

The Corporation of the Municipality of Grey Highlands

By-law No. 2025-026

A By-law to adopt Terms of Reference for the Lake Management Task Force (LMTF) and to repeal By-law 2024-089

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, at the October 2, 2024 meeting of Council, By-law 2024-089 was passed to adopt the Terms of Reference for the Lake Management Task Force; and

Whereas, at the March 19, 2025 meeting of Council, resolution 2025-140 was passed and directed staff as follows:
"to amend the Terms of Reference for the Lake Management Task Force to remove Grey Sauble Conservation Authority from the Composition of the Task Force as an appointed member, and to instead include GSCA in the capacity of advisory support to the Task Force; and
That the Terms of Reference be further amended to add a representative from the agricultural sector to the composition."

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

1. That the Terms of Reference for the Lake Management Task Force as attached hereto as Schedule 'A' is enacted and forms part of this by-law;
2. That By-law 2024-089 is hereby repealed;
3. That this By-law comes into full force and effect upon the date of its passing.

Read a first, second and third time, and finally passed on April 16 2025.

The Corporation of the
Municipality of Grey Highlands

Original Signed By

Paul McQueen, Mayor

Original Signed By

Amanda Fines-VanAlstine, Clerk

Status: Passed

Lake Management Task Force

Terms of Reference

Name: Lake Management Task Force (LMTF)

Support: Corporate Services and Grey Sauble Conservation Authority

Type: Task Force

TOR Approved by Council: Oct 2, 2024 By-law 2024-089
Revised Apr 16, 2025 By-law 2025-026

Purpose:

Reporting to Council, the Lake Management Committee is responsible for undertaking a review of current state of Lake Eugenia, Irish Lake, Wilcox Lake, and Brewster's Lake and develop a lake management plan for each.

Mandate:

- To review the current state of Lake Eugenia, Irish Lake, Wilcox Lake, and Brewster's Lake
- Research best practices in lake management including sustainability, ecosystems, and watersheds
- Investigate and recommend strategies for lake mitigation, focusing on aspects such as water quality, eutrophication, nutrient loading, human use, invasive species, fishing conditions, and aesthetic considerations.
- Develop a Lake Management Plan for each lake identifying priorities for action as well as potential funding measures and partnerships for projects
- Develop a public education plan

Delegated Authority:

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

LMTF 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:

LMTF membership will consist of up to 7 volunteer members and 2 Council representatives; with the optimal composition of citizen volunteer members being made up of the following:

- 1 representative from Lake Eugenia
- 1 representative from Irish Lake
- 1 representative from Wilcox Lake
- 1 representative from Brewster's Lake
- 1 representative from Ontario Power Generation
- 1 representative from the Agricultural Sector
- 1 member at large

or as appointed by Council. Council may also appoint an alternate member for each representative who represents a broader group or entity.

At the first meeting LMTF will elect a Chair from amongst their members for the Task Force.

Subcommittees:

The Committee may form Subcommittees as may be necessary to address specific issues or specific lakes. The Committee shall establish a clearly defined, specific work plan for the subcommittee or working group, which may or may not be the core function of the Committee. The work plan for the subcommittee or working group shall be provided to Council through the LMTF meeting minutes. These Subcommittees may draw upon a member of the Committee as well as outside resource members, as deemed necessary. The Chairperson of a Subcommittee and/or working group shall be a voting member of the Committee. Staff support will not be provided to a Subcommittee or working group.

Term and Vacancies:

The Committee 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:

Grey Highlands staff support will not be provided to this Task Force, only meeting management support provided by the Corporate Services department.

Grey Sauble Conservation Authority staff will provide advisory support to assist the Task Force in carrying out its mandate.

Meeting minutes will 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 refrain from making specific requests until the final reports and recommendations for each lake, as well as the public education plan, are completed and presented to the Council. These reports may come to Council for consideration individually or as time allows. However, if a time-sensitive issue arises, exceptions may be made.

Administration:

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.

Task Force representatives will be required to sign the Committee and Volunteer Code of Conduct.

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.

Delegations/Presentations:

The Task Force may by resolution 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 which is deemed appropriate by staff, shall be placed on the agenda for information purposes.

LMTF 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:

LMTF will meet as required for the initial meeting(s), and the first meeting being called by the Corporate Services department. LMTF will have a maximum of 6 meetings per calendar year.

Potential meeting dates may be scheduled and placed as a hold in the members' calendars, however, may be cancelled by the Chair or staff if there are no agenda items or new information for the members 3 days in advance of the meeting.

Meeting Attendance:

It shall be the duty of members to make every effort to attend all task force meetings.

Where a member is absent from three (3) consecutive meetings, their absence will prompt a review of their membership status by the Clerk or their designate.

Budget and Financial Report:

LMTF does not have access to municipal funds, without prior approval of Council.

All members will serve without remuneration. Any out-of-pocket expenses incurred by a task force member must be pre-approved for reimbursement by the Municipality.

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.