### Recommendation:

That Report CS-05-23 be received for information.

### Highlights:

- By-law 05/2021 states that all advisory bodies report to Council annually with respect to the following:
  - A summary of the committee's focus areas for the following year including an estimated monthly time-line to assist in resource allocation of volunteers and to set Council expectation; and
  - A concise summary of the activities and accomplishments of the committee for the past year.
- Local Board and Committee Reports assist Council in better understanding the progress that Local Boards and Committees have made with respect to their mandates, and how Council can assist them in furthering their goals.
- Following the Procedure By-law Review, staff will be meeting with committees to review By-law 05/2021, committee functionality and administrative best practices.

### Background:

By-law 05/2021, adopted by Council in February 2021, defines the mandate and meeting procedures for Boards / Committees established by the Municipality of Port Hope. By-law 05/2021 further outlines a requirement for all advisory bodies to report to Council annually with respect to the following:

- A summary of the committee's focus areas for the following year including an estimated monthly time-line to assist in resource allocation of volunteers and to set Council expectation; and
- A concise summary of the activities and accomplishments of the committee for the past year.

---

Following an extensive Boards and Committees Review in 2020/2021, the annual reporting process was developed to enhance public trust by providing public reports to Council from all boards and committees in which the Municipality has an interest, including their priorities for the next year and accomplishments in relation to their respective mandates.

**Discussion:**

As per By-law 05/2021, Council requests Annual Reports (**Attachment 1**) from all Local Board and Committees to identify attendance, a summary of activities and accomplishments and a summary of the committee's focus areas for the upcoming year.

The objective of the Annual Report is to assist Council in their evaluation of the effectiveness of Local Boards and Committees and to assist in resource allocation of volunteers and to set expectation by furthering Council's knowledge, facilitate discussion on the roles and responsibilities of Committees in conjunction with Council's mandates.

Further, annual reporting is also necessary to ensure the terms of reference, purpose and mandates of each committee aligns with the priorities identified by Council in the Strategic Plan. Therefore, the annual report for committees includes an opportunity for committees / boards to identify a work plan for the upcoming year while recognizing the accomplishments of their committee and the volunteers. This updated annual report provides Council with measures of success for each committee and will assist in identifying gaps and needed volunteer resources to meet the mandates assigned to each committee.

2022 continued to be a challenging year for Boards and Committees as the COVID-19 pandemic continued. Boards and Committees were given the option to either meet virtually, or in person, based on the committee members' preference and comfort level with COVID-19 restrictions. Notwithstanding the challenges faced by the pandemic, Board and Committee members worked diligently and maintained a positive and enthusiastic attitude to accomplish their respective priorities set out in 2022.

As Committees and Boards move into 2023, which is the final year of their term, they have set ambitious goals to continue to engage the community and meet their mandates. Committees and Boards maintain a cautiously optimistic outlook of emerging from the pandemic this year and continuing to support the Municipality in achieving the goals and priorities set out in the Strategic Plan.

As noted previously, staff will be reviewing Committee Bylaw 05/2021 in order to further improve, streamline and consolidate information related to governing and administering the Municipality's boards and committees. The goal is to capture institutional practices and ensure that the document provides robust reference material for Staff, volunteers and the general public with respect to how boards and committees operate. With the current terms of boards and committees coming to an end in 2023, this will also give Council the opportunity to review and determine adjustments to current boards and committees and whether new bodies are required to fulfill the goals of the new term of Council.

---

It is important to note that given the limited legislative requirement to form committees, the Municipality has invested considerable resources in operating numerous committees that cover a wide variety of topics and areas. The resources required to manage and provide assistance to boards and committees has increased as the number of boards and committees have grown.

The most considerable resource dedicated to supporting boards and committees is municipal staff, in the form of secretarial support and subject matter experts who act as Staff Liaisons from the Municipality's departments. Through the review of the Committee By-law 05/2021, staff will be meeting with municipal staff to determine administrative and secretariat best practices and looking for opportunities to remove redundancies and streamline processes. Staff will also be consulting with board and committee members to ensure that their feedback is incorporated into any recommended changes to the by-law and/or training materials. Once the review is complete, staff will provide Council with a report detailing any suggested changes.

**Financial Considerations:**

There are no financial considerations for this report.

**Communication and Public Engagement:**

Not applicable with respect to this report.

**Conclusion:**

The Municipality of Port Hope encourages resident involvement through a variety of advisory committees and local boards to advise and make recommendations to Council and appreciates the dedication and commitment from the members.

This report includes the annual reports from the following boards/committees for the 2022 year and is provided to Council for their review and consideration:

- Accessibility Advisory Committee
- Audit Committee
- Civic Awards Advisory Committee
- Committee of Adjustment
- Environmental Advisory Committee
- Heritage Business Improvement Area (HBIA) Board of Directors
- Heritage Port Hope Advisory Committee
- Port Hope Public Library Board
- Parks, Recreation and Culture Advisory Committee
- Police Services Board
- Waterfront and Riverwalk Working Group

**Attachments:**

Attachment 1 - Local Board and Committee Annual Reports - 2022