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## MANAGEMENT REPORT

**Date:** November 12, 2024  
**To:** Mayor and Council  
**From:** Vicky Trotter, Council Committee Coordinator  
**Report Number:** COU24-136  
**Attachments:** None

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**Title:** Appointments to the Stratfords of the World (Ontario) Advisory Committee

**Objective:** To consider appointments to the Stratfords of the World (Ontario) Advisory Committee and to amend the composition of the Committee.

**Background:** The Mandate of the Stratfords of the World is:

1. To facilitate exchange programs which meet the cultural, educational and social needs of our community;
2. To encourage community partnerships which provide additional opportunities;
3. To assist with the biennial (recurring every 2 years) citizen exchange program between Stratford ON, Stratford PEI, Stratford Connecticut, Stratford-upon-Avon England, Stratford Australia, Stratford New Zealand.
4. To co-ordinate a host program as required;
5. To ensure that the annual Friendship Flower Bed is updated;
6. To be financially sustainable.

Stratfords of the World is comprised of 9 members as follows:

- 1 Council Member
- 8 Citizens

**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].

Six (6) citizen positions are available on the Committee and following recruitment, six (6) applications were received from the following individuals:

- Linda Hawken – year first appointed 2020
- Joan Ayton – year first appointed 2015
- Kathy Hill – year first appointed 2020
- Barbara Finkelstein – year first appointed 2023
- Joyce Mohr – year first appointed 2024
- Susan L. Kummer – first appointed in 2008

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.” Should Council wish to appoint Joan Ayton and Susan L. Kummer to the Committee it is recommended that an exemption to the term limit in Policy C.3.1 be granted.

An administrative error was made during the appointment process completed in September 2024 when the composition of the committee was amended to reduce the total composition from 9 to 8. At the time of the last report, the total composition was 10 members (not 9) and following direction of Council the total number was reduced by one (reduced to 9 and not 8). Staff have administratively corrected the total composition of this committee to 9 instead of 8.

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 are 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 are 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 Committee.

**Alignment with One Planet Principles:**

**Health and Happiness**

Encouraging active, social, meaningful lives to promote good health and wellbeing.

**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 six (6) citizens to the Stratfords of the World (Ontario) Advisory Committee to November 14, 2026, or until a successor is appointed by Council.**

**Prepared by:**

Vicky Trotter, Council Committee Coordinator

**Recommended by:**

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