

**KESWICK SECONDARY PLAN REVIEW**  
**STEERING COMMITTEE**  
**TERMS OF REFERENCE**

---

**1. Purpose**

1. The purpose of the Keswick Secondary Plan Review Steering Committee (KSPSC) of Council is to provide direction, guidance and recommendations as necessary, regarding the Keswick Secondary Plan Review background reports and draft Secondary Plan documents, and to participate in public consultation throughout the Keswick Secondary Plan Review process. As such, Steering Committee members are to be leaders and advocates for good planning, and should have a reasonable understanding of land use planning related matters at the local, Regional and Provincial level.

**2. Meetings**

1. The number of meetings required over the KSPSC will be determined by the Town and the Town's retained consultant(s). It is not anticipated that more than six (6) to ten (10) meetings will be required.
2. Committee meetings will be held at key times throughout the KSPSC as generally set out in the work plan for the Review. The Committee in consultation with Town staff and the Town's retained consultant(s) will determine the exact date and time of the meetings. Generally, meetings will be held in the evening after regular Town business hours (i.e. after 4:30 p.m. Monday – Friday), but there may be occasions when a meeting will be held during the day.
3. Quorum for the Committee shall be the majority of the active members. Majority is considered to be more than half of the members present.
4. Members of the Committee who are unable to attend a meeting are required to advise the Steering Committee Chair and the Senior Policy Planner of their absence as soon as reasonably possible prior to the meeting.

**3. Responsibilities**

1. To elect and appoint a Chair and Vice Chair from its citizen appointees.
2. Hold meetings as required throughout the KSPSC process.
3. Provide general direction, guidance and recommendations regarding the background reports and draft Secondary Plan policies and schedules that are prepared throughout the Keswick Secondary Plan Review process.

4. Attend, and participate as needed, in public consultation events held by the Town or the Town's retained consultant(s). Such events will likely be held during the evening hours or possibly on weekends.

#### **4. Term & Membership Composition**

1. The Committee is to be appointed by Council and shall consist of seven (7) members as follows:
  - a. Three (3) members of Council; and,
  - b. Four (4) members of the public.
2. To be eligible to make application and serve on this Committee, an individual must be a resident of the Town of Georgina and at least 18 years of age.
3. Under the direction of the Director of Development Services or the Senior Policy Planner, administrative and other support services will be provided to the Committee by the Town or the Town's retained consultant(s), as required.
4. The Committee shall be appointed for the duration of the KSPSC process which is anticipated to be approximately one (1) year; however, unforeseen delays may extend the time frame.
5. Resignations from the Committee must be made in writing and addressed to the Steering Committee Chair and the Director of Development Services.
6. Should a vacancy occur, the Office of the Clerk will request application submissions from the public and will work with the Selection Committee to appoint a member of the community to fill the vacancy.
7. The office of a member becomes vacant if the member is absent from three (3) consecutive meetings without being authorized to do so by a resolution of the Committee.

#### **5. Remuneration**

1. \$40.00 per meeting, not to exceed ten (10) paid meetings over the term of the Committee.

#### **6. Member in Good Standing**

1. The rules governing the procedure of Council and the conduct of members shall be observed by this Committee. All members should reflect appropriate conduct when attending meetings and/or representing the KSPSC.

## **7. General Conduct**

1. All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

## **8. Budget**

1. The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval. The budget will be administered by the Director of Development Services. In addition, other funds may be requested of Council for special projects or undertakings.

## **9. Use of Town Logo/Letterhead**

1. The Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, to carry out its mandate. However, the nature and information shall be approved by the Communications Manager and shall not bind the Town. The Committee shall adhere to the Town logo policy in carrying out the mandate of the Committee.

## **10. Authority**

1. The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference. The Committee has no decision-making authority. Recommendations to Council in the form of resolutions are required. Any information or action that binds the Corporation will require Council's approval.

## **11. Confidentiality**

1. The *Municipal Act, S.O. 2001, c. 25*, shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the Act, which pertain to the conduct of officials.

## **12. Procedural By-law**

1. The rules and regulations contained in the Town of Georgina Procedural By-law (By-law 2016-0014 (COU-2)) shall be observed in all proceedings of the Committee and shall be the rules and regulations concerning dispatch of business by the Committee.