

## Staff Report

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**Report To:** City Council  
**Report From:** Briana Bloomfield, City Clerk  
**Meeting Date:** September 8, 2025  
**Report Code:** CR-25-108  
**Subject:** 2026 Board and Committee By-law Housekeeping

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### **Recommendations:**

THAT in consideration of Staff Report CR-25-108 respecting 2026 Board and Committee By-law Housekeeping, City Council directs staff to undertake the 2026 board and committee recruitment process as outlined in the report.

### **Highlights:**

- No changes are being recommended for the 2026 committee structure or application process.
- A committee structure review report will be presented in November.
- Public member recruitment for 2026 will begin in October 2025.

### **Strategic Plan Alignment:**

This report supports the delivery of Core Service.

### **Climate and Environmental Implications:**

There are no anticipated climate or environmental impacts.

### **Previous Report/Authority:**

[Board and Committee By-law](#)

## **Background:**

Each year, City Council revisits the Board and Committee By-law to ensure its structure continues to serve the needs of the City. As part of that process, City Council considers public appointments to boards and committees based on expiring terms of service and vacancies.

A future report reviewing the committee structure will be brought forward to City Council in November 2025. In the meantime, this report maintains the current structure to ensure continuity until a new framework is implemented following the 2026 Municipal Election.

## **Boards**

The City currently appoints Council members to five boards:

1. River District Board of Management.
2. Grey Sauble Conservation Authority Board.
3. Owen Sound & North Grey Union Public Library Board.
4. Owen Sound Police Services Board.
5. Owen Sound Municipal Non-Profit Housing Corporation (OSMNPHC) & Owen Sound Housing Company (OSHC).

Public members appointed to the City's boards, except for the OSMNPHC and OSHC, are serving four-year terms that coincide with the term of Council expiring November 14, 2026. Following an election, these appointments will continue until a successor is appointed.

The City was notified by legal counsel from the OSMNPHC, and confirmed with the City solicitor, that the coming into force of the *Not-for-Profit Corporations Act, 2010*, requires the OSMNPHC to update its letters patent, by-laws, and related documents in a manner that makes OSMNPHC independent of the City.

In order to comply with the new legislation, effective February 1, 2026, City Council will no longer appoint a Council representative to the OSMNPHC Board, nor will it have the authority to approve public Board members for that organization.

Although the OSMNPHC and the OSHC share the same Board members, they are legally separate entities and operate as distinct boards. At this time, no changes are planned for the OSHC. Council will continue to appoint one

Council member to the OSHC Board and maintain approval authority over public Board members.

Public members on the OSHC serve staggered three-year terms and there are two positions that need to be filled by January 31, 2026. The Board will provide recommendations to Council to fill the positions that will begin on February 1, 2026, and expire on January 31, 2029.

### **Standing Committees**

The City currently has three standing committees: Community Services, Corporate Services, and Operations.

The terms of one public member on each of the Community Services and Operations Committees, and three public members on the Corporate Services Committee will expire on January 31, 2026. A total of five public member vacancies need to be filled to ensure a full complement. New committee members will have a term that begins on February 1, 2026, and expires on either January 31, 2028, or January 31, 2029.

### **Advisory Committees**

The City currently has one advisory committee, the Tom Thomson Art Gallery Advisory Committee (TTAGAC). The terms of two public members will expire on January 31, 2026. The new committee members will have a term that begins on February 1, 2026, and expires on January 31, 2029.

The City participates in the County of Grey Joint Accessibility Advisory Committee, public appointments for which are made by the County of Grey.

### **Ad Hoc Committees**

The City currently has two ad hoc committees. The Service Review Implementation Ad Hoc Committee is the oversight committee responsible for the implementation of the [Service Review Priority Opportunity Action Plan](#) and is composed of the Mayor, as well as the Chair or Vice-Chair of each of the standing committees. The Council members sitting on this committee may change if there are changes to the Chair or Vice-Chair of any of the standing committees.

The Strategic Planning Ad Hoc Committee provides advice to steer the strategic planning process and the development of Strategic Plan 2050. The fixed term for all members expires January 31, 2026, or once the committee's mandate has been fulfilled. It is anticipated that this committee's mandate will be met prior to the adoption of the 2026 Board

and Committee By-law, and therefore it will not be included in the forthcoming by-law.

## **Community Organizations**

The City currently appoints Council members to four community organizations:

1. Bruce Grey Poverty Task Force
2. Owen Sound Fund Committee
3. Municipal Accommodation Tax Stakeholder Committee
4. Community Safety and Well-Being Committee

The Bruce Grey Poverty Task Force is a multi-sector community partnership created in 2013 to develop a common understanding of, and common agenda to address, poverty in Grey and Bruce Counties. The Bruce Grey Poverty Task Force continues to request the participation of a member of City Council.

The Owen Sound Fund Committee is a community committee established pursuant to a Donor Advised Fund Agreement between the City and Community Foundation Grey Bruce to oversee granting of funds to not-for-profit organizations working to enrich the quality of life for people in the City of Owen Sound. The Agreement states that one member of the committee is to be a member of City Council.

Both the Municipal Accommodation Tax Stakeholder Committee and Community Safety and Well-Being Committee are legislated committees and Council representation is required.

## **Analysis:**

### **Board and Committee Structure**

In reviewing the Board and Committee By-law, staff recommend keeping the existing board and committee structure for 2026.

Should Council wish to add or remove a committee, a motion would be required.

Individuals interested in applying to fill a vacancy of one of the standing committees will be asked to submit an application form (attached) and resume to the attention of the Deputy Clerk.

## **Financial Implications:**

The cost to advertise committee vacancies in The Sun Times newspaper is approximately \$500 per advertisement. One advertisement will be used to advertise all committee vacancies.

## **Communication Strategy:**

The 2026 board and committee recruitment process will begin in October 2025, with applications being accepted until mid-November 2025. All vacancies will be advertised in The Sun Times and on the City's website and social media platforms, as well as through a media advisory.

Staff will send letters to local Indigenous organizations to notify them of the committee vacancies and application process. This practice began as part of the 2022 board and committee recruitment campaign and will continue as part of the City's ongoing effort to recruit diverse candidates whose knowledge and experience is representative of the community.

## **Consultation:**

Senior Leadership Team, Manager of Legislative Services, Deputy Clerk, Committee and Executive Support Coordinator, Shari Huber, Executive Director of the OSMNPHC

## **Attachments:**

2026 Public Member Board and Committee Application Package

### **Recommended by:**

Briana Bloomfield, City Clerk  
Kate Allan, Director of Corporate Services

### **Submission approved by:**

Tim Simmonds, City Manager

For more information on this report, please contact Briana Bloomfield, City Clerk at [bbloomfield@owensound.ca](mailto:bbloomfield@owensound.ca) or 519-376-4440 ext. 1247.