

POLICY & PROCEDURE MANUAL

SECTION	COUNCIL RELATED POLICIES	POLICY NUMBER	1-2-2
SUB-SECTION	COUNCIL PROCEDURES	EFFECTIVE DATE	January 1, 2020
SUBJECT	Committee Structure and Mandates		
AUTHORITY	General Government Services – November 26, 2020 Council – December 10, 2020 Amended – General Government Services – April 28, 2022 Council – May 12, 2022		

PURPOSE:

To determine the appropriate number of Committees, their membership, terms of reference and reporting practices.

STATEMENT:

The business of the Council of the County of Dufferin is conducted through Standing Committees. There are currently four standing committees that report to Council. As well, there are ad hoc committees struck to deal with a specific matter with a start and finish time. Statutory committees are also required by statute from time to time such as the Accessibility Advisory Committee and Planning Advisory Committee.

PROCEDURE:

Most matters appear before committee prior to Council unless they are time sensitive or do not fit into a specific committee function. The committee structure and the mandates are outlined below.

Community Development and Tourism

Composition: 6 to 8 members plus the Warden

Quorum: Majority of Members

Considers matters pertaining to: Building, Land Use Planning, Tourism (including Museum)

General Government Services

Composition: 6 to 8 members plus the Warden

Quorum: Majority of Members

Considers matters pertaining to: C.A.O.'s office, Clerk's, Emergency Management, IT, Human Resources, Finance, Procurement, Property

Infrastructure & Environmental Services

Composition: 6 to 8 members plus the Warden

Quorum: Majority of Members

Considers matters relating to: Climate Change, County Forest, Facilities, Roads & Bridges, and Waste Management

Health & Human Services

Composition: 6 to 8 members plus the Warden

Quorum: majority of members

Considers matters pertaining to: Accessibility, Dufferin Oaks Homes for Seniors, Senior Services, Social Services (Childcare, Housing and Ontario Works), Land Ambulance, Public Health

Statutory Committees

Where required by legislation, Council shall appoint, by resolution, members to a committee which is fully funded and financed through the County.

There is currently a statutory committee, the Accessibility Advisory Committee legislated by the *Ontarians With Disabilities Act*. The County has a Joint Committee with the Town of Orangeville, administered through the Town. The committee considers matters relating to accessibility for those with disabilities and reports through the Human Services Committee.

Advisory Committees /Teams with Public Members

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

Council may constitute an Ad Hoc Committee 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.

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 or at which they are employed.

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.

Compensation will be paid to all public members on the committees listed below:

Advisory Committee	Public Members	Anticipated No. of Meetings Per Year
Diversity, Equity and Inclusion Community Advisory Committee	8 – 10	12
Dufferin County Forest Advisory Team	5	1
Joint Accessibility Advisory Committee	3 – 5	10
Tourism Advisory Group	7	8

Mileage and travel expense will be covered for all committee members.

Schedules:

A: Agriculture Advisory Committee – Terms of Reference

B: Diversity, Inclusivity and Equity Committee – Terms of Reference

C: Dufferin Forest Advisory Team – Terms of Reference

D: Economic Development Committee – Terms of Reference

E: Joint Accessibility Advisory Committee – Orangeville and Dufferin County - Terms of Reference

F: Tourism Advisory Committee – Terms of Reference

Schedule A

Agricultural Advisory Committee of Dufferin County Terms of Reference

Guiding Principles:

This committee provides coordination of and communication between organizations providing an agriculture function. The Agriculture Advisory Committee acts as the voice of the agricultural community at the Dufferin County table. The Agricultural Advisory Committee will have the opportunity to provide comments from an agricultural lens on new policy or existing issues that may have impact on the agriculture industry within Dufferin County. In one of the fastest growing areas in Ontario, Dufferin County strives to ensure that the agriculture industry continues to not only be supported but flourish amidst rapid population growth.

Term of Committee: The term of the committee will run concurrent with the term of council or until successor members are appointed.

Appointment of the Chair: A chair will be appointed at the first meeting.

Appointment of a Vice-Chair: A Vice- chair will be appointed at the first meeting. The Vice-Chair will assume the duties of the Chair when the Chair is not available.

Frequency of Meetings: The committee will meet on a bi-annual basis, with any pressing matters sent out via email for comment.

Term of the Chair: the term of the Chair will run concurrent with the term of council or until the new committee is appointed. The Chair shall not be a member of County Council.

Composition of Committee:

Number of Voting Members	Representing
3	Commercial Livestock Producers (dairy, hog, beef, poultry)
1	Cash Crop
2	Ag Business Owner (Grain Bin, Custom Work, Agronomist)
2	Farm Gate Sales
1	Commercial Fruit / Vegetable Farmer (potatoes, spinach, etc.)
1	Dufferin County Economic Development Officer
1	OMAFRA Representative
1	Member of County Council
12	Total

The committee may set up sub-committees as required

Note: Any municipality with an economic development committee is entitled to appoint a member to this committee.

Staff Support: Economic Development staff to provide staff support.

Meeting Rules: The County of Dufferin Procedural By-law will apply to this committee.

Quorum: Majority of Members.

Budget: The committee will submit its budget request no later than August 1st of each year.

Purpose:

The main purpose of the Agriculture Advisory Committee is to provide comment and recommendations to County Council on ongoing matters associated with the agriculture sector as a whole. The committee will compliment and support economic development and planning initiatives pertaining to agriculture.

The committee will focus on areas of planning and economic development such as:

- New Provincial and County policy proposals
- Agriculture business attraction and retention strategies
- Promotion and education of agriculture and related business and industry
- Promote normal farm practices and the right to farm
- Protect the County's prime agricultural areas from fragmentation, development and land uses unrelated to agriculture.

Strategies:

Development and Maintenance of:

- A plan to attract and retain agriculture businesses
- A plan to promote the agriculture industry and related businesses
- A plan of what ideal community growth looks like in respect to saving prime agriculture land
- Awareness of the Agricultural Advisory Committee
- Initiatives that stimulate a positive climate for agriculture industry growth
- Identify and promote a range of agriculture- related uses and on-farm diversified use

Schedule B

Diversity, Equity and Inclusion Community Advisory Committee Terms of Reference

Date Approved by Council: October 13, 2022

Mandate:

The mandate for the committee will be to advise County Council, make recommendations and provide a monitoring and measuring role to help ensure that the County applies a diversity, equity and inclusion lens to its policies, services and programs. The committee will develop an annual work plan focused on goals related to: a) developing and enhancing committee knowledge of effective DEI practices, b) selection of County programs, policies and services for review, and reporting, and c) amplification of community DEI events and initiatives. The committee will report progress on its workplan on an annual basis.

1. Engage in relevant training about reconciliation, diversity, equity and inclusion, anti-racism and anti-oppression issues and strategies for the purposes of orientation and capacity building and knowledge development of effective practices on an annual basis.
2. Provide insight, advice, and make recommendations to County Council relating to the following:
 - identifying systemic barriers faced in accessing county services, information, programs and facilities;
 - strategies for building connections and fostering a deeper sense of inclusion and belonging especially for marginalized groups;
 - proposed County of Dufferin initiatives, services, and policies to meet changing needs of a diverse community;
 - employment and employee awareness policies, initiatives, and programs.
3. Provide recommendations on opportunities for education and awareness programs for the Committee, Council and staff on anti-racism, diversity, equity and inclusion in consultation with the County Administration and within the budget allocated by County Council.
4. In cooperation with County Staff Diversity and Inclusion Committee provide regular updates to County Council that monitor and measure the County's success in applying a diversity, equity and inclusion lens resulting in implementing real changes to policies, services, and programs.
5. Liaise with organizations and stakeholders, particularly those from marginalized groups including, but not limited to Black, Indigenous, non-white racialized, Two Spirit and LGBTQIA+, disabled, impoverished and newcomer community members from

systemically disadvantaged communities to facilitate discussions that promote broader understanding of systemic inequalities and promote engagement between residents of diverse backgrounds and abilities, to generate solutions for removal of barriers to equity.

Composition:

The Diversity, Equity and Inclusion Committee is composed of the following members:

Role	Member
Committee Chair	To be selected annually from within the volunteer/voting members of the committee
Committee Vice-Chair	To be selected annually from within the volunteer/voting members of the committee
Community Members	8 – 10 volunteer members appointed from the community
Council Representation	2 -3 ex-officio, non-voting members of County Council
County of Dufferin Staff Liaison (non-voting)	2 members from the Staff Diversity and Inclusion Committee
Support Staff (non-voting)	Support staff as required

Selection Process:

Community Members will be selected through an application and interview process. The interview panel will include the appointed Council members and a staff representative. 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 who has an understanding of the impacts of racism and systemic discrimination on marginalized people and meet the following general qualifications:

- Be familiar with overall community issues
- Have demonstrated knowledge around diversity, equity and inclusion
- Be able to build meaningful relationships and connections within the community

Council shall strive to ensure Committee membership reflects the diversity of the community with particular focus given to marginalized groups who have traditionally faced systemic discrimination including but not limited to Black people, First Nations, Indigenous, Inuit and Metis peoples, individuals from non-white racialized communities, disabled persons, impoverished and newcomer community members from systemically disadvantaged communities, and people who identify as Two Spirit or LGBTQ+.

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, not inclusive of DEICAC sub-committee meetings.

Conflicts of Interest:

Members should be cognizant of perceived conflicts in terms of issues which may serve to benefit them personally. Members shall not use their status on a Committee for personal or political gain. Conflicts of interest can be actual and perceived. Proactively managing perceived and actual conflicts of interest are integral to maintaining public confidence in DEICAC's integrity as a Committee of Council.

An actual or real conflict of interest is a situation where an individual's professional or personal self-interest could in fact, motivate them to act in a way that goes against a client, employer's or the public interest, and the individual actually does have the opportunity to take that action, or to make a decision that personally benefits them over other interests. An actual conflict may or not may be recognized by all parties.

A perceived conflict may be where a conflict does not exist, but a reasonable person may think it does, due to proximity in personal or business relationships between the individuals involved in a decision.

Individuals must maintain an arms-length relationship from all other Committee members, and disclose their actual and perceived conflicts of interest prior to engaging in Committee discussions and / or decisions that could result in personal or professional benefit.

Once a conflict, either actual or perceived is declared:

- Individuals must recuse themselves from the pertinent discussion and decision- making process and / or,
- if the conflict involves an ongoing relationship that is not arms-length in nature and involves members connected to the committee's work, the individual in conflict must step down from the committee.

Subcommittees and Working Groups:

The Diversity, Equity, and Inclusion Community 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 Committee and the Chair of the subcommittee shall be a voting member. Subcommittees may also invite community volunteers and stakeholders to participate in specific initiatives.

Remuneration & Expense Reimbursement:

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).

Meetings:

The committee will meet a minimum of 6 times per year or at the call of the Chair.

Quorum:

Committee quorum requires that the majority of voting 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.

Schedule C

Dufferin County Forest Advisory Team Terms of Reference

Purpose:

The purpose of the Dufferin County Forest Advisory Team (DCFAT) is to:

- provide community input and advice to County staff regarding the Dufferin County Forest Management Plan and Dufferin County Forest Recreational Use Policy and;
- assist County staff in communicating plan and policy revisions.

Dufferin County Forest Goal:

To protect the quality and integrity of ecosystems in the Dufferin County Forest, including air, water, land and biota; and, where quality and integrity have been diminished, to encourage restoration or remediation to healthy conditions; while providing a variety of social and economic benefits to the public.

Assumptions:

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

Criteria for Analysis of Recreational Activities/Events:

- activity must have minimal environmental impact;
- activity must not have significant impact upon other forest users;
- activity must be compatible with forest 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:

Representation will be solicited from the general public to coincide with the new term of County Council, or as required to replace or add members. Five members will be selected according to the following criteria:

- commitment to advancing the purpose of the Dufferin County Forest Advisory Team;
- interest and respect for a broad range of issues regarding the management of the Dufferin County Forest;
- respect for the procedures agreed to by the members;
- willingness to serve as a volunteer on the Advisory Team;
- aged 18 or over; and
- resident of Dufferin County.

In addition, one member of the Infrastructure and Environmental Services Committee will be appointed to the Dufferin County Forest Advisory Team.

Structure:

The Advisory Team will meet at least once annually to discuss items relevant to its purpose. The County Forest Manager or his/her designate will attend all meetings and assist as required. The Advisory Team may choose to obtain feedback from recreational users and the broader public when deemed necessary.

Term of Office:

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

Schedule D

Economic Development Committee Terms of Reference

Guiding Principles:

This committee provides coordination of and communication between organizations providing an economic development function. A level of trust must be fostered and maintained with the recognition and acknowledgement that investment and economic development growth in any area of Dufferin County is of benefit to the entire County.

Term of Committee: The term of the committee will run concurrent with the term of council or until successor members are appointed.

Appointment of the Chair: The seat of Chair will be filled by the member of County Council.

Appointment of a Vice-Chair: A Vice- chair will be appointed at the first meeting. The Vice-Chair will assume the duties of the Chair when the Chair is not available.

Frequency of Meetings: The committee will meet on a quarterly basis, with any pressing matters sent out via email for comment.

Term of the Chair: the term of the Chair will run concurrent with the term of council or until the new committee is appointed. The Chair shall not be a member of County Council.

Composition of Committee:

Number of Voting Members	Representing
1	Grand Valley Economic Development Committee
1	Mulmur Economic Development Committee
1	Orangeville Economic Development Committee
1	Shelburne Economic Development Committee
1	Workforce Development Board
1	Hills of Headwaters Tourism
1	Education Sector
1	Dufferin Board of Trade
1	Director of Planning, Economic Development and Tourism
1	Dufferin Federation of Agriculture
1	Member of County Council
11	Total

Number of Voting Members	Representing
1	Grand Valley Economic Development Committee
1	Mulmur Economic Development Committee
1	Orangeville Economic Development Committee
1	Shelburne Economic Development Committee
1	Agriculture, Food and Beverage Business
1	Creative Industries Business
1	Health and Wellness, Wellbeing and Recreation Destinations Business
1	Tourism Business
1	Manufacturing Business
1	Professional, Engineering, Information Technology and Financial Services
1	Director of Planning, Economic Development and Tourism
1	Member of County Council
12	Total

The committee may set up sub-committees as required

Note: Any municipality with an economic development committee is entitled to appoint a member to this committee.

Staff Support: Economic Development staff to provide staff support.

Meeting Rules: The County of Dufferin Procedural By-law will apply to this committee.

Quorum: Majority of Members.

Budget: The committee will submit its budget request no later than August 1st of each year.

Purpose:

The main purpose of the Economic Development Committee is to provide comment and recommendations to County Council on ongoing matters associated with economic development. The committee will compliment and support economic development initiatives.

The committee will focus on areas of economic development that relate to the Dufferin County Economic Development Strategic Plan such as:

- Business retention and expansion strategies
- Marketing of Dufferin County as a place to live and do business
- Workforce development
- Natural gas and high-speed internet expansion across Dufferin County
- Foster entrepreneurship in key sectors (agriculture, food and beverage; creative industries; tourism; professional, engineering, information technology and financial services; manufacturing; and finally health and wellness, well-being and recreation destinations.)

Schedule E

Joint Accessibility Advisory Committee (Orangeville and Dufferin County)

Date Approved by Council: March 9, 2020

Mandate:

The Joint Accessibility Advisory Committee will be a joint committee between the County of Dufferin and the Town of Orangeville.

Pursuant to the requirements of the Accessibility for Ontarians with Disabilities Act, the Joint Accessibility Advisory Committee shall,

Duties of the Joint Committee (Section 29 (4)) (a)

- (a) advise the respective councils about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the council may seek its advice under subsection (5) of the Accessibility for Ontarians with Disabilities Act;
- (b) review in a timely manner the site plans and drawings described in section 41 of the Planning Act that the committee selects; and
- (c) perform all other functions that are specified in the regulations.

Duty of the councils (Section 29 (5))

The council shall seek advice from the committee on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,

- (a) that the council purchases, constructs or significantly renovates;
- (b) for which the council enters into a new lease; or
- (c) that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with section 110 of the Municipal Act, 2001.

Supplying site plans

When the committee selects site plans and drawings described in section 41 of the Planning Act to review, the council shall supply them to the committee in a timely manner for the purpose of the review.

The Committee may also provide advice on matters Council is considering which affect persons with disabilities, seniors and other citizens with access issues, and report to Council or to another Committee designated by Council for that purpose.

Pursuant to the requirements of the Accessibility for Ontarians with Disabilities Act, the Orangeville Accessibility and Seniors Advisory Committee shall,

- (a) advise the council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the council may seek its advice under subsection (5) of the Accessibility for Ontarians with Disabilities Act;
- (b) review in a timely manner the site plans and drawings described in section 41 of the Planning Act that the committee selects; and
- (c) perform all other functions that are specified in the regulations.

The Committee may also provide advice on matters Council is considering which affect persons with disabilities, seniors and other citizens with access issues, and report to Council or to another Committee designated by Council for that purpose.

The Committee may also direct or monitor volunteer community working groups participating in specific projects or initiatives in its work plan and budget.

Goals/Objectives:

The Goals of the Joint Accessibility Advisory Committee are to encourage and facilitate accessibility on behalf of all persons by:

1. Soliciting feedback from the community on issues relating to people with disabilities and other citizens with access issues, and bring to the relevant Council matters identified by the Committee as requiring action by the municipality.
2. Working with both Councils for the preparation, implementation and effectiveness of its accessibility plan.
3. Working cooperatively with municipal Departments, Boards, Commissions and Committees whose activities affect access issues, including to:
 - (a) provide advice and information on directions for future planning of municipal services, programs and facilities; and
 - (b) monitor municipal services, programs and facilities to ensure full participation of all citizens; and
 - (c) evaluate the progress of accessibility activities.
4. To inform citizens of the existence and mission of this Committee and to work with them to

identify existing social and physical barriers to access and participation.

5. To work with Council and staff to increase public awareness of the issues of accessibility and inclusion for people with disabilities and all citizens.
6. To work with local government to change policies, as required, as they pertain to people with disabilities.

Reporting to Council:

- circulation of monthly minutes to Town of Orangeville and County of Dufferin Council
- presentations/delegations as necessary

Chair:

The position of Chair shall be a Town of Orangeville appointed member.

Budget:

The budget will be determined by the respective Councils. Matters with regard to expenditures of Orangeville funds will be voted on by the Orangeville Council appointed members only.

Enabling Legislation, By-Law or Staff Report:

Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 Ontario Regulation 191/11 Integrated Accessibility Standards

Committee Composition:

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

1. The Committee shall be comprised of a maximum of thirteen (13) members.
2. A minimum of three (3) and a maximum of five (5) members will be appointed by the County of Dufferin to represent areas outside of the Town of Orangeville.
3. The Committee membership shall be a combination of persons with disabilities, service providers familiar with accessibility issues and members of the general public.

Skills Requested:

- passion for accessibility/barrier free community
- background in one or more areas of focus, including persons with disabilities, barrier free access and or inclusive communities.

Administration Section:

Department Linkage:

Staff Support:

Clerk's Assistant – Orangeville or Committee Coordinator – Dufferin

Technical Expertise Community Services staff, as needed

County Representative Emergency Management/Accessibility Coordinator

Meeting Frequency:

Monthly or at the call of the Chair

Schedule F

Tourism Advisory Group Terms of Reference

Date Approved by Council: May 13, 2021

Mandate:

To offer unique perspectives and recommendations that will guide the implementation of Dufferin's Tourism Strategy & Action Plan.

To provide perspectives and considerations that will ensure a holistic approach to tourism development

To identify opportunities for product development, brand promotion, marketing, etc.

To liaise with stakeholders and residents within their network, for the purposes of information gathering and tourism promotion, in turn, offering further direction to Action Plan implementation

To participate in the ongoing implementation of the Tourism Strategy & Action Plan, and support modifications as needed throughout the process

Roles & Responsibilities:

Identify tactics to strengthen Dufferin County tourism experiences, and opportunities for new product development

Be a representative for tourism development within their network, while being a representative for their network on the Group

Advocate for tourism initiatives & investments which support the implementation of the Tourism Strategy & Action Plan, for the greater good of one's own community

Track the progress of tourism development based on Strategy benchmarks, and guide adaptations to the Strategy & Action Plan as needed based on current circumstances and community understandings

Support the Tourism Manager in foreseeing barriers to tourism development & strategies to overcome said barriers

Offer strategic direction to product development, and marketing & promotional Activities

Promote tourism growth & wins within Dufferin

Composition:

Role	Member
Committee Chair	To be selected annually from within the committee
Committee Members	7 members appointed from the committee
Council Representation	1 member of Council
Support Staff (non-voting)	Support staff as required
Staff from Local Municipalities (non-voting)	Representation as required

Selection Process:

Community Members will be selected through an application and interview process. The interview panel will include the appointed Council members and a staff representative. 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 an active participant in a local community or volunteer organization.

Remuneration & Expense Reimbursement:

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 a 2 year term.

Meetings:

The Committee will meet a minimum of 4 times per year or at the call of the Chair.

Quorum:

Committee quorum requires that the majority of voting 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.

Conflict of Interest:

Members should be cognizant of perceived conflicts in terms of issues which may serve to benefit them personally. Members shall not use their status on a Committee for personal or political gain.