



Morris Turnberry/North Huron
Shared Services Steering Committee



TERMS OF REFERENCE

Mandate: The Shared Services Steering Committee (SSSC) shall represent the interests of the Councils of Morris Turnberry and North Huron with respect to the Shared Service Project, having regard for the project goals and broader benefit of both Municipalities. The SSSC shall receive regular updates on the implementation, operation and progress of the Shared Services Project from the CAO's, providing direction on routine matters and reporting back to respective Councils on the status of the Shared Services Project. SSST activities shall include;

- To receive reports on the status of project implementation and operational matters relating to the shared services.
- To give approval/direction to the CAO's on project related matters, determining when approval of the full Councils is required.
- To discuss additional opportunities for future collaboration and partnership, as they may arise.

Composition: The SSSC shall consist of the Mayor/Reeve, Deputy Mayor/Reeve, and one member of Council from each municipality, as appointed by the Councils. The CAO's shall attend all SSSC meetings as a staff resource.

Authority: The SSSC shall have the authority to make implementation decisions, within guidelines and purchasing thresholds established by each Council. The SSSC, in conjunction with the CAO's, shall determine when approval for decisions is required by each Council.

Meeting Procedures: Agendas and meeting materials shall be distributed to all SSSC members prior to the meeting. A standard agenda format shall be developed to ensure that important items are kept at the forefront. Recommendations to Councils and direction to staff shall be made in the form of a motion. Minutes of the meetings shall be kept by the CAO's. The meeting schedule and frequency shall be established by the SSSC. Additional or special meetings may be called at the discretion of the CAO's and/or the Mayor/Reeve. Confidential matters may be discussed during SSSC meetings. SSSC members shall not disclose any confidential matter that arises during a SSSC meeting, unless it is in a properly authorized closed session of the Municipal Council.

Communication: The activities of the SSSC are communicated both internally within each organization and externally to the public. The CAO's shall prepare written reports and the SSSC shall verbally report on SSSC activities to the respective Councils.

Term: The SSSC shall remain in effect for the Term of each Council. At the beginning of each new Council term, SSSC members shall be appointed in accordance with each Municipality's committee appointment protocol.