

CITY 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 19 of O. Reg 586/06 (the "Regulation") under the *Municipal Act*, 2001, S.O. 2001, c. 25 (the "Act"). The purpose of the Committee is to hear objections regarding proposed local improvement charges and consider corrections to the local improvement roll.

Authority

Pursuant to Section 24 of the Regulation, the Committee has the authority to, at a hearing held in accordance with the Regulation, review the proposed local improvement roll and correct it as to any or all of the following matters:

- The cost of the work.
- The names of the owners of the lots.
- The frontage or other measurements of the lots.
- The amount of the reduction or increase that was made to the charges imposed under Section 16 or 17 of the Regulation in respect of any lot.
- The lots that would be exempt from being specially charged under Subsection 12(7) of the Regulation regarding exemption under other legislation or by-laws.
- The lifetime of the work.
- The charge per metre of frontage to be imposed on any lot.
- If all or part of the owners' share of the cost is to be specially charged on lots that do not abut on the work, the non-abutting lots that are to be specially charged and the amount of the special charge to be imposed on them.

Pursuant to Section 29 of the Regulation, the treasurer shall make any corrections in the local improvement roll that are necessary to give effect to a decision of the Committee and shall certify the corrected roll.

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 against proposed charges and special assessments for local

improvements;

- Review proposed charges and special assessments for local improvements and make corrections in certain circumstances; and
- Exercise all of its powers and authority pursuant to the Regulation and any additional powers and authority delegated to it by Council.

Committee Composition

The Committee will be comprised of the citizen members of the Committee of Adjustment duly appointed by Council.

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

Only members of the Committee may vote on any issue.

Appointment

The members of the Committee of Revision will be all of the members of the Committee of Adjustment appointed by Council. Membership on the Committee of Revision shall be conferred by appointment to the Committee of Adjustment.

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 position 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 and Financial Services Department. Financial Services will provide information on the calculation of local improvement charges under consideration and the Office of the Clerk will provide technical and administrative support services to the Committee. Staff from Planning and Regulatory Services may attend meetings to provide administrative support and/or information about

local improvement projects under consideration.

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

Administration of the Committee

The Chair of the Committee of Revision will be the Chair of the Committee of Adjustment.

Save and except as set out in these Terms of Reference, the rules of procedure for the Committee of the Whole as set out in By-law No. 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 rules of procedure shall take precedence.

Quorum/Meeting Prerequisite

A majority of the members of the Committee constitutes a quorum.

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

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

Meeting Schedule

The Committee of Revision will hold hearings as required in connection with local improvement projects undertaken pursuant to the Regulation and will schedule meetings sufficient to meet the requirements of the Regulation and the Act.

Staff Resources

The Corporate and Financial Services department will provide support as necessary and will work in tandem with the Planning and Infrastructure Department to schedule meetings accordingly.

The City Clerk or his/her designate shall be present at all meetings of the Committee of Revision.

Miscellaneous

These Terms of Reference for the Committee of Revision are established by Council and can only be altered by Council. In the case of any conflict or inconsistency 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.

Date of Adoption by Council: June 24, 2008

Date of Amendment: [Date approved by Council]