

To:	Warden Matrosovs and Members of Grey County Council
Committee Date:	January 9, 2025
Subject / Report No:	CCR-CW-01-25
Title:	Terms of Reference
Prepared by:	Tara Warder, Clerk
Reviewed by:	Kim Wingrove, CAO
Lower Tier(s) Affected:	All

Recommendation

1. That Report CCR-CW-01-25 regarding updates to the Terms of Reference be received; and
2. That the Terms of Reference for the Budget and Finance Committee and the Urban Road and Road Exchange Task Force be adopted as presented reflecting increased membership; and
3. That Councillors Sue Carleton, Brian Milne, Dane Nielsen, Kevin Eccles, Scott Mackey and Scott Greig be appointed to the Budget and Finance Committee; and
4. That Councillors Shirley Keaveney, Sue Paterson and Brian Milne be appointed to the Urban Road and Road Exchange Task Force.

Executive Summary

This report proposes changes to the Terms of Reference for both the Budget and Finance Committee and the Urban Road and Road Exchange Task Force as a result of discussions and resolutions passed by Committee of the Whole at the December 12, 2024 meeting. If endorsed, membership on both bodies would be increased.

Background and Discussion

During the annual committee appointments discussion at the December 12, 2024 Committee of the Whole meeting, a resolution was passed asking staff to bring back a report with an amendment to the Terms of Reference (TOR) for the Budget and Finance Committee and the Urban Road and Road Exchange Task Force.

The draft amended Terms of Reference for each Committee are attached to this report, with changes noted in strikeouts and bold lettering.

The draft TOR for the Budget and Finance Committee proposes to add up to two additional council members to the Committee, for a total maximum of 7 members including the Warden. This was put forward as a result of more interest from members than spots available. All councillors who expressed interest in sitting on the Committee are included in the recommendation to be appointed to the Committee alongside the change to the Terms of Reference. Appointments to this Committee are done annually.

The draft TOR for the Urban Road and Road Exchange Task Force proposes to add additional members in order for all member municipalities to be represented on the task force. The task force was originally structured to have smaller membership, with 6 councillors plus the Warden, recognizing that decisions on exchanges rests with County Council. Staff feel that having membership from all municipalities would be of benefit to the discussions around that table, as negotiations around proposed costing and agreements progress. Membership on the task force remains the same for its duration, or until the term of Council ends, whichever comes first. If Committee is supportive of the fully representative membership, members from Hanover and Meaford need to be appointed, as well as a member from the Township of Southgate due to the change in Warden in December.

Legislated Requirements

Committee and Task Force meeting are held in accordance with the *Municipal Act, 2001* and Grey County's procedural by-law.

Legal Considerations

There are no legal considerations.

Financial and Resource Implications

Per diems are paid to members of committees and task forces in accordance with County policy. Mileage is also paid for travel where meetings are held in person. Costs are budgeted within Council's annual operating budget.

Relevant Consultation

- Internal
 - AODA Compliance
 - Contribution to Climate Change Action Plan Targets
- External

Appendices and Attachments

Draft Terms of Reference – Budget and Finance Committee

Draft Terms of Reference – Urban Road and Road Exchange Task Force

Budget and Finance Committee

Purpose:

The Budget and Finance Committee assists, advises and makes recommendations to Council regarding the fulfillment of Council's oversight responsibility relative to financial reporting, key financial policies, and asset management.

Key responsibilities of the Committee include review of the preparation of the multi-year operating and capital budget processes, reviewing budget documents prior to presentation to Council and review of periodic budget and other financial reports.

Scope of Responsibility:

The Budget and Finance Committee's scope of responsibility shall include:

- Providing input into the creation of the County's first multi-year operating budget.
- Reviewing the draft operating and capital budget documents prior to the preparation of the budget package for Council.
- Reviewing operating and capital budget reports on a quarterly basis.
- Recommending the annual schedule for capital and operating budget preparation and presentation for Council approval.
- Reviewing financial and fiscal policies, practices and procedures as required.
- Review reports with significant financial focus such as Development Charges Revenue, Development Charges Background Study, Investment Revenue, Reserve Fund Studies, etc.
- Review the Strategic Asset Management Plan and Policies, make recommendations to Council.

Membership:

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

- Warden and **up to 6** 4-members of County Council appointed annually.

Chair and Vice Chair:

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

Meetings:

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

Quorum:

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

Statutory Authority:

The 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 Budget and Finance Committee shall report directly to the Committee of the Whole with endorsed recommendations being sent to County Council for ratification.

Lead Staff:

The CAO, Clerk's and Finance Departments will provide staff support and coordination.

Other staff resources or their designates may include:

- CAO
- Deputy CAO
- Clerk
- Deputy Clerk/Legislative Coordinator
- Director of Finance
- Executive Assistant to the Warden and CAO

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

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 8 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. **Membership shall be adjusted as appropriate where there is a change in Warden so that representation from all municipalities is maintained.**

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