

Draft Terms of Reference
Capital Sustainability Steering Committee
Town of Richmond Hill

Purpose

The purpose of the Committee shall be to inform and educate committee and Council on fiscal sustainability in asset management and establish a sustainable long term capital investment strategy that includes all areas of tax supported and storm-water capital investment, and that informs the Comprehensive Asset Management Plan, the Financial Sustainability Strategy, future Development Charge updates, future Capital Budgets & Forecasts, and future Operating Budgets.

Mandate

The mandate of the Committee is to evaluate opportunities to deliver long term capital investments that are in line with community expectations and fiscally sustainable. This includes a review of strategic infrastructure program investment. The funding framework within the financial sustainability strategy will be the basis for financing capital budgets for 2020 onwards.

Committee Composition

The membership of the Committee will be comprised of:

- The Mayor
- Budget Chair and Deputy Budget Chair
- Ward 3 & 4 Local Councillors

Only the members of the Committee may vote on an issue.

Term of Office

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

Lead Department

The Corporate and Financial Services Department will be the lead coordinating department. However, each department will have a significant contribution to this committee. The Asset Management Division will also play a significant role in informing all capital categories and need to be present at each meeting. The necessity of having this committee is to ensure the long-term financial plans for the Town are consistent with the capital standards, the current Council supports.

Administration of the Committee

The Mayor will be the Chairperson of the Committee and the Vice-Chairperson will be elected at its first meeting. The Committee may appoint any other officers, as deemed 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 Bylaw #74-12 as amended, shall apply to the Committee. In case of conflict between these Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

Quorum/Meeting Prerequisites

Quorum shall be majority of the members of the Committee

Meeting Schedule

The Committee will meet on a monthly schedule, with the date and time agreed to at the first meeting. The Chairperson may call additional meetings or may 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 Corporate and Financial Services or his/her designate as well as staff from the Asset Management Division must be present at all Committee meetings. In addition, Commissioners of the Department holding carriage of the plan, strategy or assets scheduled for discussion must present on the status, including the long-term financial impact of the existing or planned capital programs and be responsible to report back on questions, scenarios or proposed recommendations of the Committee in a timely manner.

Miscellaneous

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

The Terms of Reference for the Sustainability Steering Committee are established by Council and can only be altered by Council.