



# Committee Report

<b>To:</b>	Warden Hicks and Members of Grey County Council
<b>Committee Date:</b>	October 27, 2022
<b>Subject / Report No:</b>	CCR-CW-12-22
<b>Title:</b>	Establishing Committees and Task Forces
<b>Prepared by:</b>	Tara Warder, Clerk
<b>Reviewed by:</b>	Kim Wingrove, Chief Administrative Officer
<b>Lower Tier(s) Affected:</b>	
<b>Status:</b>	Recommendation adopted by Committee as amended per Resolution CW144-22; Endorsed by County Council November 10, 2022, per Resolution CC98-22.

## Recommendation

1. That Report CCR-CW-12-22 regarding a Grey County Committee and Task Force review be received; and
2. That the Committees and Task Force policy which outlines criteria to be considered when establishing a committee or task force be endorsed; and
3. That the following be dissolved at the end of the current Council term:
  - a) Affordable Housing Task Force
  - b) Agricultural Advisory Committee
  - c) Climate Change Task Force
  - d) Economic Development and Planning Advisory Committee
  - e) Mental Health and Addictions Task Force
  - f) Tourism Advisory Committee; and
4. That staff bring forward proposed Terms of Reference to an upcoming meeting for Council to consider establishing the following:
  - Community Services Committee
  - Planning and Economic Advisory Committee
  - Urban Road and Road Exchange Task Force; and
5. That staff work with the incoming council to determine what future committees and task forces may be required.

# Executive Summary

With the end of the 2018-2022 Council term approaching, staff thought it prudent to bring forward a report reviewing the current state of Grey County's committees and task forces, advise on which are close to reaching their respective mandates and suggest direction on how to effectively use committees and task forces going forward. The recommendation provides the opportunity to reflect on the current committee and task forces and consider using other methods of collaboration and engagement for some functions. The report also intends to lay the groundwork for future committees and task forces that align with Grey's strategic priorities in the next Council term.

## Background and Discussion

The current committee structure at Grey County has a combination of advisory committees and task forces. Committees tend to be less project-specific and may continue with no specific endpoint, though many are formed on an ad-hoc basis. Task forces are generally formed to achieve a specific goal with an expectation that they will disband once the result is reached.

Advisory committees and task forces have historically been a forum for engagement and continue to exercise this function today. With membership often comprised of subject matter experts, they advise and provide input to Council on policy matters and voice the needs of residents, businesses, and other community stakeholders. Citizens having input into the policies that affect them is a critical part of local government. As the end of the 2018-2022 Council term approaches, consideration should be given to how best to move forward with committees and task forces to keep them effective, have members and stakeholders be productive, and structure meetings so they are more than an information sharing forum. There is also an opportunity to utilize alternative methods of collaboration and engagement, such as working groups or other structures that allow for the necessary feedback. Maintaining a good balance of the different ways to collaborate and engage is important, as one structure won't be effective in all cases.

The following sub-committees and task forces are currently active in Grey County:

- Affordable Housing Task Force
- Agricultural Advisory Committee
- CAO Performance Evaluation Committee
- Committee of Management
- Climate Change Task Force
- Economic Development and Planning Advisory Committee
- Grey County Joint Accessibility Advisory Committee
- Long Term Care Redevelopment Task Force
- Mental Health and Addictions Task Force
- Tourism Advisory Committee

The following are the ones that are required by legislation:

- Grey County Joint Accessibility Advisory Committee (Section 29 (1) – *Accessibility for Ontarians with Disabilities Act, 2005*)
- Committee of Management (Section 132 (1) – *Long Term Care Homes Act, 2007*)

- Planning Advisory Committee (Section 8 (1) - *Planning Act, R.S.O. 1990*)

The following are approaching the completion of their respective initial mandates and can be dissolved at the end of the current term as was intended when they were formed. Future reporting activities can come directly to County Council/Committee of the Whole or to one of the new committees being proposed.

- Affordable Housing Task Force
  - Established in 2020 with the goal of using the Action Plan for Developing Affordable Housing for the development of strategies to improve affordable housing options, have a leadership role in working with all levels of government for funding options and local community solutions to increase Grey's housing stock. Future reports related to affordable housing may come to the Planning and Economic Advisory or the Community Services Committee depending on the focus of the report.
- Climate Change Task Force
  - Established in 2020 with the goal of providing input into developing recommendations in support of the Climate Change Action Plan and providing input into measurable impacts for improved County operations related to the environment.
- Mental Health and Addictions Task Force
  - Established in 2022 with participation from community stakeholders and representatives with the goal of identifying opportunities for enhanced community supports for those living with mental health and substance use disorders
  - Staff recommend that a Community Services Committee be established in the new council term to continue the work this task force initiated

The Economic Development and Planning Advisory Committee, Tourism Advisory Committee, and Agricultural Advisory Committee do not necessarily have an end date. The members of these committees consist of both public membership and political representation and have had excellent relations with Grey County, providing invaluable input over the years. There is a need to retain a Planning Advisory Committee in some form and an opportunity to create a single committee with a broader mandate and strategic focus. Staff recommend that a single Planning and Economic Advisory Committee be struck to replace the three existing committees. The committee would consider planning, agricultural and economic development matters for all of the county's key sectors. Further, this committee could review and comment on certain climate change topics as well.

Moving forward, staff are considering new forms of engagement to broaden the reach and depth of interactions between members of the public, elected officials and staff. Examples include other modes of participation such as forums and mixers complete with industry panels, round table discussions and networking. In addition to these purpose-built events, staff will continue to engage and interact with stakeholders from all industry sectors, institutions, levels of government and the community through regular workplans as per staff's intentional 'boots on the ground' approach to planning, economic development and tourism.

Long Term Care Redevelopment is recommended to continue with the redevelopment of the Rockwood Terrace site.

Staff also recommend that an Urban Road and Road Exchange Task Force be established to examine options for how to treat urban roads and finalize urban road authority and / or policy changes, and how to finalize proposed road exchanges going forward.

Attached to this report is a proposed policy for Council's consideration which outlines criteria to be considered when Council or staff propose to create a committee or task force. It is suggested that an assessment involve consideration of the following:

- i. Is the existence of this committee required by legislation and regulation (Federal/Provincial/Municipal);
- ii. Is this committee's mandate achievable;
- iii. Is this committee's mandate aligned with the corporate strategic objectives
- iv. Is/will this committee operate effectively
- v. Is there a more effective form of engagement which will achieve the same objectives

## Next Steps

If the recommendation is supported, staff will bring forward staff reports and proposed Terms of Reference for the Community Services Committee, the Planning and Economic Advisory Committee, and the Urban Road and Road Exchange Task Force for Council's consideration. With a new term and anticipated committee and board appointments in December 2022, staff will also bring forward a report at that time with a call for interest for the available appointments on the remaining committees. Any terms of reference recommended to be amended or established can also be brought forward at that time.

As work progresses on Grey County's strategic plan, opportunities to establish committees or task forces that align with those strategic priorities will be brought forward for Council's consideration.

## Legal and Legislated Requirements

Grey County's task forces and committees are subject to the *Municipal Act, 2001*, the County's Procedural By-law 5134-22, and the Code of Conduct.

Grey County is required to have the following committees:

- Grey County Joint Accessibility Advisory Committee (Section 29 (1) – *Accessibility for Ontarians with Disabilities Act, 2005*)
- Committee of Management (Section 132 (1) – *Long Term Care Homes Act, 2007*)
- Planning Advisory Committee (Section 8 (1) - *Planning Act, R.S.O. 1990*)

## Financial and Resource Implications

Council members are paid a per diem for their participation in committees and taskforces. Mileage has not been paid for the duration of the pandemic because task force and committee

meetings have been held online. Staff suggest that in future, these meetings are a mix of either entirely in person or virtual, as determined by the agenda and the Chair.

## Relevant Consultation

- Internal (list) CAO, Deputy CAO, Planning, Economic Development, Tourism and Culture
- External (list)

## Appendices and Attachments

[CAOR-CW-09-22 Updating County's Strategic Plan](#)

Terms of Reference:

[Affordable Housing Task Force](#)  
[Agricultural Advisory Committee](#)  
[CAO Performance Evaluation Committee](#)  
[Committee of Management](#)  
[Climate Change Task Force](#)  
[Economic Development and Planning Advisory Committee](#)  
[Grey County Joint Accessibility Advisory Committee](#)  
[Long Term Care Redevelopment Task Force](#)  
[Mental Health and Addictions Task Force](#)  
[Tourism Advisory Committee](#)

# Corporate Policy

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## Establishing Committees and Task Forces

**Approved by:**

**By-law:**

**Replaces:**

**Section:**

**Policy:**

**Date Approved:**

**Last Revision Date:**

**Scheduled for Review by:**

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## Policy Statement

The County of Grey acknowledges the value of committees and the advice they provide to Council. The creation, amendment, dissolution and administration of committees shall be conducted in a fair and equitable manner and in accordance with applicable legislation or Council-approved procedures.

## Purpose

To guide the creation and dissolution of committees and task forces and acknowledge the role these bodies play in providing input and advice to County Council.

## Scope

The policy applies to all committees created by Council. Where conflict occurs between the policy and other legislation, the legislation will prevail.

## 1.0 Definitions

- 1.1 *Advisory Committee* means a committee established to provide advice to Council as mandated in the Terms of Reference.
- 1.2 *Task Force* means a committee established from time to time to deal with a specific issue and disband at the completion of the project or upon final report to Council.

## 2.0 Legislated Requirements

- 2.1 Committee and task force members are subject to the Grey County Code of Conduct
- 2.2 Grey County Committees and task forces follow Grey County's Procedural Bylaw

## 3.0 Financial Matters

- 3.1 Mileage and per diems will be paid in accordance with current mileage rates and approved compensation policies.

## 4.0 Creation, Amendment and Dissolution

### 4.1 Creation

- a. The creation of a new committee or task force may be triggered by the following factors:
  - i. Significant public issues or trends;
  - ii. Where public input is deemed desirable and cannot be achieved through other forms of consultation and engagement
  - iii. Legislated requirement (Federal/Provincial/Municipal)
  - iv. Staff request
- b. Council may create a new committee, amend an existing or dissolve a committee based on the analysis of the following:
  - i. Is the existence of this committee required by legislation and regulation (Federal/Provincial/Municipal);
  - ii. Is this committee's mandate achievable;
  - iii. Is this committee's mandate aligned with the corporate strategic objectives
  - iv. Is/will this committee operate effectively
  - v. Is there a more effective form of engagement which will achieve the same objectives
- c. New committees or task forces shall be created by council through resolution. Committees and task forces shall have a Terms of Reference document to guide the role of the committee or task force.
- d. After approval of the creation of a new committee, the Clerk's department will facilitate the appointment process based on the Terms of Reference.

### 4.2 Amendment

- a. Changes to the Terms of Reference will be based on Council decisions and may be triggered:
  - i. Following a report to Council and/or initiated by Council
  - ii. By resolution and advice of the committee
  - iii. By a recommendation and report by staff
- b. The following factors may be considered when amending terms of reference:
  - i. Result of report which measures progress against mandate
  - ii. Lack of material purpose, function or public interest
  - iii. New issues at Council (could add or remove a mandate)
  - iv. Changes to legislation
  - v. New Council
  - vi. Committee sunset clause

- c. A staff report addressing the proposed changes will be prepared by the relevant Department or Clerk's Department and presented to Council.

#### 4.3 Dissolution

- a. Dissolution of a Committee may be triggered by one of the following:
  - i. Expiration of term
  - ii. Completion of task or mandate
  - iii. Resolution of issues
  - iv. Legislative requirement no longer exists
  - v. Merger with another committee
  - vi. Following a review process
  - vii. Resolution of Council directing that the committee or task force be dissolved

## Forms

None