

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

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**1. Purpose**

1. The purpose of the Keswick Secondary Plan Review (KSPR) Steering Committee (herein referred to as 'Committee') of Council is to provide direction, guidance and recommendations as necessary, regarding the KSPR background reports and draft Secondary Plan documents, and to participate in public consultation throughout the KSPR 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. Responsibilities**

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

**3. Composition, Term and Vacancies**

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 KSPR 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.

#### **4. Meetings**

1. The number of meetings required over the KSPR 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 KSPR 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.

#### **5. Remuneration**

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

#### **6. Orientation and Training**

1. On the first scheduled meeting of the Steering Committee, all members will be provided with an orientation binder. The orientation binder is to be read and signed, as required, agreeing to comply with the Town's policies and procedures. The

sheets required to be signed by the members shall be returned to the Senior Policy Planner at the commencement of the second meeting of the Steering Committee.

## **7. Member in Good Standing**

1. The rules governing the procedure of Council and the conduct of its members shall be observed by the Committee and its members.
2. All members shall reflect appropriate conduct when attending meetings and/or representing the Committee in public.
3. Upon any infraction of the above which infers a negative impact upon the effectiveness of the Committee's work, a member can be put on probation for a two (2) meeting period with a letter from the Chair and/or a vote from members. If the conduct of the member continues to impact negatively upon the Committee's work, during and following the probation, then the member, upon a majority vote from the members, will be required to resign from the Committee.

## **8. General Conduct**

1. All Committee members shall abide by the Town of Georgina's Council Code of Conduct, and other applicable Town policies and procedures.
2. The *Municipal Act, S.O. 2001, c. 25*, shall bind the Committee members as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the *Act*, which pertain to the conduct of officials

## **9. Authority**

1. The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference.
2. 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.

## **10. 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.