

## **Staff Report 2023-0614**

---

Meeting Date: October 10, 2023

Subject: Proposed Single-Tier Transition Committee

Submitted By: Nathan Hyde, Chief Administrative Officer

---

### **RECOMMENDATION**

That the Single-Tier Transition Committee be established and governed as set out within Staff Report 2023-0614;

That the proposed 2023 meeting schedule for the Single-Tier Transition Committee, as set out in Staff Report 2023-0614, be approved; and

That the following members of Council be appointed as a member of the Single-Tier Transition Committee for the 2022-2026 Term:

1. Councillor Maskell: Chair
2. Councillor Russo: Vice-Chair
3. Mayor Groves: Ex-Officio

That a By-law be enacted to amend By-law 2022-080 to appoint an Alternate Member of Regional Council to remove Councillor Sheen and appoint Councillor Maskell.

### **REPORT HIGHLIGHTS**

- The Province of Ontario passed legislation to dissolve the Region of Peel and transition the Town to a single-tier Municipality. To facilitate this a provincial Transition Board was created.
- The Town has proactively formed an Internal Transition Team with expertise in areas that will be directly impacted through the transition process. The Team will work with the provincial Transition Board.
- It is proposed that Council establish the Single-Tier Transition Committee (STTC) to ensure timely and direct feedback from members of Council to the Internal Transition Team.
- The STTC will be comprised of three (3) members with Councillor Maskell appointed as Chair, Councillor Russo appointed as Vice-Chair, and the Mayor appointed as Ex-Officio.
- To ensure members of the STTC have perspective and experience on regional matters, it is proposed that By-law 2022-080 to appoint an Alternate Member of Regional Council be amended to remove Councillor Sheen and appoint Councillor Maskell.

### **DISCUSSION**

#### **Background**

On May 18, 2023 the Province of Ontario introduced the *Hazel McCallion Act* to begin the process of dissolving the Regional Municipality of Peel. The Act received Royal Assent on

June 8, 2023, setting the date of January 1, 2025 for the Town of Caledon to become a single-tier municipality. On July 5, 2023 the Province established the Peel Transition Board and appointed five members. The purpose of the Board is to make recommendations to the provincial government on a range of restructuring matters related to the dissolution to facilitate the Town's transition to a single-tier municipality.

At the September 12, 2023 General Committee Meeting, a Notice of Motion came forward requesting clarification on a process for providing updates to members of Council on transition progress. Therefore, the purpose of this Staff Report is to propose a Single-Tier Transition Committee to ensure members of Council are informed and directly involved in providing input into the Town's progress towards becoming a single-tier municipality.

### **Proposed Single-Tier Transition Committee**

To facilitate the transition to a single tier-municipality, the Town has proactively formed an Internal Transition Team as of September 2023. Led by the Mayor and CAO, the team is comprised of several Commissioners and other senior staff at the Town with expertise in key areas impacted by dissolution such as finance, human resources, servicing, roads and human services. Further, the team includes staff to provide research support as well as a consultant with experience in regional matters. The role of the Internal Transition Team is to liaise with the Peel Transition Board who will provide a workplan approved by the province.

It is proposed that the STTC be a Committee of Council similar to the Governance Review Committee or Audit Committee. Therefore, the STTC is proposed to be comprised of three (3) members of Council. The role of the STTC is to receive recommendations and information from the Town's Internal Transition Team as well as provide advice to that team. This will ensure timely and direct feedback from members of Council to the Internal Transition Team that will continue to liaise with the Provincial Transition Board.

The Special Powers and Duties of the Head of Council are set out within Part VI.1 of the *Municipal Act, 2001*. Section 284.8 permits the head of Council to appoint Chairs and Vice-Chairs of Committees which consist solely of members of Council. Therefore, through the Mayoral Decision attached as Schedule A, it is intended that Councillor Maskell will be appointed as the Chair and Councillor Russo will be appointed as the Vice-Chair for the STTC. The Mayoral Decision will be made effective following the establishment of the STTC.

Similar to the Town's existing Committees of Council, administration of the STTC such as agenda preparation will be supported by Council and Committee Services. For the remainder of 2023 it is proposed that the STTC meet at 10:00 am on the following dates:

- October 25

- November 8
- November 22
- December 6

Meetings may be cancelled by the Chair should it be determined that no business is required. Should additional meetings be required, the CAO may work with the Chair of the Committee to call an additional meeting which shall require at least 7 days notice to the public which shall be fulfilled by adding the new meeting on the Town's website. Further meeting dates will be scheduled as part of the full 2024 Council and Committee Meeting schedule.

### **Alternate Member of Regional Council**

To ensure that the members on the STTC have the opportunity to gain perspective and experience in regional matters, it is proposed that By-law 2022-080 to appoint an Alternate Member of Regional Council be amended to remove Councillor Sheen and appoint Councillor Maskell. The proposed amending By-law is attached as Schedule B to this Staff Report. By ensuring that the Chair of the STTC has an opportunity to gain experience in regional matters, this will improve consideration of items related to the dissolution of Peel Region and transition of the Town to a single-tier municipality.

### **FINANCIAL IMPLICATIONS**

There are no immediate financial implications associated with this report.

### **STRATEGIC PLAN 2023-2035**

Service Excellence and Accountability

### **ATTACHMENTS**

Schedule A: Mayoral Decision

Schedule B: Proposed Alternate Member of Regional Council By-law Amendment