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Consolidated Version

Revision History:	Passed On:	Description of amendment

Consolidated for Convenience Only

This is a consolidation copy of a City of Owen Sound By-law for convenience and information. While every effort is made to ensure the accuracy of this by-law, it is not an official version or a legal document. The original by-law should be consulted for all interpretations and applications on this subject. For more information or to view by-laws please contact the Clerks Department.

The Corporation of the City of Owen Sound

By-law No. 2026-XXX

A By-law to establish Boards and Committees, appoint or amend the terms of office for members, and repeal By-law 2026-008

WHEREAS sections 5(3) and 11 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended (the "Act") authorize a lower-tier municipality to pass by-laws respecting the governance structure of the municipality; and

WHEREAS, on January 26, 2026, the Council of The Corporation of the City of Owen Sound (the "City") passed By-law No. 2026-008, being A By-law to appoint or amend terms of office for members and establish Boards and Committees; and

WHEREAS, on XXX, City Council passed Resolution No. XXX directing staff to bring forward the subject by-law to adopt a new committee structure, in consideration of staff report CR-26-XXX; and

WHEREAS this by-law is intended to implement Council's revised committee structure and take effect at the beginning of the next term of Council;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF OWEN SOUND HEREBY ENACTS AS FOLLOWS:

Part I. Short Title, Definitions and Interpretation

Short Title

1. The short title of this by-law shall be the "Board and Committee By-law".

Definitions

2. In this by-law:

"Ad Hoc Committee" means a committee with a specific mandate of a limited nature, Council representation, and administrative support, which meets as necessary to provide recommendations to Council and which is disbanded following the completion of the mandate;

"Advisory Committee" means a committee with a specific mandate of an ongoing nature, which meets regularly to provide recommendations to Council;

"City" means The Corporation of the City of Owen Sound;

"Community Organization" means an independent organization that has requested a member or members of Council to participate in that organization by sitting on a board or committee as a Council representative and which request has been approved by a resolution of Council;

"Council" means the Council of the City;

"Family" means family member as defined in the City's Code of Conduct;

"Meeting" means any regular, special or other meeting of a council, of a local board or of a committee of either of them;

"Quasi-Judicial Committee" means a committee that has a partly judicial character with the right to hold hearings on and conduct

investigations into disputed claims and alleged infractions of rules and regulations and to make decisions in the general manner of courts;

"Staff Liaison" means the City staff member responsible to be the conduit for information between City staff and the board or committee to which they are a liaison. For City committees and City-administered boards, i.e. River District Board of Management, responsibilities include but are not limited to: setting agendas in consultation with the chair; attending meetings; reviewing minutes as prepared by the recording secretary; and ensuring that meeting follow-up is undertaken by City staff;

"Working Group" means a subcommittee appointed to achieve specific goals, tasks, or projects within a set timeframe that concludes before or with the current term of Council. A working group produces an outcome, such as a report, a set of recommendations, or the completion of a project, and presents it to Council through one of the City's advisory committees. Working groups do not require Council members but may have a maximum of four (4) Council members as long as Council members make up less than fifty per cent (50%) of the group's membership. Public members for a working group are selected from the Working Group Roster by members of Council. A working group is meant to be self-sufficient and use limited staff resources. Working groups are not subject to the City's Procedural By-law to allow for more flexibility in achieving their outcomes; and

"Working Group Roster" means the list of people who have formally volunteered to sit on City or River District working groups and have provided their background and areas of interest.

Interpretation

3. The division of this by-law into parts and the insertion of headings are for convenient reference only and shall not affect the interpretation of the by-law.
4. References to words in the plural include the singular, as applicable.
5. References to laws in this by-law refer to the statutes, as amended from time to time, which are applicable within the Province of Ontario.
6. The terms and provisions of this by-law are severable. If any term or provision is found by a court of competent jurisdiction to be legally unenforceable, inoperative or invalid, the remainder of the by-law continues to be in full force and effect.
7. In the event of a conflict between the provisions of this by-law and the *Municipal Act, 2001* or any other legislation, the provisions of the legislation shall prevail.

Part II. General

Appointments by By-law

8. Council shall make all Council member and public member appointments to boards and committees by by-law.
9. Working group appointments will be made by by-law when public members selected from the working group roster have confirmed their interest and availability.

Mayor

10. The Mayor is an *ex officio* member of all committees, without voting privileges, unless otherwise stated in this by-law.
11. On any committee on which the Mayor has voting privileges, their votes count toward establishing a quorum. On any committee on which the Mayor does not have voting privileges, they do not count toward establishing a quorum.

Council

12. Council members bi-annually select boards and committees on which they wish to sit in accordance with the Board, Committee and Seat Selection Policy in effect at the time of the selections.

Public

13. Subject to statutory limitations and the requirements of this by-law, any member of the public may apply for appointment to a board or committee or to the working group roster.
14. Subject to statutory limitations and the requirements of this by-law, public appointments and terminations of appointment are at the sole discretion of Council.
15. Where possible, all public member appointments to boards or committees are for:
 - a. the term of Council; or
 - b. staggered two (2) year terms.
16. A public member is not eligible to serve on more than one committee in a single year. Council may waive this membership cap by a two-thirds (2/3) vote of the whole of Council.
17. A public member can sit on more than one working group at a time and may sit on working groups and committees simultaneously.
18. A public member may serve on a committee for a maximum of eight (8) years, after which they must leave the committee for at least two (2) years.
19. Public appointments to all boards and the Committee of Adjustment are not subject to the length of service cap.
20. The City Clerk advertises public member vacancies on boards and committees in accordance with standard procedures adopted by the City Clerk from time to time.

Terms of Office

21. Terms of office for Council members commence immediately after selections are made in an election year. In any other year, the terms begin on January 1st.
22. Terms of office for public members on boards commence immediately after appointments are made in an election year. In any other year, terms begin on January 1st.
23. Terms of office for public members on committees commence on January 1st of each year.
24. Terms of office continue until the earlier of a specified date or the completion of the mandate for the board or committee.

25. A public member continues to sit on a board or committee, after the expiry of his or her term, until the appointment of his or her successor, provided that the board or committee mandate continues.

Chair and Vice Chair

26. Each year following the start of annual Council terms on committees, a Chair and Vice Chair will be elected from amongst Council members to all City Committees on which Council members sit.
27. Elections of Chairs and Vice Chairs will be held in accordance with the Clerk's procedure in effect at the time of the election.
28. A Council member may serve as Chair of a committee for two (2) consecutive years after which the Council member is not eligible to serve as Chair of the said committee for one (1) year. This provision does not apply to the Mayor, who may serve as Chair of a committee without a service cap, provided they are duly elected to the position.
29. A Council member is prohibited from serving as the Chair or Vice Chair of a City committee where they are a family member of the committee's staff liaison.

Code of Conduct

30. At the commencement of their term, public members of boards, committees and working groups are required to review the City's Code of Conduct for Members of Council, Local Boards and Committees provided to them by the City Clerk and acknowledge such review, in writing, to the City Clerk within thirty (30) days of receipt.
31. During their term, members of boards, committees and working groups are required to comply with the provisions of the Code of Conduct for Members of Council, Local Boards and Committees at all times. Following their term, past members of boards, committees and working groups are required to comply with any ongoing obligations, such as those related to confidentiality.

Resignation and Termination

32. A public member of a board or committee is deemed to have resigned when:
 - a. the member delivers a written notice of resignation to the City Clerk;
 - b. the member is absent from three (3) consecutive board or committee meetings, for the boards and committees that meet every month or more often, without obtaining consent from the Chair; or
 - c. the member is absent from two (2) consecutive board or committee meetings, for boards and committees that meet less than monthly, without obtaining consent from the Chair.
33. A public member of a working group is deemed to have resigned when the member delivers a written notice of resignation to the City Clerk.
34. Council has the right to terminate any appointment for just cause, including conduct in breach of the Code of Conduct.
35. Notice of termination or deemed resignation will be provided in accordance with the Clerk's Procedure in effect at the time of the termination or deemed resignation.

Establishment of Committees and Working Groups

36. Strong Mayor
- a. The Mayor may establish certain committees prescribed by O. Reg. 530/22 further to the Strong Mayor Powers provided under Part VI.1 of the *Municipal Act, 2001*.
37. Staff report
- a. Prior to establishing an advisory or ad hoc committee, Council will be provided a staff report that addresses:
 - i. the purposes and objectives of the committee;
 - ii. any required or advisable terms of reference;
 - iii. the impact, if any, on resources;
 - iv. the schedule of meetings for the committee; and
 - v. in the case of proposed ad hoc committees, timing for completion of the proposed mandate, and confirmation that at least five (5) of the criteria in section 38 of this by-law are met.
 - b. The requirements of subsection 37.a. may be waived by unanimous consent of the Council members at the meeting where the matter is addressed.
38. Criteria
- a. Council may only establish an ad hoc committee or a working group where at least five (5) of the following criteria are met:
 - i. the subject matter is of significant importance to the City;
 - ii. the mandate and reporting structure can be clearly articulated;
 - iii. the mandate aligns with the City's Strategic Plan or other plans or guiding documents;
 - iv. the establishment of the committee will significantly help to streamline discussion and decision-making;
 - v. the committee will handle tasks or work that staff do not perform;
 - vi. the committee will require citizen voices or external stakeholder expertise to develop the subject matter; or
 - vii. the subject matter is multi-disciplinary or multi-departmental.
 - b. The requirements of subsection 38.a. may be waived by unanimous consent of the Council members at the meeting where the matter is addressed.
 - c. Council may establish a working group at its own direction, at the recommendation of a committee, or at the recommendation of staff, provided that the establishing motion(s) state:
 - i. the number of Council members in the working group;
 - ii. the number of public members in the working group;
 - iii. the objective(s) of the working group;
 - iv. the timeframe for the working group's objective(s) to be achieved;

- v. the staff resources required, if any;
- vi. the committee through which the working group will report back to Council.

Operation of Committees

39. Requirements and Prohibitions

- a. All committees must:
 - i. have a mandate;
 - ii. take action in the form of providing recommendations to Council; and
 - iii. refrain from directing staff to undertake activities that fall outside of the committee's mandate unless specific prior authority has been obtained from Council.

40. Purpose

- a. The purpose of each committee is to provide feedback, advice, and recommendations to Council on matters within the committee's scope, which will support informed decision-making and effective governance.

41. Selection

- a. Council members select committees in accordance with the Board, Committee and Seat Selection Policy, save and except the Resilient Community Advisory Committee to which all Council members are automatically appointed at the beginning of their term of office.
- b. Public member applications are considered by Council members in closed session and appointed by by-law in open session.

42. Chair and Vice-Chair

- a. The chair of each committee is a member of Council, selected using the Clerk's procedure in effect at the time.
- b. The vice chair of each committee is a member of Council, selected using the Clerk's procedure in effect at the time.
- c. For meetings held in the absence of the chair and vice chair, staff will call the meeting to order and lead nominations for an acting chair to chair the meeting until its conclusion or until the chair or vice-chair arrive.

43. Meetings

- a. Committee meetings are generally held monthly as presented in the Council and Committee Calendar, save and except the Tom Thomson Art Gallery Advisory Committee, which meets quarterly.
- b. Meetings are not held in August.
- c. Meetings may be held at the call of the chair.
- d. Meetings are conducted in accordance with the City's Procedural By-law in effect at the time of the meeting.

44. Authority

- a. Committees review material and provide recommendations to Council.

- b. Committees do not have any decision-making capacity or delegated authority.

45. Urgent Matters

- a. In circumstances where an urgent matter arises between scheduled committee meetings, the City Manager may authorize the matter to be referred directly to Council for consideration.

46. Remuneration

- a. Committee members, including the chair, receive no additional remuneration other than what certain members already receive for serving on Council.

Operation of Working Groups

47. Requirements and Prohibitions

- a. All working groups must:
 - i. have a mandate;
 - ii. produce an outcome in a specified timeframe; and
 - iii. refrain from directing staff to undertake activities that fall outside of the committee's mandate unless specific prior authority has been obtained from Council.

48. Purpose

- a. The purpose of each working group is to prepare a report, develop recommendations or complete a project based on its mandate and provide the results to Council via an Advisory Committee.

49. Selection

- a. Council will select the Council members, if any, to sit on a working group using the Clerk's procedure in effect at the time of the selections.
- b. Council members selected to sit on a working group will meet to select public members for the working group using the working group roster. Where a working group does not have Council members, the selection of public members will be made by a quorum of Council after reviewing the application materials in closed session.

50. Chair and Vice-Chair

- a. Working groups can nominate any members for the roles of chair and vice chair.
- b. For meetings held in the absence of the chair and vice chair, the working group may select any member as an acting chair to chair the meeting until its conclusion or until the chair or vice-chair arrives.

51. Meetings

- a. Working group meetings are held at the call of the chair.
- b. Meetings are not required to be conducted in accordance with the City's Procedural By-law in effect at the time of the meeting.

52. Authority

- a. Working groups do not have any decision-making capacity or delegated authority.

Grey Sauble Conservation Authority Board

- 63. The Grey Sauble Conservation Authority (the "GSCA") is a conservation authority established pursuant to the *Conservation Authorities Act*, R.S.O. 1990, c. C.27 (the "CAA"), which allows the City to appoint two (2) members to the GSCA Board.
- 64. The mandate of the GSCA Board, per section 20(1) of the CAA, is to provide, in the area over which it has jurisdiction:
 - a. the mandatory programs and services required under section 21.1 of the CAA;
 - b. any municipal programs and services that may be provided under section 21.1.1 of the CAA; and
 - c. any other programs or services that may be provided under section 21.1.2 of the CAA.
- 65. The GSCA Board includes City appointed members as follows:
 - a. two (2) members of Council to serve for a two-year term.
- 66. The staff liaison is the Director of Community Services.
- 67. The City appointed members and terms are:

MEMBER	APPOINTED	TERM EXPIRY
Council		December 31, 2028
Council		December 31, 2028

Owen Sound & North Grey Union Public Library Board

- 68. The Owen Sound & North Grey Union Public Library (the "OSNGUPL") is a union library established pursuant to the *Public Libraries Act*, R.S.O. 1990, c. P.44, and continued pursuant to an agreement ratified by By-law No. 2021-141, which together allow the City to appoint one (1) member of Council and four (4) public members to the OSNGUPL Board.
- 69. The mandate of the OSNGUPL Board is to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs. *Public Libraries Act*, s. 20(a).
- 70. The OSNGUPL Board includes City appointed members as follows:
 - a. one (1) member of Council to serve for the term of Council; and
 - b. four (4) members of the general public to serve for the term of Council.
- 71. The staff liaison is the Chief Librarian/CEO.
- 72. The City appointed members and terms are:

MEMBER	APPOINTED	TERM EXPIRY
Council		November 14, 2030
Public		November 14, 2030
Public		November 14, 2030
Public		November 14, 2030
Public		November 14, 2030

Owen Sound Housing Company Board

- 73. The Owen Sound Housing Company (“OSHC”) is a corporation, established by Letters Patent, with a board to which members are appointed pursuant to By-law No. 1988-028.
- 74. The mandate of the OSHC is to provide and operate housing accommodation with or without any public space, recreational facilities, and commercial space of buildings appropriate thereto primarily for persons of low or modest income at rentals below the median current rental market in the area in which the accommodation is located.
- 75. The OSHC Board is comprised of:
 - a. one (1) member of Council to serve for a two-year term; and
 - b. six (6) members of the general public, recommended by the board, to serve for staggered three-year terms.
- 76. The staff liaison is the City Manager.
- 77. The appointed members and terms are:

MEMBER	APPOINTED	TERM EXPIRY
Council		December 31, 2028
Public	Glen Henry	December 31, 2027
Public	Marianne Williams	December 31, 2027
Public	Rod Wyatt	December 31, 2027
Public	Ellen Anderson	December 31, 2028
Public	Selwyn Hicks	December 31, 2028
Public	Ruth Lovell Stanners	December 31, 2029

Owen Sound Police Service Board

- 78. The Owen Sound Police Service (the “OSPS”) is a police service established pursuant to the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1* (the “CSPA”), which allows the City to appoint three (3) members, comprised of the Mayor or another member of Council appointed by resolution, a member of Council, and a public member, to the OSPS Board with terms not to exceed the term of Council.
- 79. The mandate of the OSPS Board is to be responsible for the provision of adequate and effective police services in the municipality pursuant to subsection 10(1) of the CSPA.
- 80. The OSPS Board includes City-appointed members as follows:
 - a. the Mayor, as a voting member, to serve for a two-year term or, if the Mayor chooses not to serve or is ineligible to serve, one (1) member of Council to serve for a two-year term;
 - b. one (1) member of Council to serve for a two-year term; and
 - c. one (1) member of the general public to serve for a two-year term.
- 81. The staff liaison is the City Manager.
- 82. The City appointed members and terms are:

MEMBER	APPOINTED	TERM EXPIRY
Council		December 31, 2028
Council		December 31, 2028
Public		December 31, 2028

Part IV. Advisory Committees

Resilient Community Advisory Committee

83. Vision 2050 Alignment

- a. This Committee aligns with the principle of accountability and supports all themes and examples in the Vision 2050 Strategic Plan, including:
 - i. City Building: asset management.
 - ii. Fostering Mutually Beneficial & Respectful Relationships: communications and engagement.

84. Scope

- a. This Committee holds public meetings and considers questions, deputations and presentations, correspondence, and reports in relation to matters such as:
 - i. City Manager and Service Review: corporate leadership, governance, service evaluation and continuous improvement.
 - ii. Clerks, Election, Freedom of Information, and Licensing: council support, election administration, access to information and privacy compliance, legislative services, and licensing.
 - iii. Communications and Engagement: clear, transparent, and accessible communications, and effective stakeholder and workplace engagement.
 - iv. Corporate Facilities: maintenance, repairs, capital and improvement projects.
 - v. Finance: budgeting, financial management, and fiscal oversight.
 - vi. Human Resources and Collective Bargaining: workforce planning, employee relations and collective agreement negotiation and administration.
 - vii. Information Technology and GIS: information technology strategy, systems, digital services, and GIS management.
 - viii. Purchasing, Risk and Asset Management: procurement, asset management, risk management, and long-term capital planning.
 - ix. Strategic Initiatives and Workplans: broad corporate priorities not assigned to other committees and the development, monitoring, and reporting of corporate workplans.
 - x. Tax and Revenue: tax policy, billing, collection, and revenue administration.

- b. Staff may consult the Staff Liaison, City Manager, or City Clerk to decide which items belong on this Committee, if necessary.

85. Composition and Term

- a. The Committee is comprised of nine (9) members of Council to serve for the term of Council.
- b. There are no public members on this Committee.
- c. The appointed members and terms for this committee are:

MEMBER	APPOINTED	TERM EXPIRY
Council		November 14, 2030
Council		November 14, 2030
Council		November 14, 2030
Council		November 14, 2030
Council		November 14, 2030
Council		November 14, 2030
Council		November 14, 2030
Council		November 14, 2030
Council		November 14, 2030
Council		November 14, 2030

86. Staff Resources

- a. The staff liaison is the Director of Corporate Services.
- b. The alternate staff liaison is the City Manager.
- c. The recording secretary is the Committee and Executive Support Coordinator, or their designate.
- d. Attendance by Directors, Managers, Supervisors, and other staff will be determined as needed, in accordance with the items listed on the agenda.
- e. The staff reporting through this committee will be from the following divisions of the Corporate Services Department and the Office of the City Manager:
 - i. Clerks;
 - ii. Communications;
 - iii. Corporate Services;
 - iv. Finance;
 - v. GIS;
 - vi. Human Resources;
 - vii. Information Technology;
 - viii. Purchasing, Risk, Asset Management;
 - ix. Strategic Initiatives; and
 - x. Tax and Revenue.

87. Plans and Strategies

- a. The plans and strategies associated with this Committee include, but are not limited to:
 - i. Asset Management Plan;
 - ii. Capital Plan;
 - iii. Collective Agreements;
 - iv. Communications Engagement Framework;
 - v. External Communications Strategy;
 - vi. Fleet Efficiency Plan;
 - vii. Human Resources Strategy;
 - viii. Inclusion Strategy;
 - ix. Service Review Priority Opportunity Action Plan; and
 - x. Vision 2050 Strategic Plan.

Sustainable Community Advisory Committee

88. Vision 2050 Alignment

- a. This Committee aligns with the following themes and examples from the Vision 2050 Strategic Plan:
 - i. Green & Resilient City: climate, drinking water, garbage, and recycling.
 - ii. A City that Moves: parking, roads, sidewalks, transit, and winter maintenance.
 - iii. Safe City: animal control, by-law enforcement, crossing guards, and fire services.

89. Scope

- a. This Committee holds public meetings and considers questions, deputations and presentations, correspondence, and reports in relation to matters such as:
 - i. Animal Control: care, management, and regulation of animals.
 - ii. By-law Enforcement: education about and enforcement of municipal by-laws.
 - iii. Climate: climate change mitigation, adaptation, and sustainability planning.
 - iv. Crossing Guards: location and contracting of crossing guards.
 - v. Emergency Management: preparedness, response, and recovery for emergencies and disasters.
 - vi. Fire Services: fire prevention, protection, and emergency response.
 - vii. Parking, Roads, and Sidewalks: planning, construction, maintenance, and administration of municipal transportation networks.
 - viii. Physician Recruitment: attracting and retaining healthcare professionals.

- ix. Transit: management of public transit services.
- x. Waste Management: collection, disposal, recycling, diversion.
- xi. Water/Wastewater: treatment, distribution, and management of water and wastewater systems.
- xii. Winter Maintenance: maintaining safe mobility on roads, sidewalks, and related pathways during winter conditions.
- b. Staff may consult the staff liaison, City Manager, or City Clerk to decide which items belong on this Committee, if necessary.

90. Composition and Term

- a. The Committee is comprised of:
 - i. Four (4) members of Council to serve for a two-year term; and
 - ii. Five (5) members of the general public to serve staggered two-year terms.
- b. The appointed members and terms for this committee are:

MEMBER	APPOINTED	TERM EXPIRY
Council		December 31, 2028
Council		December 31, 2028
Council		December 31, 2028
Council		December 31, 2028
Public		December 31, 2027
Public		December 31, 2027
Public		December 31, 2027
Public		December 31, 2028
Public		December 31, 2028

91. Staff Resources

- a. The staff liaison is the Director of Public Works & Engineering.
- b. The alternate staff liaison is the City Manager.
- c. The recording secretary is the Committee and Executive Support Coordinator, or their designate.
- d. Attendance by Directors, Managers, Supervisors, and other staff will be determined as needed, in accordance with the items listed on the agenda.
- e. The staff reporting through this Committee will be from the following divisions of the Public Works and Engineering Department, Corporate Services Department, and Fire Department:
 - i. Animal Control;
 - ii. By-law Enforcement;
 - iii. Engineering;
 - iv. Parking;
 - v. Public Works;

- vi. Roads & Sidewalks;
- vii. Transit;
- viii. Waste Management;
- ix. Water/Wastewater; and
- x. Winter Maintenance.

92. Plans and Strategies

- a. The plans and strategies associated with this Committee include, but are not limited to:
 - i. Climate Action Strategy, including;
 - 1. Climate Change Adaptation Plan;
 - 2. Climate Mitigation Plan;
 - ii. Environment Master Plan;
 - iii. Stormwater Master Plan;
 - iv. Transportation Master Plan;
 - v. Vision 2050 Strategic Plan; and
 - vi. Waste Management Strategy.

Tom Thomson Art Gallery Advisory Committee

93. Vision 2050 Alignment

- a. This Committee aligns with the following themes and examples from the Vision 2050 Plan:
 - i. Celebrating & Embracing Culture: Tom Thomson Art Gallery.

94. Scope

- a. This Committee holds public meetings and considers questions, deputations and presentations, correspondence, and reports in relation to matters such as:
 - i. Art Gallery: policies, programs, and initiatives related to the Tom Thomson Art Gallery.
- b. Staff may consult the staff liaison, City Manager, or City Clerk to decide which items belong on this Committee, if necessary.

95. Composition and Term

- a. The Committee is comprised of:
 - i. Two (2) members of Council to serve for a two-year term; and
 - ii. Five (5) members of the general public to serve staggered two-year terms, including one (1) member who self-declares as an artist.
- b. The appointed members and terms are:

MEMBER	APPOINTED	TERM EXPIRY
Council		December 31, 2028
Council		December 31, 2028
Public		December 31, 2027

MEMBER	APPOINTED	TERM EXPIRY
Public		December 31, 2027
Public		December 31, 2027
Public		December 31, 2028
Public		December 31, 2028

96. Staff Resources

- a. The staff liaison is the Tom Thomson Art Gallery Director and Chief Curator.
- b. The alternate staff liaison is the Director of Community Services.
- c. The recording secretary is the Committee and Executive Support Coordinator, or their designate.
- d. Attendance by Directors, Managers, Supervisors, and other staff will be determined as needed, in accordance with the items listed on the agenda.
- e. The staff reporting through this Committee will be from the following division of the Community Services Department.
 - i. Tom Thomson Art Gallery

97. Plans and Strategies

- a. The plans and strategies associated with this Committee include, but are not limited to:
 - i. Cultural Master Plan; and
 - ii. Tom Thomson Art Gallery Strategic Plan.

Vibrant Community Advisory Committee

98. Vision 2050 Alignment

- a. This Committee aligns with the following themes and examples from the Vision 2050 Plan:
 - i. Prosperous City: business, community development, and tourism.
 - ii. Green & Resilient City: parks and trees.
 - iii. Celebrating & Embracing Culture: arts, culture, and heritage.
 - iv. City Building: building, planning, and River District.
 - v. A City that Moves: trails.
 - vi. Safe City: inclusivity, diversity, and accessibility.
 - vii. Fostering Mutually Beneficial & Respectful Relationships: community programs.

99. Scope

- a. This Committee holds public meetings and considers questions, deputations and presentations, correspondence, and reports in relation to matters such as:

- i. Arena Operations: management, maintenance, and delivery of recreational programs.
 - ii. Arts, Culture and Tourism: enhancing quality of life through cultural vitality, creativity, and youth participation.
 - iii. Building and Planning: building permits, inspections, code compliance, land-use planning, and zoning.
 - iv. Community Partnerships: building and maintaining collaborative relationships with organizations, institutions, and government.
 - v. Equity, Diversity and Inclusion: removing barriers, fostering fairness, and creating inclusive spaces.
 - vi. External Relations and Investment Attraction: supporting local businesses, entrepreneurs, and community-led projects.
 - vii. Heritage: conservation of built heritage and compatible development.
 - viii. Parks and Open Space: planning, maintaining, and managing public green spaces.
 - ix. Social Well-Being and Belonging: enhancing community connectedness, resilience, and overall well-being.
 - x. Trails: developing and maintaining pathways for active transportation and recreation.
- b. The Committee serves as the Municipal Heritage Committee in accordance with the *Ontario Heritage Act* and provides recommendations on Part IV Conservation of Property of Cultural Heritage Value or Interest and Part V Heritage Conservation Districts.
 - c. Staff may consult the staff liaison, City Manager, or City Clerk to decide which items belong on this Committee, if necessary.

100. Composition and Term

- a. The Committee is comprised of:
 - i. Four (4) members of Council to serve for a two-year term; and
 - ii. Five (5) members of the general public to serve staggered two-year terms.
- b. The appointed members and terms are:

MEMBER	APPOINTED	TERM EXPIRY
Council		December 31, 2028
Council		December 31, 2028
Council		December 31, 2028
Council		December 31, 2028
Public		December 31, 2027
Public		December 31, 2027
Public		December 31, 2027
Public		December 31, 2028
Public		December 31, 2028

101. Staff Resources

- a. The staff liaison is the Director of Community Services.
- b. The alternate staff liaison is the City Manager.
- c. The recording secretary is the Committee and Executive Support Coordinator, or their designate.
- d. Attendance by Directors, Managers, Supervisors, and other staff will be determined as needed, in accordance with the items listed on the agenda.
- e. The staff reporting through this committee will be from the following divisions of the Community Services Department and the Office of the City Manager:
 - i. Arena Operations;
 - ii. Arts and Culture;
 - iii. Building;
 - iv. External Relations and Investment Attraction;
 - v. Facility Booking and Community Programs;
 - vi. Parks and Open Space;
 - vii. Planning and Heritage; and
 - viii. Tourism and Events.

102. Plans and Strategies

- a. The plans and strategies associated with this Committee include, but are not limited to:
 - i. Community Engagement Framework;
 - ii. Cultural Master Plan;
 - iii. Greenwood Cemetery Master Plan;
 - iv. Harbour and Downtown Urban Design Master Plan;
 - v. Harrison Park Master Plan;
 - vi. Investment Attraction Strategy;
 - vii. Kelso Beach at Nawash Park Master Plan;
 - viii. Official Plan;
 - ix. Recreation, Parks and Facilities Master Plan
 - x. River District Action Plan;
 - xi. Trails Master Plan;
 - xii. Victoria Park Master Plan; and
 - xiii. Zoning By-law.

Part V. Ad Hoc Committees

N/A

Part VI. Quasi-Judicial Committees

Committee of Adjustment

- 103. The Committee of Adjustment is a Quasi-Judicial Committee established by By-law No. 2001-102 pursuant to the *Planning Act*, R.S.O. 1990, c. P.13.
- 104. The Committee of Adjustment is independent and autonomous from City Council and serves, as required, as:
 - a. the Property Standards Hearing Committee;
 - b. the Court of Revision;
 - c. the Line Fences Review Committee;
 - d. the Appeal Board regarding the regulation and control of dogs; and
 - e. the Short-Term Rental Appeal Committee.
- 105. The Mayor is not an *ex-officio* member of this committee.
- 106. The Committee of Adjustment is comprised of:
 - a. five (5) members of the general public to serve for the term of Council.
- 107. The appointed members and terms are:

MEMBER	APPOINTED	TERM EXPIRY
Public		November 14, 2030
Public		November 14, 2030
Public		November 14, 2030
Public		November 14, 2030
Public		November 14, 2030

- 108. The staff liaisons are the Director of Community Services and the Manager of Planning and Heritage.

Part VII. Working Groups

N/A

Part VIII. Community Organizations

Bruce Grey Poverty Task Force

- 109. The Bruce Grey Poverty Task Force is a community committee led by the United Way along with leadership from Bruce County, Grey County, and the Grey Bruce Health Unit.
- 110. The City appointment to the Bruce Grey Poverty Task Force is as follows:
 - a. one (1) member of Council to serve for a two-year term.
- 111. The City appointed member and term is:

MEMBER	APPOINTED	TERM EXPIRY
Council		December 31, 2028

Community Safety and Well-Being Committee

112. The Community Safety and Well-Being Committee is a community committee established pursuant to section 250(2) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, through a collaborative agreement between the County of Bruce, the County of Grey, and all lower tier municipalities in the two counties, save and except the Municipality of Meaford.

113. The City appointments to the Community Safety and Well-Being Committee are as follows:

- a. one (1) member of Council to serve for a two-year term; and
- b. one (1) member of staff to serve for a four-year term.

114. The City appointed members and terms are:

MEMBER	APPOINTED	TERM EXPIRY
Council		December 31, 2028
Staff	Director of Community Services	November 14, 2030

Owen Sound Tourism Development Fund Committee

115. The Owen Sound Tourism Development Fund Committee, formerly the Municipal Accommodation Tax Stakeholder Committee, is a community committee established pursuant to a Financial Accountability Agreement between the City and the Owen Sound District Chamber of Commerce.

116. The City appointment to the Owen Sound Tourism Development Fund Committee is as follows:

- a. one (1) member of Council to serve for a two-year term.

117. The City appointed member and term is:

MEMBER	APPOINTED	TERM EXPIRY
Council		December 31, 2028

Owen Sound Fund Committee

118. The Owen Sound Fund Committee, formerly the Owen Sound Community Fund Committee and the Community Foundation Grey Bruce 150th Homecoming Legacy Committee, is a community committee established pursuant to a Donor Advised Fund Agreement between the City and Community Foundation Grey Bruce.

119. The City appointment to the Owen Sound Community Fund Committee is as follows:

- a. one (1) member of Council to serve for a two-year term.

120. The City appointed member and term is:

MEMBER	APPOINTED	TERM EXPIRY
Council		December 31, 2028

Part IX. Repeal and Effective Date

By-law Repealed

121. By-law No. 2026-008 is repealed.

Effective Date

122. This by-law shall come into full force and effect on November 16, 2026, at which time all by-laws, policies, and resolutions that are inconsistent with the provisions of this by-law are hereby repealed, revoked or rescinded, as the case may be, insofar as it is necessary to give effect to the provisions of this by-law.

FINALLY PASSED AND ENACTED this XX day of XXX 2026.

Mayor Ian C. Boddy

Briana M. Bloomfield, City Clerk