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| To: | Warden Milne and Members of Grey County Council |
| Committee Date: | January 12, 2023 |
| Subject / Report No: | CCR-CW-03-23 |
| Title: | Terms of Reference |
| Prepared by: | Tara Warder, Clerk |
| Reviewed by: | Kim Wingrove, CAO |
| Lower Tier(s) Affected: | |
| Status: | Recommendation adopted by Committee as presented per Resolutions CW23-23 & CW24-23; Endorsed by County Council January 26, 2023, per Resolution CC11-23. |

Recommendations

Recommendation 1

1. That Report CCR-CW-03-23 regarding Terms of Reference for new committees and task forces be received; and
2. That the following new committees and task forces be established:
 - Community Services Committee
 - Planning and Economic Development Advisory Committee
 - Urban Road and Road Exchange Task Force
3. That Council endorse the Terms of Reference for each of these committees and task force as presented and that these Terms of Reference be reviewed and considered by the respective committees/task force at the first meetings of each of them.

Recommendation 2

1. That the following appointments be endorsed:

Community Services Committee:

- Councillor Kentner
- Councillor Matrosovs
- Councillor Dobreen
- Councillor Nielsen
- Councillor Mackey

- **Councillor Dickert**
- **Warden Milne**

Planning and Economic Development Advisory Committee:

- **Councillor Hutchinson**
- **Councillor Nielsen**
- **Councillor Bordignon**
- **Councillor Boddy**
- **Councillor Dickert**
- **Councillor Carleton**
- **One Meaford Representative**
- **Warden Milne**

Urban Road and Road Exchange Task Force:

- **Councillor Greig**
- **Councillor Eccles**
- **Councillor McQueen**
- **Councillor Carleton**
- **Councillor Matrosovs**
- **One Chatsworth Representative**
- **Warden Milne**

Executive Summary

This report provides information and Terms of Reference documents for three proposed new committees and task forces. It comes as a result of direction provided to staff from Report [CCR-CW-12-22](#) which reviewed the status of each of Grey County's committees and task forces and suggested changes moving into the 2022-2026 term. The proposed new committees are the Community Services Committee, the Planning and Economic Development Advisory Committee and the Urban Road and Road Exchange Task Force.

Background and Discussion

Towards the end of the previous Council term, staff brought forward a report with recommendations on how to move forward with committees and task forces. Report CCR-CW-12-22 outlined the status of current task forces and committees, and direction was received from Council on which bodies would continue into the new term and which would be dissolved or merged with other committees.

Direction was also provided to staff to bring forward terms of reference to consider establishing three new bodies: a Community Services Committee, an Urban Roads and Road Exchange Task Force and a new Planning and Economic Development Advisory Committee. Each committee/task force is discussed in greater detail below.

A [Committee and Task Force Policy](#) was also adopted, which guides the creation of new committees and task forces, including considerations to be made when establishing a new

committee or task force in order to assess their relevance and alignment with corporate goals and strategic initiatives. The policy notes that new committees/task forces may be triggered by:

- a. Significant public issues or trends;
- b. Where public input is deemed desirable;
- c. Legislated requirement (Federal/Provincial/Municipal)
- d. Staff request

Further, Council may create a new committee, amend an existing or dissolve a committee based on the analysis and assessment of:

- a. whether the committee is required by legislation
- b. if the committee/task force's mandate is relevant, achievable and aligned with the organization's [strategic objectives](#)
- c. an assessment of whether it will operate effectively
- d. whether there is a more effective way for the committee/task force to engage which will achieve the same objectives.

Each committee / task force proposed to be established and its assessment against the newly created policy is discussed in further detail below.

Report [CCR-CW-02-23 Committee and Board Appointments](#) notes the councillors that were interested in participating on each committee/task force. The proposed membership numbers outlined in each Terms of Reference document and the recommendations in this report were drafted taking this interest into account as much as possible, while attempting to balance representation across municipalities.

Community Services Committee

The Community Services Committee's work is aligned with the strategic plan goal "Community Services and People" as described in report [CAOR-CW-09-22 Updating County Strategic Plan](#). Also, striking a Community Services Committee was a recommendation adopted in the final report of the 2022 Mental Health and Addictions Task Force.

The committee will explore issues and make recommendations on a broad spectrum of initiatives that create healthy, safe communities and promote positive mental health, support the work of the Community Drug and Alcohol Strategy and the Housing Action Plan and affordable housing initiatives. Representatives of service providers delivering community services will provide information to the committee as appropriate.

Planning and Economic Development Advisory Committee

Up to the end of the previous Council term, Grey County had a Tourism Advisory Committee and an Economic Development and Planning Advisory Committee. The new Planning and Economic Development Advisory Committee proposes to bring all Economic Development, Tourism and Culture topics under one Committee, and further function as a Planning Advisory Committee. The Planning Act requires that upper tier municipalities with planning responsibilities have a Planning Advisory Committee with at least one member who is a resident but not an employee or a council member.

The work the Planning and Economic Development Advisory Committee will undertake is consistent with one of the proposed themes of the corporation's strategic objectives, being "Infrastructure and Economy" and will meet the Planning Advisory Committee requirements legislated by the Planning Act.

Urban Road and Road Exchange Task Force

The proposed Urban Road and Road Exchange Task Force is being proposed by staff to assist with finalizing urban road authority and finalizing proposed road exchanges. These discussions will carry on previous work that was initiated in the Transportation Master Plan (TMP). The TMP raised questions about the county road network that have not been resolved. The task force will review the recommendations in light of the most current information and determine whether or not to pursue them further.

The proposed work of the task force is consistent with Grey County's strategic theme of "Service and Operational Excellence".

Next Steps

After these bodies are established and appointments are finalized, staff will coordinate initial meetings and include the Terms of Reference on each of the agendas for review by the respective committees and task force.

Staff are also proposing to hold the meetings for these three bodies in person.

A report will be brought back before the end of 2023 with an assessment of the recent recommendations that have been implemented with regard to committees and task forces.

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. Committee and task force meetings are open to the public, except may be closed in accordance with Section 239 of the *Municipal Act, 2001*.

Grey County is required to have a Planning Advisory Committee (Section 8 (1) - *Planning Act, R.S.O. 1990*)

Financial and Resource Implications

Council members are paid per diems for attendance at committee and task force meetings. Mileage is paid to members and public members when meetings are held in person. Anticipated per diem and mileage costs are contained within the draft 2023 Council budget.

Relevant Consultation

- Internal: CAO, Deputy CAO, Director of Community Services, Director of Transportation, Director of Planning, Director of Economic Development, Tourism and Culture
- External

Appendices and Attachments

Terms of Reference – Community Services Committee

Terms of Reference – Planning and Economic Development Advisory Committee

Terms of Reference – Urban Road and Road Exchange Task Force



Terms of Reference

Community Services Committee

Purpose:

To explore issues and make recommendations on matters related to the County's strategic goals, plans and programs connected to community services and people. It will consider matters related to community wellbeing, such as mental health and addictions, housing and homelessness, poverty, community safety, transit and paramedicine and health services.

Scope of Responsibility:

The Community Services Committee's scope of responsibility shall include consideration of the following matters and topics:

- Housing Policies and Programs
- Mental Health and Addictions Task Force Recommendations
- Paramedic Services, community paramedicine, supportive outreach service and community paramedicine for long-term care (CPLTC)
- Age Friendly Community Action Plan
- Home and Community Care, Behavioural Support Transitional Unit at Grey Gables, Assisted Living at Rockwood Terrace
- Community Safety and Wellbeing Plan oversight and implementation support
- Recolour Grey (Live Grey) Initiatives
- Grey Transit Route (GTR) Transit Sustainability Plan
- Hanover and Owen Sound Task Force Report recommendations
- GBLIP Settlement Strategy
- Food Security
- Early Learning and Child Care
- Grey Bruce Ontario Health Team engagement in strategic planning and implementation
- Workforce Development and skills training
- Poverty and income supports

Membership:

Voting members of the Community Services Committee are appointed by County Council and shall include:

- 6 members of County Council, appointed annually
- Grey County Warden

Chair and Vice Chair:

The Chair and Vice Chair shall be elected annually from the voting members.

Meetings:

Meetings occur at the call of the Chair or as determined by the Committee (approximately six meetings per year).

Quorum:

A quorum shall consist of more than 50% of the membership of the Committee.

Statutory Authority:

The Community Services Committee is guided by the County's Procedural By-Law, Council's Code of Conduct, other Grey County policies, plans, or studies as applicable, and provincial Acts and regulations, including:

- Municipal Act, 2001

Reporting Relationship:

The Community Services Committee shall report directly to the Committee of the Whole with endorsed recommendations being sent to County Council for ratification.

Lead Staff & Resources:

The Community Services Department, Paramedic Services, the Planning Department and the Clerk's Department will provide staff support and coordination.

Other staff resources or their designates may include:

- CAO
- Deputy CAO
- Clerk
- Director of Community Services
- Director of Paramedic Services
- Director of Finance
- Director of Planning and Development
- Director of Long-Term Care
- Deputy Clerk/Legislative Coordinator
- Manager, Housing Programs
- Manager, Community Housing
- Administrative Assistant, Community Services

Participation from external agencies, organizations, or stakeholders will be solicited where appropriate.



Terms of Reference

Planning and Economic Development Advisory Committee

Purpose:

To provide a planning advisory role to fulfill legislated requirements and consider planning policies or special studies and economic development, tourism, and culture strategies or initiatives.

Scope of Responsibility:

The Planning and Economic Development Advisory Committee's scope of responsibility shall include:

- Contributing local knowledge and their expertise on emerging issues and new initiatives related to the purpose of this Committee.
- Providing direction and feedback regarding the development of policies, programs, plans, or studies related to the purpose of this Committee.
- Ensuring alignment with and monitoring the implementation progress of plans and strategies related to the purpose of this Committee.

This Committee is not responsible for reviewing or approving private development applications.

Membership:

Voting members of the Planning and Economic Development Advisory Committee are appointed by County Council and shall include:

- Warden and 8 members of County Council representing each municipality, appointed annually
- Executive Director, Georgian College – Owen Sound Campus
- 4 public members, with preference given to representatives of Grey's key sectors and stakeholders who will be appointed concurrent with the term of Council.
(this includes Development, Tourism, Manufacturing, Entrepreneur)

At least one of the public members shall be a resident of the County of Grey and meet any legislated eligibility criteria.

Chair and Vice Chair:

The Chair and Vice Chair shall be elected annually from the voting members.

Meetings:

Meetings occur at the call of the Chair or as determined by the Committee (approximately four meetings per year).

Quorum:

A quorum shall consist of more than 50% of the membership of the Committee.

Statutory Authority:

The Planning and Economic Development Advisory Committee is guided by the County's Procedural By-Law, Council's Code of Conduct, other Grey County policies, plans, or studies as applicable, and provincial Acts and regulations, including:

- Municipal Act, 2001
- Planning Act, 1990

The Municipal Act provides Council the power to appoint Committees and assign them functions and further grants jurisdiction over economic development services or the promotion of the municipality for any purpose by collecting and disseminating information.

The Planning Act provides that every upper-tier municipality with planning responsibilities shall appoint a Planning Advisory Committee.

Reporting Relationship:

The Planning and Economic Development Advisory Committee shall report directly to the Committee of the Whole with endorsed recommendations being sent to County Council for ratification.

Lead Staff & Resources:

The Clerks, Planning and Development, and Economic Development, Tourism and Culture Departments will provide staff support and coordination.

Other staff resources or their designates may include:

- CAO
- Deputy CAO
- Clerk
- Director of Finance
- Director of Planning and Development
- Administrative Assistant, Planning
- Director of Economic Development, Tourism and Culture (EDTC)
- Deputy Clerk/Legislative Coordinator
- Manager of Economic Development and Tourism
- Administrative Assistant, Economic Development, Tourism and Culture
- Manager, Grey Roots Museum and Archives
- Grey County Economic Development Officers
- Business Enterprise Centre
- Grey Bruce Local Immigration Partnership

- Local Municipal Economic Development Officers

Participation from external agencies, organizations, or stakeholders will be solicited where appropriate depending on the themes/topics being discussed.

This Committee will have opportunity to participate in business tours throughout Grey County.



Terms of Reference

Urban Road and Road Exchange Task Force

Purpose:

This Task force is responsible to provide recommendations to County Council regarding the ownership and management of both rural and urban roads within Grey County.

Objectives: To develop a plan and finalize road exchange agreements including options for urban roads with a target completion date of October 2024.

Scope of Responsibility:

- Developing a plan that will provide efficient and effective delivery of road services in Grey County now and in the future.
- Complete/Review an assessment of the county and municipal road network to understand operational challenges and opportunities for change.
- Review and apply a classification of roads criteria to determine the most appropriate tier responsibility for each road under consideration.
- Recommend road exchanges and corresponding schedule between the county and member municipalities including options for how to manage and fund urban sections of county roads and finalize urban road authority and/or policy changes.
- Complete a preliminary investigation regarding future road maintenance responsibilities and impact on any maintenance agreements.
- Investigate potential class environmental assessment commitments regarding the exchanges.
- Determine a recommended appropriate financial compensation model, recognizing the fact that the proposed financial decisions must be approved by each member municipal Council. The financial solution should address funding source impacts such as development charges and the Canada Community Building Fund (former gas tax)
- Address the impact of other asset issues that may accompany any exchanges (traffic signals and structures).
- Review the recommendations raised by the Transportation Master Plan completed in 2014 in light of the most current information and determine whether or not to pursue them further.

Voting Membership

Members will be appointed by County Council and members shall retain their positions for the duration of the Council term, or until the task force has met its mandate, whichever comes first. The Warden's appointment will end with the term of the Warden.

Membership will include:

- 6 County Councillors and the Grey County Warden, each from different municipalities

Membership shall be limited to one representative per municipality. Any vacancies that may arise will be filled by Council appointment.

Each Member will:

1. Exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.
2. Take necessary measures to ensure that the corporation complies with legislation.
3. Be committed to achieving and maintaining the vision, mission, and values of Grey County.

Chair and Vice Chair

The task force will elect a Chair and Vice Chair at the first meeting, and they will retain these positions for the duration of the Council term, or until the task force has met its mandate, whichever comes first.

Meetings

The task force will meet at the call of the Chair.

Quorum

A quorum is more than 50% of the membership of the Task force.

Statutory Authority

The task force is guided by Grey County's Procedural By-law, Council's Code of Conduct, Provincial Acts and regulations, the Committee and Task Force Policy and other Grey County Policies as applicable.

Reporting Relationship

The task force shall make recommendations to Committee of the Whole/Council, for which Committee of the Whole/Council retains the decision-making role.

Lead Staff

- CAO
- Deputy CAO
- Director of Transportation
- Engineering Manager
- Operations Manager
- Administration Manager
- Clerk
- Deputy Clerk

Dissolution

The task force shall be dissolved at the end of the 2022-2026 Council term, or completion of its mandate, whichever comes first.

It shall be dissolved by resolution of County Council