



Staff Report

Administration – Chief Administrative Officer

Report To: COW-Finance, Admin, Fire, Legal, Community Services
Meeting Date: April 24, 2023
Report Number: FAF.23.068
Title: Continuation of South Georgian Bay Regional Mayors and CAOs Forum and Updated Terms of Reference
Prepared by: Shawn Everitt, Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report FAF.00.068, entitled “Continuation of South Georgian Bay Regional Mayors and CAOs Forum and Updated Terms of Reference”;

AND THAT Council endorse the continuation of the South Georgian Bay Regional Mayors and CAOs Forum and the associated Terms of Reference attached to this report.

B. Overview

This report outlines a request that Council endorse the continuation of the South Georgian Bay Regional Mayors and CAOs Forum including the mandate and roles outlined in the group’s Terms of Reference document as established during the previous Term of Council.

C. Background

The South Georgian Bay Regional Mayors and CAOs Forum was established in March of 2021 as a result of an initiative brought forward by Brian Saunderson, Mayor of the Town of Collingwood at the time.

At the August 10, 2021, Committee of the Whole meeting, [Staff Report FAF.21.146](#) requested Council endorsement of the group’s initial Terms of Reference. Council approval was officially received at the August 23, 2021, Council meeting.

During the 2018 -2022 Term of Council, the South Georgian Bay Regional Mayors and CAOs Forum included the following municipalities, represented by the Mayors and CAOs of each of the participating municipalities.

Member Municipality	Mayor	CAO
Municipality of Grey Highlands	Paul McQueen	Karen Govan
Municipality of Meaford	Barb Clumpus	Rob Armstrong
Township of Clearview	Doug Measures	John Ferguson
Town of Collingwood	Brian Saunderson*	Sonya Skinner
Town of The Blue Mountains	Alar Soever	Shawn Everitt
Town of Wasaga Beach	Nina Bifulchi	George Vadeboncoeur

*Keith Hull, Deputy Mayor of the Town of Collingwood, participated as a replacement for Mayor Saunderson after he became the MPP for Simcoe-Grey.

Since March of 2021, the South Georgian Bay Regional Mayors and CAOs Forum has met on a quarterly basis with strong participation from members.

Meeting Date	Host Municipality	Meeting Type
March 29, 2021	Town of Collingwood	In-Person
April 23, 2021	Town of Collingwood	In-Person
July 16, 2021	Town of The Blue Mountains	In-Person
September 24, 2021	Town of Collingwood	Virtual
January 14, 2022	Town of Collingwood	Virtual
April 22, 2022	Clearview	Virtual
July 22, 2022	The Blue Mountains	Virtual
August 19, 2022	Wasaga Beach	In-Person
February 17, 2023	Clearview	Hybrid

D. Analysis

Staff strongly support the continuation of the South Georgian Bay Regional Mayors and CAOs Forum because of the valuable regional collaboration it affords. The group's membership for the 2022-2026 Term of Council is outlined below.

Member Municipality	Mayor	CAO
Municipality of Grey Highlands	Paul McQueen	Karen Govan
Municipality of Meaford	Ross Kentner	Rob Armstrong
Township of Clearview	Doug Measures	John Ferguson
Town of Collingwood	Yvonne Hamlin	Sonya Skinner
Town of The Blue Mountains	Andrea Matrosovs	Shawn Everitt
Town of Wasaga Beach	Brian Smith	Andrew McNeil

The next meeting of the South Georgian Bay Regional Mayors and CAOs Forum has been scheduled for April 21, 2023, to be hosted by the Municipality of Grey Highlands in a hybrid meeting format.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders.

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

None.

G. Financial Impacts

Administrative duties are required of the host municipality that include coordinating the meeting, agenda preparation, performing the role of Chair during the meeting and following up with meeting minutes. The majority of these duties are often performed by Executive Assistants of the various Mayors or CAOs.

Meetings are generally two (2) hours in duration and sometimes require travel when meetings are being held in person.

H. In Consultation With

Mayor Andrea Matrosovs

I. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Shawn Everitt, Chief Administrative Officer cao@thebluemountains.ca.

J. Attached

1. South Georgian Bay Regional Mayors and CAOs Forum 2022-2026 Terms of Reference
2. Previous South Georgian Bay Regional Mayors and CAOs Forum Terms of Reference

Respectfully submitted,

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
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Report Approval Details

Document Title:	FAF.23.068 Continuation of South Georgian Bay Regional Mayors and CAOs Forum and Updated Terms of Reference.docx
Attachments:	<ul style="list-style-type: none">- Attachment-1-South-Georgian-Bay-Regional-Mayors-and-CAOs-Forum-2022-2026-Terms-of-Reference.pdf- Attachment-2-Previous-South-Georgian-Bay-Regional-Mayors-and-CAOs-Forum-Terms-of-Reference.pdf
Final Approval Date:	Apr 4, 2023

This report and all of its attachments were approved and signed as outlined below:

Shawn Everitt - Apr 4, 2023 - 7:34 AM