

Downtown Service Location Review and Master Plan Project Advisory Committee Terms of Reference

MANDATE

The project advisory Committee for the Downtown Service Location Review and Master Plan project has been established to advise and assist Council on matters specifically relating to the master planning process for organizing Town services and programs at each of the Town Hall (lower level and auditorium), Library, Train Station, and 14 Church Street North. The Committee is considered a “special purpose committee” whose work will be deemed complete once a final master plan has been delivered to Council.

The Committee will work with a project consultant to understand how Town services and programs are organized at locations in and near the downtown today; will complete a comprehensive engagement process to gather internal and external feedback perspectives for the uses of each of these municipal locations; and will make recommendations on how to best organize services by location.

Throughout their work, the Committee shall have regard for the Town’s goals related to strategic needs for space and operational efficiencies AND the community’s vision for each location.

Specific duties of the Committee may include:

1. Review and understand how Town services and programs are currently organized within the locations in and near the downtown core.
2. Review and understand the Town’s strategic needs for space.
3. Articulate the needs and wants of the area(s) of interests they represent.
4. Actively participate in the public engagement process delivered by the project consultant.
5. Review the consultant’s summary of the public engagement process and prioritize WHAT services and programs should be offered by the Town in and near the downtown core, balancing the Town’s strategic needs for space and operational efficiencies with the community’s vision for each location.
6. Review and evaluate service organization options developed by the project consultant and recommend to Council WHERE services and programs should be located in each of the four locations.
7. Review and evaluate conceptual layout plans for short-listed service organization options.
8. Make a recommendation to Council on a preferred service organization and master plan for the four locations.

The Committee will not be responsible for the following:

- Undertaking or directing the daily operations of the Town.

- Administrative matters including directions to staff.
- Reviewing staff structure, staff compensation, or other staffing related matters.
- Preparing, approving or delivering the annual budget and capital projects.
- Performing project and program implementation, unless assigned by Council.
- Reviewing any matter that may be subject to the Town's closed meeting provisions.
- Acting as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters.

COMMITTEE STRUCTURE

- 2 Elected Officials as appointed by Council.
- 5 members of the public appointed by Council, with one representative from the following interest areas:
 - Library Services
 - Heritage and Culture
 - Downtown Business
 - The Arts
 - Public at large with a skillset relatable to the project.
- Eligible members of the public are those who are entitled to be an elector in the Town under section 17 of the Municipal Elections Act. For clarity, members do not necessarily have to be Canadian Citizens, but must reside in St. Marys or be a property owner (personal or business).
- Employees of the Town of St. Marys are not eligible to serve on Town committees. Immediate family members of employees are eligible, but only for Committees where there is no potential for a conflict of interest.
- Eligible members of the public include youth (under 18 years of age) who reside in the Town of St. Marys.

GENERAL RULES OF OPERATION

The Committee is subject to the control and direction of Council. The Committee is subject to the rules established in Council's Code of Conduct and Council's Procedure By-Law. All meetings of the Committee are open to the public, and rules governing the procedure for Council meetings shall be observed by the Committee insofar as they are applicable.

All appointed members will be voting members, and a quorum of the Committee shall be the majority of those appointed by Council as members of the Committee.

At the first meeting, the members shall determine the preferred day and time for Committee meetings.

If the Committee refuses or neglects to give due consideration to any matter assigned to it or before it, the Committee may, by Council resolution, be discharged of its responsibilities.

If a member is absent from meetings of the Committee for three successive months without being authorized to do so by a resolution of the Council, the position held by the member will consider to be vacated.

Should a vacancy exist on the Committee during the term, Council may appoint a person to fill the vacancy for the unexpired portion of the term.

ROLE OF COUNCIL REPRESENTATIVES

- The Council Representative is a participating voting member of the Committee
- The Mayor may attend and participate in Committee meetings as ex officio and shall have voting rights in accordance with the Town Procedure By-law.

ROLE OF COMMITTEE CHAIR

A committee Chair and Vice-Chair will be elected yearly from committee members to preside over meetings and committee business.

The Chair's role is to:

- In accordance with the Town's Procedure By-Law, preside at all meetings, and control proceedings and discussion to ensure smooth transition of the business as listed on the agenda.
- Vote on all matters requiring a formal motion.
- Report on the activities of the Committee to Council as required.

ROLE OF COMMITTEE MEMBERS

The Committee Members shall:

- Report to the Chair any issues that they feel should be addressed by the Committee.
- Attend and participate in Committee meetings.
- Contribute time, knowledge, skill and expertise during meetings in order to fulfill the Committee's mandate and report their concerns and issues to the Committee.
- Abide by the procedural decisions made by the Chair.
- Disclose any pecuniary interests and conflict of interest per the requirements of the *Municipal Conflict of Interest Act*.
- Actively participate in carrying out the responsibilities of the Committee.
- Be considered to be voting members of the Committee.

ROLE OF STAFF

- Corresponding with members of the Committee.
- Is without voting privileges.
- Act as the Committee Secretary and give notice of meetings and prepare all associated correspondence.
- Research reports and prepare meeting packages in co-operation with the Chair.
- Preserve all records and correspondence in accordance with the Town Records Retention By-law.
- Act as a resource personnel for Town policies and procedures.

REPORTING REQUIREMENTS

Committee minutes are to be provided to the Clerk for insertion on the Council agenda. Recommendations for Council's consideration are to be presented to Council in a report format under signature of the staff liaison to the Committee.

FINANCIAL PLANNING

Members of the public serving on the Committee will receive remuneration in the amount of \$20.00 per meeting attended. There will be no remuneration for Council members serving on the Committee.

Reimbursement for travel and other expenses incurred in the performance of Committee duties will be paid in accordance with the Town's policies.

Any financial requirement of the Committee shall be approved by Council prior to expenditure.

FREQUENCY OF MEETINGS

The Committee will meet a minimum of monthly, with the actual frequency to be determined by the Committee once it is seated. It is expected that the Committee will meet frequently enough to achieve the project timeline as recommended by the project consultant.

TERM

The project advisory committee is considered to be a "special purpose" committee per the Town's procedure by-law, meaning it is a specific purpose committee. The Committee will be disbanded after they have recommended a master plan to Council and that master plan has been accepted.