



MANAGEMENT REPORT

Date: September 9, 2024
To: Mayor and Council
From: Tatiana Dafoe, City Clerk
Report Number: COU24-097
Attachments: None

Title: Appointments to Heritage Stratford

Objective: To consider appointments to the Heritage Stratford Committee.

Background: Heritage Stratford is the City's Municipal Heritage Committee under the Ontario Heritage Act. Heritage Stratford was originally created in 1981 as a Local Architectural Conservation Advisory Committee through By-Law 70-81. The Committee was then amended in 2004 through By-Law 133-2004. Heritage Stratford has a Statutory Role and a Non-Statutory Role to fulfill in Stratford.

Heritage Stratford is comprised of 9 members, with one alternate representative as follows:

Representative / Organization	Number of Members
Citizens	7
Council member	1
Perth Huron Builders' Association representative	1
Perth Huron Builders' Association alternate representative	1

Analysis: City Council, when making appointments and reappointments to City advisory and ad-hoc committees, boards, outside boards and agencies, local boards and joint boards, may take into consideration at their sole discretion, the following factors, including but not limited to:

- Experience and/or skill set of an applicant or member that may help to guide the work of the committee or board;

- Awareness of the community and local issues on the agenda by an applicant or member;
- Degree of project knowledge a member has acquired while on the committee or board, where retention of such project knowledge would be of assistance in the completion of the project;
- Number of applications received for the vacant position(s) on a committee or board;
- Years of service on the committee or board [for citizens applying for reappointment to the same committee or board];
- Attendance at committee or board meetings [for citizens applying for reappointment to the same committee or board].

For Heritage Stratford, there are five (5) citizen representative positions available for a two-year term to November 30, 2025. There is also one (1) Perth Huron Builder's Association representative position available for a two-year term to November 30, 2025. Following advertisement of these positions, the following applications were received:

- For the citizen representative positions:
 - Anne Claessens
 - Cambria Ravenhill
 - Jeff Atchison
 - Brian Johnson - first year appointed to Heritage Stratford was 2019
- For the Perth Huron Builder's Association representative position:
 - Jacob Van Kooten – first year appointed to Heritage Stratford was 2016

For the applications received, all were complete and meet the requirements. Policy C.3.1, Council Appointed Advisory Committees, states that, "No one may serve on an advisory committee for more than 3 consecutive two-year terms, plus if applicable, one preceding partial term in those cases where committee members are initially appointed mid-term to fill a vacancy." Given the difficulty in recruiting volunteers for this committee, it is recommended that should Council wish to appoint Brian Johnson and Jacob Van Kooten to the Committee that an exemption to the term limit in Policy C.3.1 be granted.

Staff also recommend amending the composition of the Committee to remove the alternate Perth Huron Builders' Association representative position following the resignation of this member from the Committee.

Staff will begin recruitment for the vacant position.

All citizens appointed to the City's advisory committees and local boards (as applicable) will be required to complete training to be coordinated through the City. Training will focus on accessibility, governance, and the Code of Conduct.

Financial Implications:

Financial impact to current year operating budget:

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Financial impact on future year operating budget:

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Alignment with Strategic Priorities:

Not applicable: This report does not align with one of the Strategic Priorities as the purpose of the report is to consider appointments to the Heritage Stratford Committee.

Alignment with One Planet Principles:

Culture and Community

Nurturing local identity and heritage, empowering communities and promoting a culture of sustainable living.

Staff Recommendation: THAT direction be given on the appointment of four citizens to the Heritage Stratford Committee to November 30, 2025, or until a successor is appointed by Council;

THAT direction be given on the appointment of one representative from the Perth Huron Builder's Association to the Heritage Stratford Committee to November 30, 2025, or until a successor is appointed by Council;

AND THAT the composition of the Heritage Stratford Committee be amended to remove the alternate Perth Huron Builders' Association representative.

Prepared by: Tatiana Dafoe, City Clerk

Recommended by: Karmen Krueger, CPA, CA, Director of Corporate Services
Joan Thomson, Chief Administrative Officer