Staff Report

Report To: City Council

Report From: Staci Landry, Deputy Clerk

Meeting Date: November 30, 2026

Report Code: CR-26-098

Subject: 2027 Council Board and Committee Selections

Recommendations:

THAT in consideration of Staff Report CR-26-098 respecting Council board and committee selections for 2027, City Council directs staff to bring forward the 2027 Board and Committee By-law to appoint Council members to serve on Boards and Committees with terms effective December 15, 2026.

Highlights:

- Councillors will make selections at this meeting with terms beginning December 15, 2026.
- Selection changes required due to scheduling conflicts can be made by notifying the Deputy Clerk by December 4, 2026.
- The by-law to formalize the board and committee appointments will be presented at the December 14, 2026 Council meeting.

Vision 2050 - Strategic Plan Alignment:

Strategic Plan Priority: The recommendation contributes to core service delivery or a corporate initiative that enables service delivery for one or more strategic priorities.

Previous Report/Authority:

Board and Committee By-law No. 2026-053

Council Seating and Appointments Policy GOV001

Report CR-26-031 Re: 2027 Committee Structure and Calendar

Background:

At its meeting on April 13, 2026, City Council considered Staff Report CR-26-031 and decided that Council terms on boards and committees would be for either four (4) years, where the appointment term is prescribed by legislation, or two (2) years. Accordingly, appointments to the Owen Sound & North Grey Union Public Library Board, River District Board of Management, and Resilient Community Advisory Committee will be for a term of four (4) years, while appointments to all other boards and committees will be for a term of two (2) years.

At this meeting, Council will make its board and committee selections in accordance with the Council Seating and Appointments Policy GOV001. All terms will commence December 15, 2026.

To ensure appointments are distributed evenly among members of Council, Councillors who serve on boards or committees with multi-year terms have the opportunity to pass on a round of selections. As this is the beginning of a new term of Council, there are no continuing appointments, with the exception of the Grey Sauble Conservation Authority Board, which is discussed in greater detail below. Accordingly, no passes will occur during this selection process.

The 2027 Council Board and Committee Selection Sheet (Attachment 1) outlines the available vacancies and identifies where the Mayor is appointed.

The 2027 Council, Board, and Committee Meeting Calendar (Attachment 2) has been attached for ease of reference. Meeting dates and times for community organizations to which Council members may be appointed are not included in the calendar and are instead provided below:

Community Organization	Day	Time
Bruce Grey Poverty Task Force	3rd Friday of each month	10:00 a.m.
Community Safety and Well-Being Committee	3rd Tuesday of each month, quarterly (March, June, September, December)	1:00 p.m.

Community Organization	Day	Time
Owen Sound Tourism Development Fund Committee	3rd Wednesday of each month	9:30 a.m.
Owen Sound Fund Committee	4 to 6 times per year at the call of the Chair	Call of the Chair

If a Council member has a scheduling conflict and has arranged a trade with another Council member, they may make changes to their board and committee selections by notifying the Deputy Clerk no later than 4:30 p.m. on Friday, December 4, 2026.

Analysis and Options:

The information below outlines further details and considerations related to board and committee selections.

Chair and Vice Chair

At the first meeting of each committee following the new appointments, the committee will elect a Chair and Vice-Chair. In accordance with the Board and Committee By-law, the Chair and Vice-Chair of all City committees on which members of Council sit must be a member of Council. A Council member may serve as Chair of a committee for a maximum of two (2) consecutive years, and at the end of the second year, the Council member is ineligible to serve as Chair of that same committee for a period of one (1) year.

As this is the beginning of a new term and the establishment of new committees, all members of Council are eligible to serve as Chair or Vice-Chair, provided they are not a family member of the committee's staff liaison.

Grey Sauble Conservation Authority (GSCA) Board

The Province of Ontario has introduced legislative changes to the *Conservation Authorities Act, 1990* that will result in the consolidation of the province's 36 conservation authorities into nine (9) regional conservation authorities. The GSCA will become part of the new Lake Huron Regional Conservation Authority, along with five other conservation authorities.

The transition date is February 1, 2027, at which time, the new regional governance structure will take effect, and the existing GSCA Board will cease

to operate. As a result, the City of Owen Sound will no longer be required to appoint two (2) Council representatives to the GSCA Board following the transition date.

The GSCA has requested that Deputy Mayor Greig continue to serve on the GSCA Board until January 31, 2027. Under Section 14(4.2) of the *Conservation Authorities Act, 1990*, "A member's term begins at the first meeting of the authority after his or her appointment and expires immediately before the first meeting of the authority after the appointment of his or replacement." As long as the City does not appoint a replacement, Deputy Mayor Greig will continue to be considered a City representative.

The other City representative on the GSCA Board is former Councillor Jon Farmer, who did not seek re-election. Council is required to appoint one additional member of Council to fill this vacancy. As the appointment will only be required for the remaining period leading up to the February 1, 2027 transition date (a maximum of two meetings), it is not practical to include this appointment in the regular board and committee selection process. Accordingly, the Clerk's nomination procedure (Attachment 3) will be used to select one member of Council to serve on the GSCA Board until the transition date, after which no further City appointments will be required. A GSCA Board meeting is scheduled for December 16, 2026 at 1:15 p.m. at the GSCA's Administration Office. The newly appointed member will be expected to attend this meeting.

Owen Sound Police Service (OSPS) Board

Section 31(4) of the *Community Safety and Policing Act, 2019* provides that:

A municipal board that is composed of five members shall consist of:

a) the head of the municipal council or, if the head chooses not to be or is ineligible to be a member of the board, another member of the municipal council appointed by resolution of the municipality;
b) one member of the municipal council appointed by resolution of the municipality;
c) one person appointed by resolution of the municipality, who is neither a member of the municipal council nor an employee of the municipality; and two persons appointed by the Lieutenant Governor in Council.

Mayor Thomas has notified the City Clerk that it is his intention to maintain the head of the municipal Council's seat on the OSPS Board. This will leave one (1) position available on the OSPS Board available for Council to select.

Following appointment by Council resolution, the Council representatives must meet the following requirements:

- Take an official oath or affirmation of office prior to assuming the duties as a police board member.
- Complete mandatory provincial training approved by the Solicitor General covering board roles and responsibilities before they may participate at a board meeting. The training focuses strictly on the governance framework, statutory duties, and oversight functions of board members. This training is completed online and will take approximately two (2) hours to complete.
- Complete additional training within six months of the appointment in human rights, anti-racism, and systemic racism, diversity, inclusion, and the rights and cultures of First Nations, Inuit, and Métis peoples. This training is completed online and will take approximately two (2) to three (3) hours to complete.
- Adhere to the statutory Code of Conduct for police service board members and understand the responsibilities and duties of a police service board under the *Community Safety and Policing Act, 2019* as well as Ontario Regulation 392/23: Adequate and Effective Policing.

Staff will forward the Council member's contact information to the OSPS Board Secretary. The Secretary can then coordinate the official oath or affirmation of office and mandatory training before the December 16, 2026 OSPS Board meeting.

Resilient Community Advisory Committee

In accordance with the Board and Committee By-law, all members of Council are automatically appointed to the Resilient Community Advisory Committee at the beginning of their term of office and shall serve on the Committee for the duration of their Council term.

The Chair and Vice-Chair of the Committee may be any member of Council and shall be elected at the Committee's first meeting in February 2027.

Resource Alignment:

Financial Resources

N/A.

Human Resources

N/A.

Time and Scheduling

Staff will present the 2027 Board and Committee By-law at the December 14, 2026 Council meeting to formally appoint Council members to serve on Boards and Committees, with terms set to begin December 15, 2026.

Technology and Infrastructure

N/A.

Climate and Environmental Impacts:

There are no anticipated climate or environmental impacts.

Communication and Engagement:

The staff liaison and recording secretary for each board and committee will be advised of the Council appointments and meeting invitations will be sent out for all scheduled meetings. The Board and Committee By-law will be available on the City's website.

Report Developed in Consultation With:

Tim Lanthier, Grey Sauble Conservation Authority CAO

John Thomson, Owen Sound Police Service Board Chair

Attachments:

1. 2027 Board and Committee Selection Sheet
2. 2027 Council, Board, and Committee Meeting Calendar
3. Nominations and Elections of Members to Boards and Committees Procedure

Reviewed 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 Staci Landry, Deputy Clerk at slandry@owensound.ca or 519-376-4440 ext. 1235.