For Information Only

Appointments to Boards, Local Corporations, Business Improvement Areas, Committees and Other Legislative Required Groups

Resolution
For Information Only

Relationship to the Strategic Plan / Health Impact Assessment
This report refers to operational matters.

Report Summary
This report provides information regarding the appointments to Boards, Local Corporations, Business Improvement Areas, Committees and Other Legislative Required Groups and the process and timelines for making such appointments.

Financial Implications
There are no financial implications associated with this report.
BACKGROUND

Like most other municipalities, the City of Greater Sudbury has a mix of Local Boards, Corporations, Business Improvement Areas (BIAs), and Statutory Committees under its general responsibility. At the commencement of each new term of Council, the Council appoints Council members, citizens or a combination thereof to such groups. The purpose of this report is to inform Council regarding the respective groups as well as the process and timelines for making such appointments.

Through his reports to the Audit Committee regarding a number of these Boards and Corporations in the past year, the Auditor General has recommended that additional content be provided to Council regarding such groups and that orientation processes regarding roles and responsibilities be improved.

As a means of ensuring that Council members and citizens alike are able to obtain additional information regarding whether they wish to participate on Local Boards, Corporations, BIAs and Statutory Committees, a “Board Fair” has been scheduled for Tuesday, January 15, 2019 from 2:00 p.m. to 4:00 p.m. at Tom Davies Square. Each Board, Corporation, BIA, and Statutory Committee has been invited to send representatives and set up a booth to provide interested Council members and citizens with information regarding the role, scope, time/meeting preparation requirements, and experience/knowledge that may be useful to those bodies.

On January 29, 2019, a report will be presented to City Council outlining its nomination process to the various Boards, Corporations, BIAs, and Statutory Committees and Council will be asked to select the Council members to such groups.

In some instances, Council will also be asked to appoint citizens to represent the community on these boards. Citizen appointment opportunities will be publicly advertised in December and applications will be presented to the Nominating Committee of Council on February 5, 2019 for consideration.

Once a member has been appointed to a body, additional information such as governance structure, meeting procedures, policies, etc. will be provided to members through an orientation process organized by the various bodies themselves.

A short summary of each Board, Corporation, BIA, and Statutory Committee is provided below. Additionally, a table detailing the legislative authority, the number of members required, remuneration and usual meeting times for each respective group is appended.

Local Boards

Committee of Management, Pioneer Manor

Pioneer Manor is an accredited and municipally owned and operated Long Term Care home that serves residents 18 years of age and older who have long-term health care needs and who are no longer able to manage in independent living situations. As the largest facility of its kind in Northern Ontario, Pioneer Manor is home to 433 residents who are provided with 24 hours of supervision. Regulated under the Long Term Care Homes Act, the municipality is required to appoint a Committee of Management with respect to the Manor.

http://www.greatersudbury.ca/living/pioneer-manor/
Of Note: Staff, including the Auditor General are recommending that this Committee be folded into the mandate for the Community Services Committee. This change is proposed to be implemented through the report regarding a New Council Procedure By-Law presented on September 25, 2018 which report was deferred to January of 2019. As a result, details with respect to this Committee are provided only for information and it is not recommended that any appointments be made pending Council’s decision regarding the new Procedure By-Law.

Greater Sudbury Police Services Board

The Greater Sudbury Police Services Board is responsible for ensuring adequate and effective police services in the City of Greater Sudbury providing governance and oversight to the Greater Sudbury Police Service. More specifically, the Board has numerous duties as detailed in section 31 of the Police Services Act[1], including but not limited to determining, in consultation with the Chief of Police, the objectives and priorities of the police service and establishing policies for the effective management of the police force.

Persons appointed to the Board are required to swear an oath of secrecy and to comply with the Code of Conduct for members of Police Services Boards under O.Reg. 421/97 to the Police Services Act[2].

The position requires a commitment of reviewing agenda materials and attending monthly meetings of approximately three hours duration as well as special meetings when convened. Members are also invited to attend events from time to time such as recruit swearing-in ceremonies, award and volunteer recognition events, media conferences, meetings with representatives from other police services boards and special police events. There is a requirement for members to training and development offerings which includes Board and Police Service orientation sessions, conferences and legislated training offered through the Ministry of Community Safety and Correctional Services.

Relevant skills include leadership, knowledge and experience in the area of board governance, interest or skills in policy and planning, experience in financial management, budget development, risk management, labour relations and human resources, and volunteer experience through membership on boards and committees or professional associations.

Taken from the Board’s website: “As civilian community members who represent the public’s interests, the Police Services Board is committed to a high quality of community-based policing and excellence in police governance. The Board recognizes the challenges to law enforcement created by a changing environment, demographic shifts, emerging technologies, and evolving crime trends and patterns. With the support of the citizens of Greater Sudbury, the Police Services Board is confident in meeting future policing challenges in the years ahead.”

Greater Sudbury Public Library Board

Where a municipality establishes a public library the Public Libraries Act has application and requires that municipalities appoint a public library board. Members of the Greater Sudbury Public Library Board oversee the purpose and operation of the library system to achieve
identified outcomes through planning, policy development and advocacy in accordance with Provincial legislation.

Sudbury's continuous library history dates from 1912 and as described in its Strategic Plan the library is: “…the cornerstone of the local community. Through the multi-branch system, the library reaches into every corner of the city, urban and rural responding to a variety of needs in our community. The public library is a resource to information, a catalyst for ideas and imagination and an engine of cultural and economic development. It fosters a love of reading and a climate of lifelong learning to enrich the lives of citizens and provide opportunity that contributes to the quality of life for all people in Greater Sudbury. The Greater Sudbury Library offers vital public spaces for people to gather and connect, to learn and share ideas and inspire creativity.”
http://www.sudburylibraries.ca/en/

**Nickel District Conservation Authority (Conservation Sudbury) Board**

Conservations authorities are created and regulated pursuant to the Conservation Authorities Act. The objects of an authority are to provide programs and services to further the conservation, restoration, development and management of natural resources in the area over which it has jurisdiction. Members of the Board are responsible for policy development, annual budget and business plan development in conjunction with staff, leading corporate strategic planning, and serving on certain committees. As described on their website: “Conservation Sudbury is one of Ontario's 36 community based, watershed stewardship agencies. Our main goal is to ensure healthy interaction between the watersheds, the natural environment and the local economy. Our area of jurisdiction includes the watersheds of the Wanapitei, Vermilion and Whitefish Rivers. We provide important conservation services primarily within the City of Greater Sudbury in a total watershed area of approximately 9,150 square kilometres.”
http://www.nickeldistrict.ca/en/

**Board of Health for Public Health Sudbury and Districts**

The Board of Health for Public Health Sudbury & Districts is the governing body of Public Health Sudbury & Districts and is established by the Health Protection and Promotion Act (HPPA). Boards of health are the governing body and policy maker of public health units. Boards of health monitor all operations within their public health unit and are accountable to the community and to the Ministry of Health and Long-Term Care.

All boards of health have a legislated duty to ensure that the public health programs and services required by the HPPA are provided to people who live in the public health unit jurisdiction. Public health programs and services are intended to prevent the spread of disease and to promote and protect health.
https://www.phsd.ca/about/board-health

**Municipal Corporations**

**Greater Sudbury Housing Corporation Board**

The Greater Sudbury Housing Corporation provides rent-gedared-to income housing to all household types including, families, seniors, singles, and to the best of its ability, people with special needs including persons with mental illness. Its housing portfolio consists of 1,848 units, which makes it the single largest landlord in the City of Greater Sudbury. The Corporation is
also responsible for administering rent supplement agreements in 653 units owned by private landlords, which accounts for 14% of the assisted housing portfolio in the City.

The Board of the Greater Sudbury Housing Corporation (GSHC) is responsible for the supervision of the affairs of the GSHC.

In the Fall of 2018 as a result of a governance review, City Council, as the sole shareholder for the corporation, approved a recommendation to transition the housing corporation to a quasi-independent operating model with the Board of Directors to be composed of the entirety of City Council. A transition team comprised of staff is currently working through transition issues.

There are no appointments to be made to this Board as the Shareholder Declaration provides that all members of Council are directors by virtue of their election to Council.

http://www.sudburyhousing.org/

Greater Sudbury Utilities Inc and Subsidiary Boards

Better known in the community as Sudbury Hydro, more than 100 hundred years ago, Sudbury became the first community in Ontario to own and operate its own electricity generating facility. Today Sudbury Hydro has 30 substations controlled by the latest in computerized equipment which provide electricity to 47,000 homes and businesses.

The Board of Greater Sudbury Utilities governs the Corporation of Greater Sudbury Utilities Inc. and its subsidiary corporations: Greater Sudbury Hydro Inc., West Nipissing Energy Services Ltd., Greater Sudbury Hydro Plus Inc., Agilis Networks, 1627596 Ontario Inc. and 1700211 Ontario Inc.

The Board of Greater Sudbury Hydro Inc./West Nipissing Energy Services Ltd. governs these two local distribution companies and must be at least one third independent from the GSU Board.


Sudbury Airport Community Development Corporation Board

The Sudbury Airport Community Development Corporation (SACDC) was formed and assumed ownership and governance of the airport following the transfer of the facility from Transport Canada under the National Airport’s Policy on March 31st, 2000. An eleven (11) member Board of Directors oversees the affairs of the airport. The SACDC operates as an independent, financially self-sustainable corporation that does not receive financial assistance from the municipal tax base.

http://www.flysudbury.ca/about.php#history

City of Greater Sudbury Community Development Corporation (GSDC) Board

The Greater Sudbury Development Corporation (GSDC) is the economic development arm of the City of Greater Sudbury. Consisting of a board of up to eighteen (18) directors and supported by City staff, the GSDC acts as a catalyst for economic development initiatives and supports the attraction, development and retention of business in the community.

http://www.investsudbury.ca/index.php?lang=enn
Business Improvement Area Boards of Management

Municipalities are permitted under the *Municipal Act, 2001*, to designate an area as an improvement area and may establish a board of management to:

(a) oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures beyond that provided at the expense of the municipality; and,

(b) to promote the area as a business or shopping area.

The City has created two such Business Improvement Areas in the community to which Council members are appointed (see below).

**Downtown Sudbury Business Improvement Area (BIA)**

As described on their website: “Downtown Sudbury (Sudbury Metro Centre) is your Downtown Business Improvement Area (BIA) Association, dedicated to the growth of Downtown through policy development, advocacy, special events and economic development. All 90+ property owners and 400+ businesses that own or lease property within Downtown Sudbury are members.”


**Flour Mill Business Improvement Area (BIA)**

As described on their website: “Chapter 37 of the City of Sudbury Municipal Code authorized the establishment of a Board of Management for the Flour Mill Business Improvement Area (BIA) of the former City of Sudbury. The Board is entrusted with promotion of the BIA as a business or shopping area and, as well, the right to improve, beautify, and maintain municipally-owned lands, buildings and structures in the Area which will assist such promotion beyond such improvement, beautification and maintenance as would normally be provided by the City.”


Statutory Appointments and Committees

**Fence-Viewers**

Administered by the Municipality, the *Line Fences Act* provides a local method of arbitrating disputes between neighboring property owners who are unable to reach an agreement in the type of fence to be erected, the sharing of the costs of the fence or both of these issues.


**Livestock Valuers**

The *Protection of Livestock and Poultry from Dogs Act* provides that the Council of every local municipality shall appoint one or more persons as valuers of livestock and poultry, where the owner of livestock or poultry discovers that any of the owner’s livestock or poultry has been killed or injured and to the best of the owner’s knowledge and belief such killing or injuring was done by a wolf or by a dog other than the owner’s dog or habitually kept upon the owner’s premises.

[https://www.ontario.ca/laws/statute/90l24/v5](https://www.ontario.ca/laws/statute/90l24/v5)
Committee of Adjustment/Sign Variance Committee

Pursuant to the Planning Act, the Committee of Adjustment considers, upon application by an owner, whether to grant minor variances from the provisions of the by-law, in respect of the land, building or structure or the use thereof, as in its opinion is desirable for the appropriate development or use if the general intent and purpose of the by-law and the official plan are maintained. Members appointed to the Committee of Adjustment are also appointed as the City’s Sign Variance Committee to consider variances to the City’s Sign By-law.


Resources Cited

Long Term Care Homes Act: https://www.ontario.ca/laws/statute/07l08

Police Services Act: https://www.ontario.ca/laws/statute/90p15

O.Reg. 421/97 to the Police Services Act: https://www.ontario.ca/laws/regulation/970421

Public Libraries Act: https://www.ontario.ca/laws/statute/90p44

Conservation Authorities Act: https://www.ontario.ca/laws/statute/90c27

Health Protection and Promotion Act: https://www.ontario.ca/laws/statute/90h07

Municipal Act, 2001: https://www.ontario.ca/laws/statute/01m25

Line Fences Act: https://www.ontario.ca/laws/statute/90l17


Planning Act: https://www.ontario.ca/laws/statute/90p13#BK67
# LOCAL BOARDS, CORPORATIONS, BIAs, COMMITTEES AND OTHER LEGISLATIVELY REQUIRED GROUPS

<table>
<thead>
<tr>
<th>BOARD</th>
<th>AUTHORITY</th>
<th>SIZE OF BOARD</th>
<th>MEMBERS OF COUNCIL</th>
<th>CITIZENS</th>
<th>REMUNERATION</th>
<th>MEETING DATE &amp; TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee of Management, Pioneer Manor</td>
<td>Long Term Care Homes Act</td>
<td>Minimum of three (3) members</td>
<td>Three (3) members of Council</td>
<td>None</td>
<td>None</td>
<td>Meets once every two months</td>
</tr>
<tr>
<td>Greater Sudbury Police Services Board</td>
<td>Police Services Act</td>
<td>Five (5) members</td>
<td>Mayor and one (1) member of Council. Should the Mayor choose not to be a member of the board, a second member of the council is appointed by resolution of Council.</td>
<td>One (1) citizen (cannot be a member of Council or employee of the City)</td>
<td>Elected Members - No Remuneration</td>
<td>2\textsuperscript{nd} Wednesday of the month at 3:00 p.m.</td>
</tr>
<tr>
<td>Greater Sudbury Public Library Board</td>
<td>Public Libraries Act</td>
<td>Minimum of five (5) members</td>
<td>Up to two (2) members of Council (none required)</td>
<td>Up to five (5) citizens</td>
<td>None</td>
<td>3\textsuperscript{rd} Thursday of the month at 3:30 p.m.</td>
</tr>
<tr>
<td>Nickel District Conservation Authority (now Conservation Sudbury) Board</td>
<td>Conservation Authorities Act</td>
<td>Nine (9) members</td>
<td>Four (4) members of Council</td>
<td>Five (5) citizens</td>
<td>None</td>
<td>2\textsuperscript{nd} Thursday of the month at 4:00 p.m.</td>
</tr>
<tr>
<td><strong>Sudbury &amp; District Board of Health</strong> (now Public Health Sudbury &amp; Districts)</td>
<td><strong>Health Protection and Promotion Act</strong></td>
<td>CGS appoints seven (7) members to a board of up to twenty-one (21) members</td>
<td>Minimum of one (1) member of Council is required. In total Council appoints seven members to this Board and may alter the mix between Council and citizen appointments.</td>
<td>Minimum of one (1) citizen</td>
<td><strong>Members of Council</strong>&lt;br&gt;Chair - $3,223.43 per annum plus $100 per meeting&lt;br&gt;Vice-Chair - $2,258.41 per annum&lt;br&gt;Member - $1,506.99 per annum&lt;br&gt;Citizen Members&lt;br&gt;$100 per meeting</td>
<td><strong>3rd Thursday of the month at 1:30 p.m. (exception July, August and December)</strong></td>
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<tr>
<td>CORPORATION</td>
<td>AUTHORITY</td>
<td>SIZE OF BOARD</td>
<td>MEMBERS OF COUNCIL</td>
<td>CITIZENS</td>
<td>REMUNERATION</td>
<td>MEETING DATE &amp; TIME</td>
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<tr>
<td>Greater Sudbury Housing Corporation</td>
<td>Shareholders Declaration between City of Greater Sudbury &amp; Greater Sudbury</td>
<td>Thirteen (13)</td>
<td>All Members of Council</td>
<td>None</td>
<td>None</td>
<td>TBD</td>
</tr>
<tr>
<td>Board</td>
<td>Housing Corporation</td>
<td>directors</td>
<td></td>
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<tr>
<td>Greater Sudbury Utilities Inc. and</td>
<td>City of Greater Sudbury By-law 2008-137, Schedule “A”</td>
<td>Five (5)</td>
<td>Mayor and two (2) members of Council. If the Mayor chooses not to be a member of</td>
<td>Two (2)</td>
<td>Members - $4,000.00 (Mayor is exempt, except for Mayor’s designate)</td>
<td>Six meetings per</td>
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<tr>
<td>Subsidiary Boards</td>
<td></td>
<td>directors</td>
<td>the Board, a third member of Council will be appointed as designated by the Mayor.</td>
<td>citizens</td>
<td>Chair - $6,000.00</td>
<td>year, 4th Monday</td>
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<td>of the month, at</td>
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<td>10:00 a.m.</td>
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<tr>
<td>Sudbury Airport Community Development</td>
<td>By-law No. 4 of the Sudbury Airport Community Development Corporation/</td>
<td>Eleven (11)</td>
<td>Two (2) Members of Council</td>
<td>Nine (9)</td>
<td>None</td>
<td>2nd Thursday every</td>
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<tr>
<td>Corporation Board</td>
<td>Corporations Act</td>
<td>directors</td>
<td></td>
<td>citizens</td>
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<td>two months at</td>
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<td>5:00 p.m.</td>
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<tr>
<td>Greater Sudbury Community Development</td>
<td>By-law No. 5, as amended, of the City of Greater Sudbury Community</td>
<td>Eighteen (18)</td>
<td>Mayor and up to three (3) Members of Council</td>
<td>Fourteen (14) citizens elected at Annual General Meetings as terms expire.</td>
<td>None</td>
<td>2nd Wednesday of the month at 11:30 a.m.</td>
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<tr>
<td>Corporation Board</td>
<td>Development Corporation</td>
<td>directors</td>
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<td>BOARD</td>
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<tr>
<td>Board of Management</td>
<td>Downtown Sudbury Business Improvement Area</td>
<td>Up to eleven (11) appointees</td>
<td>Up to two (2) Members of Council</td>
<td>Nine (9) citizens</td>
<td>None</td>
<td>Monthly Basis or as required</td>
</tr>
<tr>
<td>Board of Management</td>
<td>Flour Mill Business Improvement Area</td>
<td>Nine (9) appointees</td>
<td>One (1) Member of Council</td>
<td>Eight (8) citizens</td>
<td>None</td>
<td>Monthly Basis or as required</td>
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<tr>
<td>NAME</td>
<td>AUTHORITY</td>
<td>MEMBERS OF COUNCIL</td>
<td>CITIZENS</td>
<td>REMUNERATION</td>
<td>MEETING DATE &amp; TIME</td>
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<tr>
<td>Fence Viewers</td>
<td>Line Fences Act</td>
<td>None</td>
<td>Minimum of three (3) citizens</td>
<td>$60.00 for each day of service</td>
<td>as required</td>
<td></td>
</tr>
<tr>
<td>Livestock Valuers</td>
<td>Protection of Livestock and Poultry from Dogs Act</td>
<td>None</td>
<td>Minimum of one (1) citizen</td>
<td>$64.20 for each valuation performed</td>
<td>as required</td>
<td></td>
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<tr>
<td>Committee of Adjustment</td>
<td>Planning Act</td>
<td>Minimum of three (3) citizens/ members of Council</td>
<td>Minimum of three (3) citizens/ members of Council</td>
<td>Chair - $102.16 per meeting Member - $81.04 per meeting</td>
<td>Every 2nd Wednesday at 5:00 p.m.</td>
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