

## **TOWN OF RICHMOND HILL**

### **COMMITTEE OF REVISION TERMS OF REFERENCE**

#### **Name**

This committee shall be known as the Committee of Revision (the "Committee").

#### **Purpose**

This is a committee constituted and appointed pursuant to Section 21 of Ontario Regulation 586/06 (the "Regulation") made under the Municipal Act, 2001 (the "Act"). The purpose of the Committee is to exercise the specific powers and authority given to a committee of revision under the Regulation and the Act.

#### **Mandate**

The Committee is a tribunal appointed by Council; however it exercises its authority independently and autonomously from Council. The Committee's mandate is to hear objections to special charges imposed by the Town in respect of work undertaken as a local improvement.

#### **Delegated Authority**

There is no delegated authority.

#### **Committee Composition**

The Committee will be comprised of five (5) citizen members who shall be residents of the Town and shall not be members of Council.

Every member of the committee shall be a person who is qualified to be elected as a member of the Council in accordance with the *Municipal Elections Act*, 1996.

For the purposes of these Terms of Reference, "citizen member" means a member of the Committee other than a member of Council.

Only members of the Committee may vote on any issue.

**Appointment**

All members of the Committee will be appointed by Council, by by-law.

The advertising of vacancies on and the appointments to this Committee will be in accordance with the policies adopted by Council from time to time.

**Subcommittees**

The Committee is not permitted to form subcommittees.

**Term of Office**

All members of the Committee will hold office for a term coincident with the term of Council and remain in office until their successors are appointed.

In the event of a vacancy by death, resignation or from any other cause other than the expiration of the term for which the member was appointed, Council shall appoint another eligible candidate in the vacant seat for the unexpired portion of the term. A vacancy in the membership does not impair the powers of the Committee or of the remaining members provided there are a minimum of three (3) members.

**Lead Department/Reporting Relationship**

The lead department for the Committee shall be the Corporate Services Department who will provide support services to the Committee.

**Administration of the Committee**

The members of the Committee shall elect one of themselves as Chair, and in the absence of the Chair, the Committee may appoint another member to act as Acting Chair.

Members to the Committee shall be paid compensation as Council may approve from time to time.

Save and except as set out in these Terms of Reference, the rules of procedure for the Committee as set out in By-law xx-08 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 Prerequisite**

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

Provided quorum is met, a vacancy in the membership or the absence or the inability of a member to act does not impair the powers of the Committee or of the remaining members.

The Town Clerk or his/her designate should be present at all meetings of the Committee.

**Meeting Schedule**

The Committee will schedule meetings sufficient to meet the requirements of the Regulation and the Act.

**Staff Resources**

Secretariat assistance to the committee will be provided by the Office of the Clerk.

The Town Clerk or his/her designate should be present at all meetings of the Committee.

**Miscellaneous**

These Terms of Reference for the Committee of Revision are established by Council and can only be altered by Council, provided in the case of any conflict between these Terms of Reference and any statutory provisions, such statutory provisions shall take precedence and these Terms of Reference shall be deemed amended in all necessary points and details.

Date of Adoption by Council: June 24, 2008