

Boundary Adjustment Subcommittee

Draft Terms of Reference

Mandate:

To review the growth being experienced by the town and the remaining inventory of development land and identify potential land needs to support the sustainable growth objectives of the Town in accordance with the Community Strategic Plan.

1.0 Role of the Committee

- 1.1 To identify strategic opportunities to increase the land supply for future development
- 1.2 To advise Council on matters related to future land needs.

2.0 Organization of the Committee

The Committee should be comprised of a cross section of individuals with relevant technical and professional expertise, as well as strong advocacy, communication and organizational skills.

- 2.1 Vacancies for citizen appointments will be advertised in local newspaper as per the Town's procedures for Committees of Council.
- 2.2 Committee members will be appointed by Council.
- 2.3 The Committee shall have a minimum of 7 members and maximum of 9 members.
- 2.4 The term of a Committee Member will conclude when the ad-hoc committee is abolished after meeting their outlined mandate.
- 2.5 One member will be appointed by vote of the committee at the first meeting to Chair the meetings. At this time, they will select a vice-chair.
- 2.6 Municipal staff shall act in an advisory manner to the committee and the role of staff liaison shall be fulfilled by the CAO, Development Commissioner and the Executive Assistant.

3.0 Meetings

- 3.1 The Committee will hold a minimum of one meeting per quarter.
- 3.2 The date and time of the regular meetings will be established at the first meeting of each term.
- 3.3 Meetings will have a formal agenda.
- 3.4 Agendas and information packages (including previous meeting minutes) will be sent electronically to Committee Members prior to each meeting.
- 3.5 A majority of Council appointed Committee Members will constitute quorum for the transaction of business.

4.0 Role of the Chair

The Chair is responsible for ensuring the smooth and effective operation of the Committee and its' roles. This will include responsibility for:

- 4.1 Calling the meetings to order.
- 4.2 Encouraging an informal atmosphere to encourage the exchange of ideas.
- 4.3 Creating an agenda in consultation with the Secretary.
- 4.4 Chairing the meetings to ensure business is carried out efficiently and effectively.
- 4.5 Acting as spokesperson.
- 4.6 Representing the Committee on other committees when necessary.
- 4.7 The Chair shall conduct meetings in accordance with the Town's Procedural By-Law.
- 4.8 In the absence of the Chair, these responsibilities will be undertaken by the Vice-Chair.

5.0 Role of the Secretary

The Secretary is responsible for ensuring a complete up to date record for the Committee.

- 5.1 In liaison with the Chair, arrange date, time and venue for meetings.
- 5.2 In liaison with the Chair, set agendas and circulate agendas to the members two business days prior to the meeting.
- 5.3 Circulate draft minutes to the members.
- 5.4 Keep a complete up to date record of the committee minutes.

6.0 Role of Members

Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

- 6.1 Attend all regularly scheduled meetings. Members shall notify the Chair, Secretary or staff liaison if they are unable to attend a meeting.
- 6.2 Adhere to the provisions set out in the Policy for Boards and Committees of Council. If a member has an unexplained absence of three or more consecutive meetings then their seat on the Committee shall be declared vacant.
- 6.3 Review all information supplied to them.
- 6.4 Prepare information for use in the development of materials for the Committee.
- 6.5 Promote the role of the Committee and its decisions made.
- 6.6 Offer input to committee reports to Council.
- 6.7 Attend training as required to effectively perform their role as a committee member.
- 6.8 Committee Members are subject to the *Municipal Conflict of Interest Act R.S.O. 1990, c. M50* and must disclose any direct or indirect pecuniary interest. The disclosure must be recorded in the minutes of the meeting.

7.0 Role of Municipal Staff

The Town of Tillsonburg, by its nature and purpose, affects and is affected by many different Municipal departments. Assistance will be provided on an as required basis

from various departments. Municipal staff will be responsible for carrying out the following functions with respect to the Committee:

- 7.1 Act as an information resource.
- 7.2 Orientation of Committee members at the first meeting after Council appointment.
- 7.3 Assist the Committee in its reporting to Council.
- 7.4 Provide correspondence to the Committee.
- 7.5 Responsible for maintaining accurate and up-to-date committee records and providing minutes to Council.

8.0 Reports to Council

The Committee may advise and make recommendations to Council in accordance with its' role. Reports may be submitted as follows:

- 8.1 Verbally by a Council representative.
- 8.2 Written Report from staff liaison and/or presented by the Chair or the designated representative to Council.