



Council Committee Guide

Committee of Adjustment

What They Do: The Committee of Adjustment has been appointed by Council to review Minor Variance and Consent applications pursuant to the Planning Act. Applicants are required to pre-consult with Planning Services staff before the application is circulated to the Committee. The Committee is also provided with a staff report for each application for consideration, which includes recommended conditions on the application. The Committee can approve the application with the conditions as outlined in the motion, change conditions, deny the application or postpone to a future meeting if more information is required.

Consent applications must comply with the Provincial Policy Statement (PPS), City of St. Thomas Official Plan, Zoning By-law and satisfy the criteria of Section 51(24) of the Planning Act.

For Minor Variance applications, the Committee must have regard for the following criteria: the general intent and purpose of the Official Plan will be maintained, the general intent and purpose of the Zoning By-law will be maintained, the variance is desirable for the appropriate development or use of the land, building or structure, and the variance is minor in nature.

Meeting Frequency: 2nd and 4th Thursday of every month at 10:00 a.m. if there are applications received

Committee Contact: Jon Hindley, Deputy City Clerk, jhindley@stthomas.ca

Further Resources: [By-law 57-83](#)
Planning Act [Section 45](#) and [Section 53](#)

Community and Aquatic Centre Technical Committee

What They Do: Based on the Community Strategic Plan's Thriving Community, Commitment #4, the Committee was established to oversee the following tasks:

- Review existing similar community programs and facilities
- Examine partnership opportunities with existing groups/associations
- Complete a community consultation process
- Create a physical concept plan to determine the location for a new Community and Aquatic Centre
- Determine the capital cost of a new Community and Aquatic Centre
- Provide an estimate of annual operating costs for the facility
- Based on research, assessment and community consultation, provide recommendations to Council by December 2021

A report in December 2021 recommended that the Committee continue researching and reviewing the potential for a centre, including costs.

Meeting Frequency: Ad-hoc committee

Committee Contact: Jeff Bray, Director, Parks, Recreation and Property Management, jbray@stthomas.ca

Further Resources: Council Reports [PR-15-21](#) and [PR-21-21](#)

Community Improvement Program Evaluation Committee

What They Do:	<p>The Community Improvement Plan provides policies to enable Council to offer financial incentives to private property owners in the City of St. Thomas. These incentives are intended to encourage property owners to improve the appearance of their lands and buildings in accordance with guidelines adopted by Council. The incentives help offset a portion of project costs related to redevelopment, reuse and rehabilitation of the built environment and brownfield remediation.</p> <p>The Community Improvement Program Evaluation Committee was first appointed in 2004 to review applications received under the Community Improvement Plan. It consists of two members of City Council, two members of the Downtown Development Board and two members of the Municipal Heritage Committee. While Council does not appoint members of the public directly to this Committee, someone appointed to the Municipal Heritage Committee may be selected to be a representative.</p>
Meeting Frequency:	As required, when applications are received
Committee Contact:	Crystal Penney, Planning & Building Services Coordinator, cpenney@stthomas.ca
Further Resources:	St. Thomas Community Improvement Plan

Community Recycling Centre Public Liaison Committee

What They Do:	<p>The primary function of the liaison committee is to provide regular and effective communication between the City, local residents and neighbouring properties on the operation of the Community Recycling Centre and on waste management issues in general. By meeting on a regular basis, operational concerns such as complaints about nuisance type problems will be responded to by the City and addressed in a timely fashion. The committee will provide comments on site impacts of the site operation on the local property owners/residents. The committee will make recommendations which will lead to improvements in the operation and monitoring of the site and shall act as an advisory committee and shall not exercise any supervisory, regulatory, legal approval or other decision-making role with respect to the operations of the Community Recycling Centre.</p>
Meeting Frequency:	Traditionally quarterly, but now only meeting as required
Committee Contact:	Michelle Shannon, Waste Management Coordinator, mshannon@stthomas.ca
Further Resources:	Council Report ES-63-15

Downtown Development Board (DDB)

What They Do:	<p>As defined in the Municipal Act, the St. Thomas Downtown Development Board is tasked to: oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structure in the area beyond that provided at the expense of the municipality generally; and to promote the area as a business or shopping area.</p> <p>The DDB’s vision is to cultivate a community of all downtown property and business owners and residents, while advocating and actively promoting our businesses and authentic heritage in Downtown St. Thomas.</p> <p>The DDB’s vision is to engage, inspire and welcome our community and visitors to experience Downtown St. Thomas as a unique destination.</p>
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Meeting Frequency:	1st Wednesday of every month at 8:00 a.m.
Committee Contact:	Earl Taylor, Chair, DDB, ddb@stthomas.ca
Further Resources:	By-law 20-85 www.downtownstthomas.ca

Entegrus Inc. Board

What They Do:	Entegrus operates and maintains electricity distribution systems for over 60,000 customers in Southwestern Ontario. They are committed to operating with local values in mind, while delivering safe, reliable and exceptional service to its customers, partners and communities. In addition, Entegrus provides general administrative services, namely in the areas of customer care, billing operations and collection services for companies in the areas of electricity supply, transmission and distribution, energy and renewable energy, and water supply. Entegrus is owned by the Municipality of Chatham-Kent, the City of St. Thomas and Corix Infrastructure Inc. The City of St. Thomas appoints one independent representative to the Entegrus Inc. Board of Directors.
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Meeting Frequency:	Quarterly
Committee Contact:	Entegrus

Further Resources:	www.entegrus.com
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Green Lane Landfill Public Liaison Committee

What They Do:	The purpose of the Committee is to provide local residents with an opportunity to bring forward concerns and questions regarding the operation of the Landfill in their neighbourhood. Generally speaking, these concerns historically have been landfill odours that travel offsite, speed of haulers travelling to the landfill, refuse on the roads caused by garbage haulers, and quality of well water. At these meetings, Committee members and public guests receive reports from Landfill representatives which includes an Operations update and Summary of any Complaints received in the quarter. There is an opportunity for public guests to ask questions and receive responses. A report is also provided to the Committee from the Ministry of Environment, Conservation and Parks.
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Meeting Frequency:	Four times per year (March, June, September and December)
Committee Contact:	Joanne Beaton, PLCSecretary@hotmail.com

Further Resources:	Green Lane Landfill Public Liaison Committee Terms of Reference
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2022 Municipal Election Compliance Audit Committee

What They Do:	Under the Municipal Elections Act, an elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a candidate has contravened a provision of the Act relating to election campaign finances may apply for a compliance audit of the candidate’s election campaign finances, even if the candidate has not filed a financial statement. An elector may also apply for a compliance audit relating to campaign finances of registered third parties. The City Clerk may also provide a report to the Committee if they have determined a contravention on the surface of a candidate’s financial statement. Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected,
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including brief written reasons for the decision. If the Committee grants the application, it shall appoint an auditor to conduct a compliance audit of the finances. If based on a Clerk's report, an auditor is not needed and the Committee must decide whether to proceed with legal action. The Committee must then consider the auditor's report and if they conclude that a provision of the Act has been contravened, shall decide whether to commence a legal proceeding.

- Meeting Frequency:** As required
- Committee Contact:** Matt Smale, Legislative Services Coordinator, msmale@stthomas.ca
- Further Resources:** [Municipal Elections Act](#)

Municipal Heritage Committee

- What They Do:** The purpose of the Municipal Heritage Committee is to advise and make recommendations to Council on all heritage matters brought to its attention pursuant to the Ontario Heritage Act, as amended, including the conservation, preservation and restoration of buildings and areas in St. Thomas of historic, cultural and/or architectural significance.
- The work of the committee includes researching, assessing and making recommendations to Council on proposals for the designation of individual properties under Part IV of the Ontario Heritage Act and reviewing and making recommendations on Heritage Alteration Permits for properties in the downtown Heritage Conservation District.
- The committee also implements education and communication programs and activities to increase public awareness and knowledge of local heritage and any issues arising.

- Meeting Frequency:** Second Wednesday of every month at 5:00 p.m.
- Committee Contact:** Jon Hindley, Deputy City Clerk, jhindley@stthomas.ca
- Further Resources:** [Ontario Heritage Act](#)
[By-law 131-2011](#)

Police Services Board

- What They Do:** Under the Police Services Act, every police service in Ontario must have a Police Services Board to provide governance and accountability. The St. Thomas Police Services Board, along with the Chief of Police, assume the role of policy direction and administration of policing in the City of St. Thomas. The St. Thomas Police Services Board among its many specific duties include:
- Approves strategic plans
 - Approves the hiring and termination of employees
 - Guides the creation of business plans and monitors their progress
 - Recruits and appoints the Chief and Deputy Chiefs of Police
 - Determines general organizational objectives and priorities
 - Participates in the bargaining process with the St. Thomas Police Association
 - Establishes policy and oversees the ethical conduct of the organization
- The Board consists of two members of City Council, two provincial appointees and one community representative appointed by City Council.

- Meeting Frequency:** Fourth Wednesday of the month at 8:00 a.m., except July and August
- Committee Contact:** Tiffany Terpstra, Executive Administrator, 519-631-1224 ext. 4356
- Further Resources:** [Police Services Act](#)
www.stps.on.ca

Property Standards Committee

What They Do:	<p>Under the City's Property Standards By-law 80-2019, an Owner of property against whom an Order under Subsection 11.4 has been made and served and is not satisfied or disagrees with or otherwise disputes any term of condition of such Order, the Owner may appeal the said Order to the Property Standards Committee.</p> <p>Where a Notice of Appeal has been received, the Committee shall hear the appeal within twenty-one (21) days of the date of Notice of Appeal. The Committee shall have all the powers and functions of the Officer who made the Order and may do any of the following things, if in the Committee's opinion, doing so would maintain the general intent and purpose of the by-law and of the official plan: a) confirm, modify or rescind the Order; or b) extend the time for complying with the Order.</p>
Meeting Frequency:	As required (infrequent)
Committee Contact:	Matt Smale, Legislative Services Coordinator, msmale@stthomas.ca
Further Resources:	By-law 80-2019

St. Thomas Municipal Accessibility Advisory Committee

What They Do:	<p>As required under the Accessibility for Ontarians with Disabilities Act, the Municipal Accessibility Advisory Committee shall: advise the council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the council may seek its advice, review in a timely manner the site plans and drawings described in section 41 of the Planning Act that the committee selects and perform all other functions that are specified in the regulations.</p> <p>The Committee conducts annual audit tours of City buildings and properties and make accessibility related recommendations to Council and reviews the City's annual Accessibility Plan.</p> <p>A representative from the Committee also sits as a member of the Special Events Committee to review accessibility components of events on City property.</p> <p>The Committee also hosts an annual accessibility Open House.</p>
Meeting Frequency:	Monthly
Committee Contact:	Jon Hindley, Deputy City Clerk, jhindley@stthomas.ca
Further Resources:	Accessibility for Ontarians with Disabilities Act

St. Thomas Public Art Committee

What They Do:	<p>The purpose of the St. Thomas Public Art Committee (STPAC) is to provide advice and act as a resource to City Council and staff on the Public Art Policy.</p> <p>The work of the Committee includes the following: a) provide expert input on the City of St. Thomas's Public Art Policy and Procedures; b) promote awareness and understanding of the importance of public art; c) provide advice to City Council and staff on the management and promotion of the City of St. Thomas's public art collection; d) work within the guidelines of the Public Art Policy respecting gifts of public art, the de-accessioning of public art and other applicable City Council recommendations; e) take into consideration the financial feasibility of all public art projects; f) undertake a review of the costs and benefits of all acquisitions and new project; and g) inventory and maintain an accurate record of the public art collection.</p>
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- Meeting Frequency:** As required - typically a couple times per year
- Committee Contact:** April Gazda, Administrative Assistant, Parks and Recreation
agazda@stthomas.ca
- Further Resources:** Council Reports [PR-02-17](#) and [STPAC-01-17](#) (Public Art Policy)

St. Thomas Public Library Board

- What They Do:** The St. Thomas Public Library Board is created under provincial law (Public Libraries Act) which says that the library board's role is: to act as a spokesperson in support of the library, to develop a budget and monitor expenses, to hire, supervise and evaluate a CEO and to develop the policies required for the operation of the library.
- The Board is a governance board, so they ensure the budget is approved, monitor expenditures, and review and approve policies. The Board is not involved in the day to day operations of the library, except to set the overall budget and policies.
- Meeting Frequency:** 10 times per year (every month except July and August)
There is also a Finance Committee, Personnel Committee and a Public Relations and Fundraising Committee that meet 3 or 4 times per year.
- Committee Contact:** Heather Robinson, CEO, St. Thomas Public Library,
hrobinson@stthomaspubliclibrary.ca
- Further Resources:** www.stthomaspubliclibrary.ca
[Becoming a St. Thomas Public Library Board Member Brochure](#)
[Public Libraries Act](#)