

Short Term Accommodation Task Force

Terms of Reference

Name: Short-Term Accommodation Task Force (STAT)
Support: CLS and Economic and Community Development
Type: Task Force
TOR Approved by Council: 2019-07-17

Purpose:

Reporting to the Director of Economic Development, the task force will provide advice and input to staff on the proposed short-term accommodation licensing module.

Mandate:

- To review short-term accommodation licensing options currently in existence;
- To review the current proposal placed before Council to provide insights and feedback;
- To prepare a recommendation to Council on the implementation of the current proposal or any changes requested.

Delegated Authority:

The STAT is an ad-hoc task force established to meet the requirements of the specific task – to review the proposed short-term accommodation licensing program as presented by staff and to prepare a recommendation to Council on the implementation of the current proposal or any changes requested.

STAT has no authority to direct staff and all reporting must be done within the membership of the committee.

STAT is not responsible for undertaking or directing daily operations within the municipality, reviewing or researching staffing related matters, performing project or program implementation (unless directed by Council), and shall not act as a forum to debate decided matters of Council, nor to organize any advocacy for Council to reconsider decided matters.

Composition:

STAT will consist of:

- 2 Members of Grey Highlands Council
- Minimum of 4 and maximum of 7 volunteer members appointed by Council resolution for the term ending October 29th meeting or until the task has been completed, whichever comes first.
- At the first meeting STAT will elect a Chair and Vice-chair for the task force.
- Only those members appointed by Council may vote on any issue.
- All appointed members shall be required to sign off and adhere to any Code of Conduct in place during the appointment.

Vacancies mid-term

Membership will be through an application process. STAT membership applications will be approved by Council.

Lead Department/Reporting Relationship:

The Lead Department supporting the Committee will be the Economic and Community Development department with meeting management support provided by CLS. The Lead Department may call on other departments and outside agencies as required.

Meeting minutes will be forwarded to Council to be received for information. The task force shall not have any specific requests until such time as their final report and recommendations are presented to Council upon the completion of the mandate of the Committee.

Administration:

CLS will provide meeting management support.

Economic and Community Development will provide guidance and information to the Task Force.

Save and except as set out in these Terms of Reference, the rules of procedure for Council and Committee as set out in the Procedural By-law shall apply to the Task Force. In the case of any conflict between the Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

The Task Force may request the attendance of experts, staff and/or representatives from Special interest groups at meetings to provide guidance on a specific issue.

Delegations shall not be heard at Task Force Meetings, however correspondence received from stakeholders may be used in the development of the final report. Any comments and or requests from the public in relation to the final report of the Task Force shall be through Council during their consideration of the report.

STAT meetings shall be open to the public. Members of the public shall not have speaking rights at any task force meeting.

Schedule/Location of Meetings:

STAT will meet as required with the first meeting being called by the Director of Community and Economic Development. Notice of STAT meetings will be posted on the Municipal websites at least 48 hours in advance of the meeting and all meetings are open to the public.

Budget and Financial Report:

This task force does not have access to municipal funds.

All members will serve without remuneration of any kind.

Special Considerations:

Grey Highlands is committed to being as environmentally friendly as possible. As such, printed copies of any agendas, minutes or reports will not be available unless necessitated and requested by the member.