

Building and Planning Services Task Force Terms of Reference

Date Approved by Council: August 27, 2026

Mandate

Dufferin County's Building and Planning Services divisions play a critical role in facilitating development across Dufferin County. The current housing crisis has made it essential to reassess whether existing processes, resources and frameworks are sufficient to streamline homebuilding in line with environmental, public interest, and other planning considerations. The Building and Planning Services Task Force's mandate is to identify opportunities to facilitate construction in Dufferin County. Specifically, it will seek to strengthen relationships among staff, Council members, and builders; improve knowledge-sharing about development-related services; identify gaps and best practices across the County; and recommend improvements to Council to enhance building and planning services.

The Task Force will provide a forum where builders, municipal staff, and Council can learn from one another, share concerns, clarify misunderstandings, and collaboratively identify opportunities for improvement.

The Task Force will:

- Review current Building and Planning processes across both the County and all participating municipalities
- Identify inefficiencies, bottlenecks, and inconsistencies affecting applicants, municipal staff, and external partners
- Explore opportunities for process improvements, modernization, and better coordination
- Facilitate open dialogue between builders, municipal staff, and Council members
- Examine provincial requirements and constraints that impact local service delivery
- Consider best practices from other municipalities
- Develop recommendations to Council that support improved service, transparency, and efficiency

Member Expectations

Committee members are expected to adhere to the following conduct and practices:

- That all committee members, in all forms of communication, when speaking about the work of the committee, or members of the committee do so in a respectful manner
- That committee members address differences of opinions or conflict with other committee members in a respectful manner

- That all committee members respect confidentiality and privacy
- That all committee members are required to attend a minimum of 75% of committee meetings
- That committee members shall not use their status on a committee for personal or political gain.

The Task Force is intended to be a collaborative, solutions-focused forum that fosters constructive relationships between municipal staff, Council, and members of the builder community. In carrying out its work, members will be guided by the following principles:

- Respectful dialogue: Members will engage with one another in a respectful, professional and constructive manner, recognizing that participants bring different perspectives, experiences and expertise.
- Continuous improvement: The purpose of the Task Force is not to assign blame to municipal staff, departments, municipalities, or builders. Rather, it is to identify opportunities to strengthen processes, facilitate information-sharing, and ultimately, contribute to enhanced building processes in Dufferin.
- Open communication: Members are encouraged to share concerns, experiences and challenges candidly and respectfully, with a focus on identifying root causes and finding innovative solutions.
- Relationship-building: The Task Force will seek to build and deepen relationships between municipal staff, Council members, and builders to address misconceptions, improve information-sharing, and enhance services and outcomes in the County.
- Evidence-based decision-making: Discussions and decisions should be based on data, operational realities, legislative limitations, and the roles, restraints and possibilities of all members in the development process.
- Focus on outcomes: Members will seek to identify recommendations that are practical and improve customer service, increase efficiency, and enhance transparency with the chief goal of making housing construction processes both streamlined and more affordable.

Membership Composition

The Task Force will be composed of the following members:

Role	Member
Committee Chair	To be filled by a member of the Committee
County Council Representation	1 member of County Council
Council Representation	1 Council member from each municipality
Building and Planning Services Staff	Staff from the County and local municipalities

Role	Member
Development Community Representation	Up to 4 local developers/builders representing the development community
Support Staff	County staff as required

Selection Process

The Council member of each participating municipality will be appointed by their respective Councils.

Local developers/builders will be selected through an expression of interest process. The County Council representative and County staff members will review the expressions of interest and make a recommendation to Council for appointment. Committee members will have the skills, knowledge, and experience to contribute effectively to the committee's mandate.

Once selected, each developer/builder will appoint one primary representative to the Task Force. If the primary member is unable to attend a meeting, the developer/builder may send an alternate member. Members will act as a liaison between their organization and the County.

Activities and Discussion Topics

Meetings will include:

- Presentation or information-sharing sessions on:
 - Current Building and Planning workflows at both County and local municipal levels
 - Future plans and anticipated challenges
 - Provincial legislation and regulatory limitations
- Opportunities for members to raise concerns, ask questions, and share experiences
- Guest presentations from other counties or municipalities to highlight alternative approaches and best practices
- Collaborative discussions to identify solutions, pilot projects, or service enhancements

Deliverables

The Task Force will prepare:

- Summary reports outlining key themes, challenges, and findings
- Recommendations to Council, which may include:
 - Process improvements
 - Staffing or resource considerations

- Pilot projects
 - Enhanced communication or information sharing tools
 - Standardization opportunities across municipalities
- A final report summarizing outcomes, lessons learned, and proposed next steps

Reports will be submitted to County Council and shared with local municipalities.

Term

This Task Force will expire once final recommendations have been presented to County Council.

Meeting Schedule

The Task Force will meet once per month, or at the call of the Chair. Meetings may be held in-person or virtually, depending on availability.

Quorum

Quorum requires that at least 5 members be present. If quorum is not attained within the first 10 minutes, the formal meeting cannot proceed, and the support staff member is not required to remain and/or provide notes. If members present choose to remain, they may do so for an information exchange only.