



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Committee and Commissioner Vacancies

Date: Oct. 7, 2024

Report Number: CLK-2024-10-41

Department: Legislative Services

File Number: C11 CLK24

Prepared By: Kelly Lush, Deputy Clerk

Attachments: n/a

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CLK-2024-10-41 prepared by Kelly Lush, Deputy Clerk.

Background:

Marriage Commissioner

The Township of Huron-Kinloss Council passed By-law No. 2006-103 deeming it desirable to have civil marriage solemnization services provided as a service in the Township of Huron-Kinloss and surrounding area. The Township has been providing this service ever since.

The role of a Marriage Commissioner is to perform civil (non-religious) marriage ceremonies in accordance with the Marriage Act ensuring that the dignity and solemnity of the occasion is maintained. The Marriage Commissioner completes legal documents and provides customer service to accommodate a couple's wishes for their wedding ceremony.

Property Standards Committee Member

The purpose of the Property Standards Committee is, on an appeal of a property standards order, the Committee has all the powers and functions of the Officer who made the order, and the Committee may do any of the following things, if the Committee's opinion, doing so would maintain the general intent and purpose of the Property Standards By-law and of the Official Plan and Policy Statement:

1. Confirm, modify or rescind the order to demolish or repair.
2. Extend the time for complying with the order.

By-law No. 2013-05 governs the proceedings of the Property Standards Committee and the conduct of its members and the calling of meetings. Section 2.04 Committee Composition states that the Committee will be composed of five (5) persons who are citizens volunteers who reside and/or own property within the municipality.

Discussion/Analysis/Overview:

Marriage Commissioner

The Township currently has four (4) Marriage Commissioners that are authorized to solemnize marriages in the Township of Huron-Kinloss as set out under Ontario Regulation 285/04 and the Marriage Act, R.S.O. 1990, Chapter M 3.

Marilynne Gilchrist has provided notice that she will be resigning as a Marriage Commissioner for the Township of Huron-Kinloss effective December 31, 2024.

Each year the Commissioners perform approximately 50 ceremonies. Staff would like to continue to offer this level of service and have begun the process to replace Marilynne. Details on the application process can be found at:

<https://www.huronkinloss.com/news/posts/huron-kinloss-marriage-commissioner-opening/>

Once the process is complete and the vacancy is filled the Clerk will delegate the authority to provide civil marriage solemnization services and the new Marriage Commissioner will be recognized in the Consolidated Council and Committee Appointment By-law.

Property Standards Committee Member

The Committee currently has one vacancy, and staff are requesting applications be submitted to fill the vacancy. The application period closes on Friday October 18th.

Information can be found on the Township website regarding how to apply:

<https://www.huronkinloss.com/news/posts/property-standards-committee-member/>.

Section 2.04 of By-law No. 2013-05 states that all vacancies will be advertised, and all names received will be brought forward for Council's consideration. The successful candidate will be appointed by Council on the Consolidated Council and Committee Appointment By-law.

The term of the members of the Committee shall be four years, coinciding with the term of the Council and is renewable thereafter based on acceptance by Council in the Committee Appointment By-law. The successful candidate will be appointed for the duration of this term of Council.

Financial Impacts:

Marriage Commissioners for the Township of Huron-Kinloss solemnize approximately 50 marriages per year with a Township fee of \$100 for administration of the service.

Performance Measurement:

Marriage Commissioner bookings
Property Standards Committee Composition

Strategic Area:

Embrace a thriving rural lifestyle

Prepare for Inclusive Growth

Enhance Municipal Service Delivery

Ensure Financial Stability

Strategic Goal: Facilitate Community Well Being

Respectfully Submitted By:

Kelly Lush, Deputy Clerk

Report Approved By:

Jodi MacArthur, Chief Administrative Officer