

The Corporation of the Municipality of Grey Highlands

By-law No. 2021-140

A By-Law to adopt Terms of Reference for a Natural Gas Expansion Task Force

Whereas, Section 8 of the Municipal Act 2001, R.S.O. 2001, as amended provides that a municipality has the authority to govern its affairs as it considers appropriate and enables the municipality to respond to municipal issues; and

Whereas, Council received the draft terms of reference at the December 1, 2021 Council meeting and appointed 3 Council members through resolution;

Now Therefore the Council of the Municipality of Grey Highlands hereby enacts as follows:

1. That Terms of Reference for the Natural Gas Expansion Task Force (NGETF) in substantially the same form as attached hereto is hereby adopted; and
2. That this By-law comes into full force and effect on the date of its passing.

Read a first, second and third time, and finally passed on December 15 2021.

The Corporation of the
Municipality of Grey Highlands

Original Signed By

Paul McQueen, Mayor

Original Signed By

Raylene Martell, Municipal Clerk

Status: Passed

Natural Gas Expansion Task Force

Terms of Reference

Name: Natural Gas Expansion Task Force (NGETF)

Support: The Office of the CAO

Type: Task Force

TOR Approved by Council:

Request for Creation of Terms of Reference: 2021-09-01 – Res. 2021-619

Resolution passed:

By-law presented to Council:

Purpose:

Reporting to Council, the task force will research the possibility of Natural Gas Expansion throughout Grey Highlands.

Mandate:

- Review the current state of natural gas service currently available in Grey Highlands.
- Review and liaise with other local municipalities and/or the County in relation to any current natural gas expansion initiatives that may benefit Grey Highlands residents.
- To liaise with natural gas providers in Grey County to determine expansion possibilities and potential costs.
- To create a final report and analysis to Council on the state of natural gas in Grey Highlands and how Grey Highlands can support and pursue expansion of natural gas to additional locations in Grey Highlands.

Delegated Authority:

The NGETF is a task force established to meet the requirements of the specific task as indicated in the mandate.

NGETF has no authority to direct staff and all research and reporting must be done within the membership of the task force.

NGETF is not responsible for undertaking or directing daily operations within the municipality, reviewing or researching staffing related matters and shall not act as a forum to debate decided matters of Council, nor to organize any advocacy for Council to reconsider decided matters, except as may be required in relation to the task specified.

Composition:

NGETF will consist of 3 Members of Grey Highlands Council. At the first meeting NGETF will elect a Chair from amongst their members for the task force.

Term and Vacancies

The Task Force will remain in place through the current Council Term or until the final report findings are presented to Council (whichever comes first). Vacancies that occur prior to the completion of the task may be replaced at the discretion of Council. If the mandate has not been completed by the end of the current term of Council, the next term Council shall determine whether the task force will be continued, and new members appointed.

Lead Department/Reporting Relationship:

The Lead Department supporting the Task Force will be the office of the CAO with meeting management support provided by CLS. The Lead Department may delegate this duty to another department as deemed necessary by the CAO. The Lead Department call on other departments and outside agencies as required.

Meeting minutes may not be forwarded to Council. The minutes will be made available on the website and be used in the creation of the final report to Council. The task force should not have any specific requests until such time as their final report and recommendations are presented to Council upon the completion of the mandate of the Task Force, unless there is a time sensitive matter that is required prior to the completion of the task.

Administration:

CLS will provide meeting management support for procedural guidance, and agenda and minute creation only.

The Lead Department will provide guidance and information on current status of departmental operations related to the mandate discussions.

Save and except as set out in these Terms of Reference, the rules of procedure for Council and Committee as set out in the Procedural By-law

shall apply to the Task Force. In the case of any conflict between the Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

The Task Force may request the attendance of experts, staff and/or representatives from Special interest groups at meetings to provide guidance on a specific issue.

Presentations by relevant bodies shall only be scheduled at the request of the task force to receive information and have discussions related to items within the mandate of the task force. All correspondence received from stakeholders and residents shall be placed on the agenda for members' review. The Task Force may allow specific stakeholders to speak during Task Force meetings as necessary upon approval of the majority of the members.

NGETF meetings shall be open to the public. Members of the public shall not have general speaking rights at any task force meeting.

Schedule/Location of Meetings:

NGETF will meet as required with the first meeting being called by the CAO. Potential meeting dates may be scheduled and placed as a hold in the members' calendars, however may be cancelled by the Chair if there are no agenda items or new information for the members 3 days in advance of the meeting. Notice of NGETF meetings will be posted on the Municipal website at least 48 hours in advance of the meeting and all meetings are open to the public.

It is expected that the individual members of the task force will undertake research, meet with stakeholders and report the finding of same to the task force. All reports from members shall be submitted for inclusion on the agenda at least 4 days in advance of the scheduled meeting date.

Budget and Financial Report:

This task force does not have access to municipal funds.

Special Considerations:

Grey Highlands is committed to being as environmentally friendly as possible. As such, printed copies of any agendas, minutes or reports will not be available unless necessitated and requested by the member.