

## **POLICY & PROCEDURE MANUAL**

|                    |                                          |                                         |
|--------------------|------------------------------------------|-----------------------------------------|
| <b>SECTION</b>     | COUNCIL RELATED POLICIES                 | <b>POLICY NUMBER</b> 1-02-02            |
| <b>SUB-SECTION</b> | Council Procedures                       | <b>EFFECTIVE DATE</b> November 15, 2027 |
| <b>SUBJECT</b>     | Committee Structures and Mandates Policy |                                         |
| <b>AUTHORITY</b>   | Council – August 27, 2026                |                                         |

### **PURPOSE**

To provide a consistent and transparent framework for the administration of committees and to act as a guide for committee members and staff.

### **STATEMENT**

The business of the County of Dufferin is conducted through County Council. To support informed decision-making, Council may establish advisory committees, ad hoc committees, task forces, or other working groups to provide expertise, stakeholder perspectives, research, and recommendations on specific matters. Ad hoc committees and task forces are established for a defined purpose and duration, with a clear start and end date. Statutory committees may also be required by legislation to fulfill specific legislative mandates.

### **PROCEDURE**

#### **Statutory Committees**

Where required by legislation, Council shall establish the statutory committee and appoint, by resolution, members to a committee.

There is currently one statutory committee, the Accessibility Advisory Committee legislated by the *Accessibility for Ontarians with Disabilities Act*. The committee considers matters relating to accessibility for those with disabilities using County programs, County operations and facilities.

## **Advisory Committees**

Council may strike advisory committee/teams for specific functions of the County. An advisory committee/team is often long term, has no power to make decisions and generally approaches its advisory role by identifying certain issues, investigating and discussing them, and proposing solutions and recommendations.

## **Ad Hoc Committees/Task Forces**

Council may constitute an ad hoc committee or task force to consider and report on a specific subject, project or undertaking. When an ad hoc committee has been appointed by Council, a mandate shall be established. When an ad hoc committee has completed its work and made its final report to Council, the ad hoc committee will be dissolved. In accordance with the Procedural By-law, section 26.8, all ad hoc committees will have a terms of reference outlining membership, quorum requirements, matters to be dealt with, and when the matters will be reported on.

## **Remuneration**

Public members on advisory committees will receive an honoraria of \$100 per meeting attended, to a maximum amount of \$1,200 annually.

The honoraria is not intended for members who serve on advisory committees as representatives of organizations or businesses which they own, at which they are employed, or which they represent as a volunteer.

There is no additional honoraria for public members who serve as chair or co-chair.

The honoraria is not paid for attendance at sub-committee meetings or events.

Members must be in attendance at the meeting to receive the honoraria.

Mileage will be covered for all committee members who attend in-person.

## **Terms of Reference**

Each committee operates within a Council approved terms of reference document that provides a framework for the function of the committee. The terms of reference will include:

- Mandate
- Member Expectations
- Membership Composition
- Selection Process
- Subcommittees
- Remuneration (for committees with public members)
- Term
- Meeting Schedule
- Quorum Requirements

The committee mandate sets forth the topics and areas of jurisdiction that the committee may discuss and provide advice to Council on.

The terms of reference for current committees are attached to this policy for convenience.

**Schedules – Terms of Reference**

Schedule 1 – Access Dufferin

Schedule 2 – Dufferin Outdoor Recreation Advisory Team

Schedule 3 – Museum Advisory Committee

Schedule 4 – Building and Planning Services Task Force

## **Access Dufferin Terms of Reference**

**Date Approved by Council:** August 27, 2026

### **Mandate**

Pursuant to the requirements of the *Accessibility for Ontarians with Disabilities Act*, section 29 (4) and (5), Access Dufferin shall

- a) Advise Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports;
- b) Review site plans and drawings submitted under the Planning Act, as selected by the County and local municipalities without their own accessibility advisory committees;
- c) Advise Council on the accessibility of a building, structure, or premise that the County purchases, constructs, significantly renovates or for which the County has entered into a new lease;
- d) Provide other advice on matters Council is considering which affect persons with disabilities, seniors, and other citizens with access issues; and
- e) Perform all other functions that are specified in the Act.

### **Member Expectations**

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

- That 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 opinion or conflict with other committee members in a respectful manner.
- That committee members respect confidentiality and privacy.
- That committee members are required to attend a minimum of 75% of committee meetings, not inclusive of sub-committee meetings or meetings of other advisory committees.
- That committee members shall not use their status on a committee for personal or political gain.

Access Dufferin seeks to encourage and facilitate accessibility on behalf of all persons by:

- a) Solicitating feedback from the community to identify existing social and physical barriers to access and participation and bring the relevant matters to the attention of Council;
- b) Evaluating the effectiveness of the County's Accessibility Plan and offering suggestions for improvements and implementation;
- c) Working with Council and staff to increase public awareness of the issues of accessibility and inclusion for people with disabilities; and
- d) Working cooperatively with County and local municipalities whose activities affect access issues to:

- i. to provide advice and information on directions for future planning of municipal services, programs, and facilities;
  - ii. monitor municipal services, programs, and facilities to ensure full participation of all citizens; and
  - iii. evaluate the progress of accessibility activities; and
- e) Participating on other County advisory committees to provide feedback on accessibility issues.

## **Composition**

Access Dufferin will be composed of the following members:

| <b>Role</b>            | <b>Member</b>                              |
|------------------------|--------------------------------------------|
| Committee Chair        | To be filled by a member of the Committee  |
| Community Members      | 3 – 5 members appointed from the community |
| Council Representation | 1 member of County Council                 |
| Support Staff          | As required                                |

## **Selection Process**

As required by the *Accessibility for Ontarians with Disabilities Act*, a majority of the members of the Committee shall be persons with disabilities.

Members should have a passion for accessibility and the creation of a barrier-free community.

Community members will be selected through an application and interview process. The Council representative and staff members will conduct the interview 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. Committee members must be a County of Dufferin resident, business owner or stakeholder.

## **Subcommittees**

Access Dufferin may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate. Subcommittees shall draw upon members of Access Dufferin. The Chair of the subcommittee shall be a voting member.

Access Dufferin may choose to obtain feedback from the broader public. As part of this outreach, community volunteers and stakeholders may be invited to participate in specific subcommittees.

## **Remuneration**

Remuneration will be provided in accordance with Policy 1-2-2 – Committee Structure and Mandates.

**Term of Office**

The Committee members shall be appointed for the term of Council (4 years).

**Meeting Schedule**

The Committee will meet a minimum of 2 times per year or at the call of the Chair. Meetings may be held in-person or virtually, depending on availability.

**Quorum**

Committee quorum requires that the majority of members be present. If quorum is not attained within the first 10 minutes of the meeting, 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.

## **Dufferin Outdoor Recreation Advisory Team Terms of Reference**

**Date Approved by Council:** August 27, 2026

### **Mandate**

The purpose of the Dufferin Outdoor Recreation Advisory Team is to:

- provide a forum for discussion of issues related to recreational use of County assets
- provide community input and advice to County staff regarding recreational use of the Dufferin County Forest and the Dufferin Rail Trail and implementation of the Outdoor Recreation Plan
- assist County staff in communicating information about the Outdoor Recreation Plan and related by-law (2017-39) and any revisions

The Dufferin Outdoor Recreation Advisory Team is an advisory body and may make recommendations to County staff and County Council (through staff), but in general will not be making decisions regarding uses of County assets.

### **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

Assumptions:

- outdoor recreational pursuits on County land are a privilege, not a right;
- the Dufferin County Forest and the Dufferin Rail Trail are not parkland, preserve, or for single-use, however, all areas may not be suitable for all activities and;
- the Dufferin County Forest and the Dufferin Rail Trail are owned and managed by the Corporation of the County of Dufferin, and are not Crown land.

Criteria for Analysis of Recreational Activities/Events:

- activity must have minimal environmental impact;
- activity must not have significant impact on other users;
- activity must be compatible with County management activities;
- activity must not pose significant liability concerns to the County and;
- activity should not require significant County staff intervention for administration or policing.

### **Membership Composition**

The Dufferin Outdoor Recreation Advisory Team will be composed of the following members:

| <b>Role</b>               | <b>Member</b>                                                                                     |
|---------------------------|---------------------------------------------------------------------------------------------------|
| Committee Chair           | To be filled by a member of the Committee                                                         |
| Group/Club Representation | One representative from each group/club known to use the Dufferin County Forest and/or Rail Trail |
| Community Members         | 2 members appointed from the community                                                            |
| Support Staff             | County Forest Manager or designate and other staff as required                                    |

### **Selection Process**

Each group/club known to use the Dufferin County Forest and/or Rail Trail will appoint one primary representative to the Dufferin Outdoor Recreation Advisory Team. If the primary member is unable to attend a meeting, the group may send an alternate member.

Groups will be asked to keep diversity, equity and inclusion principles in mind when choosing a representative. Group representatives will be added at the discretion of the County with input from Dufferin Outdoor Recreation Advisory Team members. The County may request an alternate representative if an individual is not adhering to the Terms of Reference of the Team. Representatives should have:

- commitment to advancing the purpose of the Dufferin Outdoor Recreation Advisory Team;
- respect for their fellow recreational users;
- respect for the procedures agreed to by the members; and
- willingness to serve as volunteers on the Dufferin Outdoor Recreation Advisory Team.

Members will act as a liaison between their organization or stakeholder group and the County.

Community members will be selected through an application and interview process. Staff representatives will conduct the interview 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. Committee members must be a County of Dufferin resident, business owner or stakeholder.

### **Subcommittees**

The Dufferin Outdoor Recreation Advisory Team may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate. Subcommittees shall draw upon members of the Dufferin Outdoor Recreation Advisory Team. The Chair of the subcommittee shall be a voting member.

The Dufferin Outdoor Recreation Advisory Team may choose to obtain feedback from recreational users and the broader public. As part of this outreach, community volunteers and stakeholders may be invited to participate in specific subcommittees.

### **Term**

The Committee members shall be appointed for the term of Council (4 years).

### **Meeting Schedule**

The Committee will meet at least once, and up to four times, annually. Meetings may be held in-person or virtually, depending on availability.

### **Quorum**

Committee quorum requires that at least 6 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.

## **Museum Advisory Committee Terms of Reference**

**Date Approved by Council:** August 27, 2026

### **Mandate**

Pursuant to the requirements of the Ontario Standards for Community Museums, the Museum Advisory Committee shall

- a) Advise Council about the requirements and implementation of the Ontario Standards for Community Museums;
- b) Review and approve all museum policies and procedures;
- c) Advise Council in the approval of long-term museum planning, such as a multi-year Strategic Plan;
- d) Advise Council on the annual budget and capital expenditures;
- e) Explore and share funding opportunities for the museum;
- f) Provide other advice on matters Council is considering that will affect the Museum of Dufferin.

### **Member Expectations**

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

- That 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 opinion or conflict with other committee members in a respectful manner.
- That committee members respect confidentiality and privacy.
- That committee members are required to attend a minimum of 75% of committee meetings, not inclusive of sub-committee meetings or meetings of other advisory committees.
- That committee members shall not use their status on a committee for personal or political gain.

The Museum Advisory Committee seeks to encourage and facilitate transparent and clear communication regarding the museum's operations, standards, and funding. As per the Ontario Standards for Community Museums, the governing body of a museum is responsible for making the following recommendations to council:

- a) Formulating the museum's statement of purpose;
- b) Formulating written policy governing operations and defining programs;
- c) Securing funding necessary to carry out the museum's programs and capital projects;
- d) Ensuring that the purposes for which the museum exists are being fulfilled;
- e) Ensuring that the collection is being cared for under proper conditions;

- f) Reviewing the museum's budget in relation to the goals, objectives and priorities of the museum

### **Composition**

The Museum Advisory Committee will be composed of the following members:

| <b>Role</b>            | <b>Member</b>                                                        |
|------------------------|----------------------------------------------------------------------|
| Committee Chair        | To be filled by a member of the Committee                            |
| Community Members      | 3 – 5 members appointed from the community                           |
| Council Representation | 1 member of County Council                                           |
| Support Staff          | Museum Services Manager, Museum Curator, and other staff as required |

### **Selection Process**

Members should have a passion for museums, heritage, and culture and the preservation and engagement of history within the community.

Community members will be selected through an application and interview process. The Council representative and staff members will conduct the interview 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. Committee members must be a County of Dufferin resident, business owner or stakeholder.

### **Subcommittees**

The Museum Advisory Committee may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate. Subcommittees shall draw upon members of the Museum Advisory Committee. The Chair of the subcommittee shall be a voting member.

The Museum Advisory Committee may choose to obtain feedback from the broader public. As part of this outreach, community volunteers and stakeholders may be invited to participate in specific subcommittees.

### **Remuneration**

Remuneration will be provided in accordance with Policy 1-2-2 – Committee Structure and Mandates.

### **Term of Office**

The Committee members shall be appointed for the term of Council (4 years).

**Meeting Schedule**

The Committee will meet a minimum of 4 times per year or at the call of the Chair. Meetings may be held in-person or virtually, depending on availability.

**Quorum**

Committee quorum requires that the majority of members be present. If quorum is not attained within the first 10 minutes of the meeting, 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.

## **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:

| <b>Role</b>                          | <b>Member</b>                                  |
|--------------------------------------|------------------------------------------------|
| 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 |

| <b>Role</b>                          | <b>Member</b>                                                            |
|--------------------------------------|--------------------------------------------------------------------------|
| 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.