



Town of Huntsville Staff Report

Meeting Date: December 12, 2022

To: Council

Report Number: CORP-2022-91

Confidential: No

Author(s): Crystal Paroschy, Lisa Smith,

Subject: 2022-2026 Council and Committee Structure Support

Report Highlights

The Report outlines the support required to implement the proposed 2022-2026 Council and Committee structure.

Recommendation

Whereas: The proposed 2022-2026 Council and Committee structure outlines three (3) new committees requiring extensive support in order to ensure their success;

Now Therefore, Be It Resolved That: Council approve the two (2) new contract positions as outlined in Report CORP-2022-91 and any related costs, to be funded through the Human Capital Reserve;

And Further That: Staff report back with lay member composition and a terms of reference for the three (3) new committees at the January 2023 Council meeting.

Background

At the November 29, 2022 Council Orientation, Mayor Alcock presented the proposed 2022-2026 Council and Committee structure. At this time, three (3) new committees were proposed in order to review current approved Town plans and studies in relation to transportation, community services and environment, as well as matters of significant importance to the community.

Discussion

The following committees are being proposed as part of the new Council and Committee structure for a period of 12 months (Schedule "A"):

1. Active Transportation and Public Transit
2. Community Service Master Plan and Waterfront Strategy
3. Environment and Climate Change

In order to support the new committees in evaluating the appropriate Town plans and studies, as well as to coordinate and provide guidance, the following two (2) new contract positions will be required:

1. Project Manager;
2. Project Information Coordinator.

Options

1. Concur with the proposed 2022-2026 Council and Committee structure and approve the two (2) contract positions. **(Recommended)**
2. Do not approve the two (2) contract positions and re-evaluate the proposed 2022-2026 Council Committee structure. (Not Recommended)

Capital

Nil

Operational

The two (2) contract positions job descriptions will be evaluated for compensation and will be funded from the the Human Capital Reserve. It is expected the overall labour cost of the two positions will be approximately \$190,000, with approximately \$4,000 for technology costs and \$3,000 for professional development and other incidentals (estimated total of \$197,000).

The balance in the Human Capital Reserve is at \$472,345 at the time of the writing of this report.

Attachments

[2022-2026 - Council and Committee Structure](#)

Consultations

Mayor Nancy Alcock
Denise Corry, Chief Administrative Officer

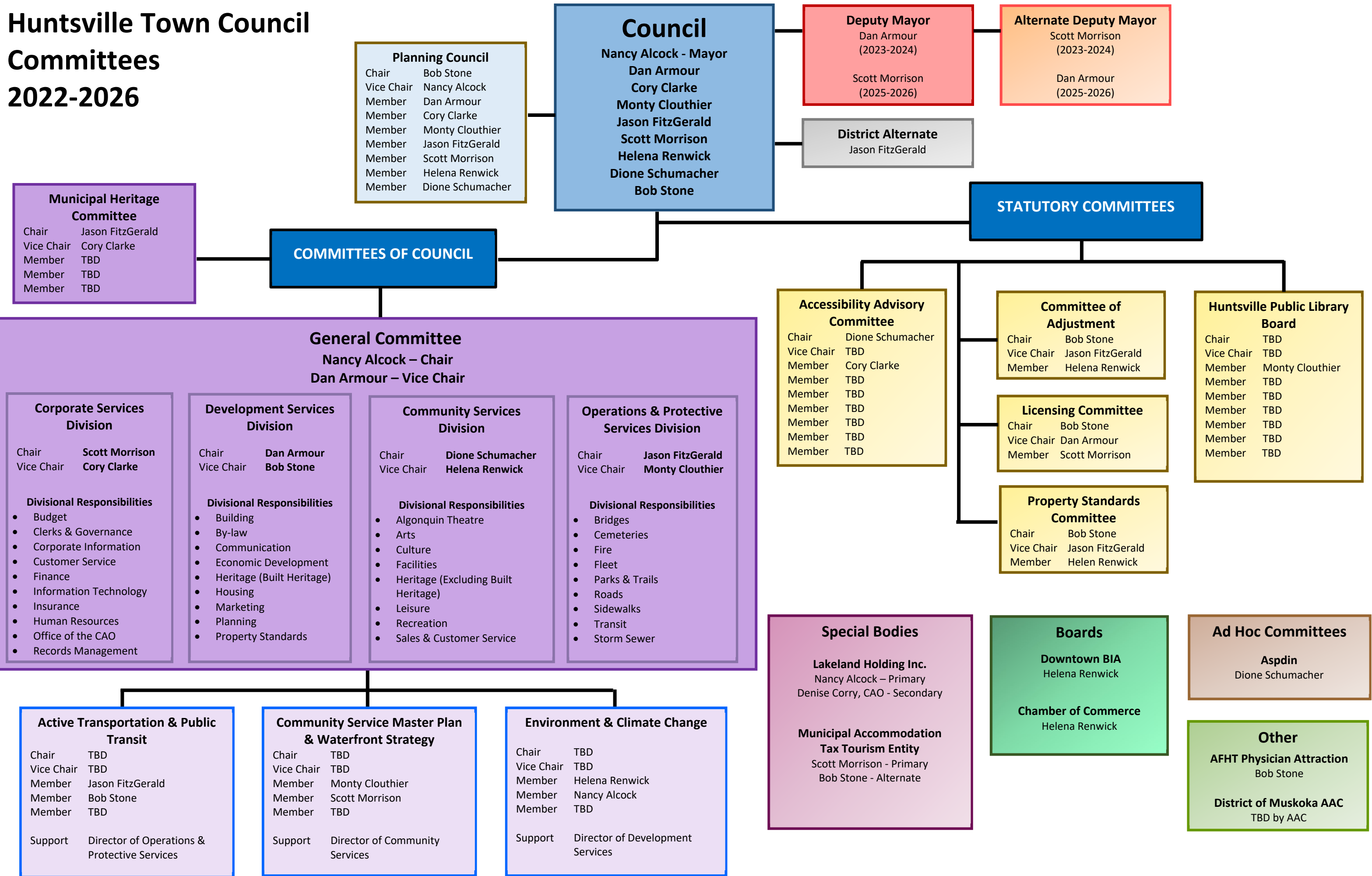
Respectfully Submitted: Crystal Paroschy, Lisa Smith,

Manager Approval (if required): _____

Director Approval: Tanya Calleja, Director of Legislative Services/Clerk

CAO Approval: Kirstin Maxwell, Acting Chief Administrative Officer

Huntsville Town Council Committees 2022-2026



Council
 Nancy Alcock - Mayor
 Dan Armour
 Cory Clarke
 Monty Clouthier
 Jason FitzGerald
 Scott Morrison
 Helena Renwick
 Dione Schumacher
 Bob Stone

Deputy Mayor
 Dan Armour (2023-2024)
 Scott Morrison (2025-2026)

Alternate Deputy Mayor
 Scott Morrison (2023-2024)
 Dan Armour (2025-2026)

District Alternate
 Jason FitzGerald

Planning Council
 Chair Bob Stone
 Vice Chair Nancy Alcock
 Member Dan Armour
 Member Cory Clarke
 Member Monty Clouthier
 Member Jason FitzGerald
 Member Scott Morrison
 Member Helena Renwick
 Member Dione Schumacher

Municipal Heritage Committee
 Chair Jason FitzGerald
 Vice Chair Cory Clarke
 Member TBD
 Member TBD

COMMITTEES OF COUNCIL

STATUTORY COMMITTEES

General Committee
 Nancy Alcock – Chair
 Dan Armour – Vice Chair

<p>Corporate Services Division</p> <p>Chair Scott Morrison Vice Chair Cory Clarke</p> <p>Divisional Responsibilities</p> <ul style="list-style-type: none"> Budget Clerks & Governance Corporate Information Customer Service Finance Information Technology Insurance Human Resources Office of the CAO Records Management 	<p>Development Services Division</p> <p>Chair Dan Armour Vice Chair Bob Stone</p> <p>Divisional Responsibilities</p> <ul style="list-style-type: none"> Building By-law Communication Economic Development Heritage (Built Heritage) Housing Marketing Planning Property Standards 	<p>Community Services Division</p> <p>Chair Dione Schumacher Vice Chair Helena Renwick</p> <p>Divisional Responsibilities</p> <ul style="list-style-type: none"> Algonquin Theatre Arts Culture Facilities Heritage (Excluding Built Heritage) Leisure Recreation Sales & Customer Service 	<p>Operations & Protective Services Division</p> <p>Chair Jason FitzGerald Vice Chair Monty Clouthier</p> <p>Divisional Responsibilities</p> <ul style="list-style-type: none"> Bridges Cemeteries Fire Fleet Parks & Trails Roads Sidewalks Transit Storm Sewer
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Accessibility Advisory Committee
 Chair Dione Schumacher
 Vice Chair TBD
 Member Cory Clarke
 Member TBD
 Member TBD
 Member TBD
 Member TBD

Committee of Adjustment
 Chair Bob Stone
 Vice Chair Jason FitzGerald
 Member Helena Renwick

Licensing Committee
 Chair Bob Stone
 Vice Chair Dan Armour
 Member Scott Morrison

Property Standards Committee
 Chair Bob Stone
 Vice Chair Jason FitzGerald
 Member Helen Renwick

Huntsville Public Library Board
 Chair TBD
 Vice Chair TBD
 Member Monty Clouthier
 Member TBD
 Member TBD
 Member TBD
 Member TBD

Special Bodies

Lakeland Holding Inc.
 Nancy Alcock – Primary
 Denise Corry, CAO - Secondary

Municipal Accommodation Tax Tourism Entity
 Scott Morrison - Primary
 Bob Stone - Alternate

Boards

Downtown BIA
 Helena Renwick

Chamber of Commerce
 Helena Renwick

Ad Hoc Committees

Aspdin
 Dione Schumacher

Other

AFHT Physician Attraction
 Bob Stone

District of Muskoka AAC
 TBD by AAC

Active Transportation & Public Transit

Chair TBD
 Vice Chair TBD
 Member Jason FitzGerald
 Member Bob Stone
 Member TBD

Support Director of Operations & Protective Services

Community Service Master Plan & Waterfront Strategy

Chair TBD
 Vice Chair TBD
 Member Monty Clouthier
 Member Scott Morrison
 Member TBD

Support Director of Community Services

Environment & Climate Change

Chair TBD
 Vice Chair TBD
 Member Helena Renwick
 Member Nancy Alcock
 Member TBD

Support Director of Development Services