



# Terms of Reference

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## Grey County/Town of The Blue Mountains Task Force

### Purpose:

To examine issues of concern to 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.

### 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 when meetings are hosted by Grey County and The Blue Mountains chairing when meetings are hosted by The Town of the Blue Mountains.

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 Task Force.

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

Process and efficacy of the Task Force will be reviewed in January 2018.

Agenda items will be put forward by the Task Force, 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.

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.

Nonmembers may be invited to the Task Force meetings to present or provide advice.

## Quorum

A quorum shall consist of more than 50% of the membership of the Task Force.

## 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 will approve meeting minutes at its next Task Force Meeting and will be forwarded to their respective Councils once approved by the Working Group.

## 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.