

Grey County Building Task Force- Administration Building

Purpose:

To assist and advise County Council in fulfilling its governance responsibilities with respect to the construction and renovation of the administration building through the construction drawing, tendering and construction phases.

Scope of Responsibilities:

- Represent the interests of the County to ensure the needs of the County are contained in the construction drawings
- Review tenders and provide recommendation on award of contract
- Work with consultant to formalize work plan
- Review and provide comment on key deliverables/milestones of the project

Membership:

Four Members of County Council initially selected from the Corporate Services Committee to run for the term of council plus the Warden.

Chair & Vice Chair

Chair and Vice Chair shall be elected from the members.

Meetings

Meetings occur at the call of the Chair or determined by the Task Force. The Task Force will disband the earlier of when it has evaluated and made recommendations within the scope of responsibility outlined in these Terms of Reference as approved by County Council or December 31, 2018.

Quorum

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

Statutory Authority

The Building Task Force is guided by the County's Procedural By-Law and the Municipal Act.

Reporting Relationship

The Building Task Force reports to the Corporate Services Committee.

Lead Staff

Chief Administrative Officer, Director of Housing and senior management team, and other staff as required.