

Terms of Reference

Grey County/Town of The Blue Mountains Task Force

Purpose

To examine issues of concern to the Town of The Blue Mountains and Grey County and bring forward recommendations to address these concerns. The Task Force serves as a forum for information sharing between the Town of The Blue Mountains and Grey County in an effort to reach a consensus regarding solutions.

Membership

Voting Members

- Grey County Warden
- 3 elected officials selected by the Town of The Blue Mountains from the Town of The Blue Mountains' Council.
- 3 elected officials selected by Grey County from Grey County Council.

Non-Voting Members

Town of The Blue Mountains and County staff, resources as required.

Chair & Vice Chair

The Warden and the Vice Chair shall alternate chairing the meetings with the Warden chairing meetings hosted by Grey County and the Vice Chair chairing meetings are hosted by The Town of The Blue Mountains. The Chair hosting the meeting shall set the agenda of that meeting.

The Chair hosting the meeting shall set the agenda for the respective meeting.

All members of the Task Force may submit Agenda items to the Chair.

The Vice Chair shall be elected at the first meeting.

Meetings

Meetings occur at the call of the Chair or by mutual agreement of the majority of the Task Force.

A schedule of meetings shall be set at the first Task Force meeting in a new Term of Council and subsequently at the first meeting of the Task Force in September of each year.

Meetings will occur on a monthly basis or more frequently as determined by the Task Force.

Progress and efficacy of the Task Force will be reviewed annually in January.

Agenda items will be put forward by any member of the Task Force to the Chair for the meeting, and will be circulated to members of the Task Force, and appropriate staff, in advance of the meeting. Adopted Minutes of the Task Force meetings will be considered as noted below. Non-voting members may be invited to the Task Force meetings to present or provide advice.

The format of meetings will be a combination of small group discussions, presentations by members and staff as required. Meeting structure is to be open discussion and informal structure with minimal votes taken. Any decisions will be made as recommendations to the respective councils.

Quorum

A quorum shall consist of the majority of members from each of Town of The Blue Mountains and Grey County.

Statutory Authority

The Task Force is guided by the County's Procedural By-Law and the *Municipal Act*. The Task Force is an advisory Group with no decision-making authority.

Reporting Relationship

The Task Force is a County Committee, and reports to Grey County Council

The Task Force will approve meeting minutes at its next Task Force Meeting and the approved minutes shall be forwarded to respective Councils.

Lead Staff

Grey County CAO, Town of The Blue Mountains' CAO, and other staff as required.

The Grey County Clerk's Department and the Town of The Blue Mountains Clerk's Department will alternate preparation and circulation of agendas and minutes.