



# Terms of Reference

## Development Charges Steering Committee

### Purpose:

To provide advice and direction to the consultant undertaking the preparation of a Development Charges Background Study and Development Charges By-law for the County of Grey.

### Scope of Responsibilities:

- To provide the Consultant with an understanding of the County's role, responsibilities and needs with regard to future capital works.
- To work with the Consultant to formalize the work plan for the collection of data for the preparation of the Development Charges Background Study.
- To review and recommend the completed Development Charges Background Study to Council for approval and adoption.

### Membership:

Members of the Development Charges Steering Committee are appointed by County Council and will include four Members of County Council plus the Warden to run for the remainder of the term of the Steering Committee.

### Chair and Vice Chair:

The Chair and Vice Chair shall be elected from the Steering Committee members at the first meeting. The Chair and Vice Chair will retain these positions until the end of the project.

### Meetings:

Meetings will be at the call of the Chair or determined by the Steering Committee. The Steering Committee will disband the earlier of when it has evaluated and made recommendations within the scope of responsibility outlined in these Terms of Reference.

### Quorum

A quorum shall consist of more than 50% of the membership of the Steering Committee.

## Statutory Authority

The Development Charges Steering Committee is guided by the County's Procedural By-Law, Council's Code of Conduct, provincial Acts and regulations and other Grey County Policies as applicable.

## Reporting Relationship:

The Development Charges Steering Committee reports to County Council.

## Lead Staff

CAO, Director of Corporate Services or designate, Director of Planning and Development or designate, Director of Transportation Services or designate, Director of Economic Development, Tourism and Culture or designate, Director of Housing or designate, Director of Paramedic Services or designate, Director of Social Services or designate, Director of Legal Services or designate.