

DRAFT Terms of Reference

Civic Administration Centre Project Steering Committee

Town of Richmond Hill

Name

This committee shall be known as the Civic Administration Centre Project Steering Committee (the "Committee").

Purpose

The purpose of the Committee shall be to review and provide advice with respect to the program and design concept, of a Civic Administration Centre.

Mandate

The mandate of the Committee is to make recommendations to Council on the program development and concept plans for various Civic Administration Centre options, developed through the work, of the project team, to accommodate future staff growth.

Delegated Authority

The Committee is an advisory committee to Council and does not have any delegated authority.

The Committee has no authority to direct staff and any recommendations requiring implementation, reports or staff actions must first be considered by Council before any action by staff may be taken.

Committee Composition

The membership of the Committee will be comprised of:

- The Mayor;
- 2 Regional Councillors;
- Ward 1 & 4 Local Councillors

Additional Councillors may be appointed to the Committee from time to time by Council. Only the members of the Committee may vote on any issue.

Subcommittees

The Committee may establish subcommittees, as needed, to consider specific issues. Subcommittees are not required to be approved by Council. Subcommittees are responsible for the preparation of their own agendas and minutes as required and making their own arrangements for meeting locations. Only members of the Committee may be members of any subcommittee.

Term of Office

All members of the Committee will hold office for a term coincident with the term of Council.

Lead Department/Reporting Relationship

The Committee will be supported by the Civic Administration Centre Project Team, a staff group reporting to the Commissioner, Environment and Infrastructure Services. From time to time staff from other departments may provide support to the Committee, especially in relation to the building program.

Any staff attending meetings of the Committee are not members of the Committee.

Administration of the Committee

The Committee will elect a Chairperson and Vice-Chairperson at its first meeting. The Committee may appoint any other officers, as it deems necessary.

Members of the Committee will serve without remuneration other than reimbursement of expenses approved by the Committee and incurred in the performance of their duties.

Save and except as set out in these Terms of Reference, the rules of procedure for Special Committees as set out in the Procedure By-law #74-12, as amended, shall apply to the Committee. In the case of any conflict between these Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

Quorum/Meeting Prerequisites

Quorum shall be a majority of the members of the Committee.

Meeting Schedule

The Committee will meet regularly with the specific dates and times for meetings to be determined by the Committee in consultation with the Commissioner, Environment and Infrastructure Services. Additional meetings may be called by the Chairperson. The Chairperson can cancel any meeting.

Meetings of the Committee shall not conflict with regular meetings of Committee of the Whole and regular meetings of Council.

Committee members are expected to attend all regularly scheduled meetings. In the event a member is unable to attend a meeting, the member must contact and advise the Chairperson and the Office of the Clerk in advance. If a member other than the Mayor has been, absent for three consecutive regularly scheduled meetings and has failed to advise the Chairperson in advance, the member shall be deemed to have abandoned his or her appointment and the office shall be considered vacant.

Staff Resources

Secretariat assistance to the Committee will be provided by the Office of the Clerk. The Commissioner of Environment and Infrastructure Services or his/her designate must be present at all Committee meetings.

Miscellaneous

Unless otherwise directed by Council, the minutes of all Committee meetings will be presented to Council for adoption and approval of any recommendations.

These Terms of Reference for the Civic Precinct Project Steering Committee are established by Council and can only be altered by Council.

Date of Adoption by Council:

Date of Amendment: