

Terms of Reference for Action Plan Review Committee**PURPOSE:**

1. To summarize action plan ideas list received from the public and staff.
2. To review action plan ideas to ensure the list is complete.
3. To plan and prepare for the public meetings.
4. To prioritize ideas and draft an Action Plan.
5. To present a draft Action Plan to Council for final approval.

COMPOSITION:

1. The Committee shall be composed of 5 members consisting of 2 members of Council and 3 residents or ratepayers of the Township of McKellar. No member of the committee shall be an employee or officer of the Township other than the appointed Council members, nor a relative of the Council representative(s). Relative is defined as any person who is a spouse, child, sibling, niece, nephew, parent or grandparent, in-laws, and person's whose relationship is similar to that or persons who are family members or are related by marriage.
2. No remuneration will be paid to any members for attendance at Committee meetings.
3. A quorum of the Committee shall constitute more than 50% of the membership and each member shall have one vote.
4. The officers of the Committee shall be a Chair, Vice Chair, and a Secretary. The Chair shall be a member of Council. The Committee shall elect a Vice Chair and Secretary who shall be chosen from amongst the members of the Committee. The officers, with the exception of the Chair, shall be elected by ballot, except in the case of acclamation, and shall hold office until their successors have been elected.
5. The Council shall appoint member(s) to the Committee for the present term of Council or until Committees mandate has been fulfilled.
6. Council shall have the power to remove any member(s) of the Committee at any time.
7. Each member of the committee shall have one open vote, with the exception of the Chair who shall only vote in the case of a tie.

8. Meetings shall be held on a regular basis as determined by the Chair. Additional meetings may be called at the discretion of the Chair and a minimum of 24 hours' notice of additional meetings shall be given.
9. Minutes shall be kept of the proceedings and decisions of each meeting and shall be provided to the Clerk in a timely manner for distribution to the Reeve and Council.
10. It shall be the duty of the Council representatives to forward any recommendations from the Committee to the appropriate body for consideration and action.
11. Robert's Rules of Order, latest edition, shall be the parliamentary guide for all business sessions.

DUTIES OF OFFICERS:

1. The Chair shall preside at all meetings of the Committee. The Chair, in discussion with the Secretary, shall prepare the Agenda for each regularly scheduled meeting, copies of which will be available prior to each meeting.
2. The Secretary shall record minutes of each meeting of the Committee and shall distribute said minutes to each Committee member prior to the next meeting of the Committee.
3. The Chair shall only vote in the case of a tie.

BUDGET:

1. It is not anticipated that the Committee will incur any financial costs. The Committee may have access to the Township facilities and assistance of the Township staff for approved meetings and projects. The use of such is to be considered an "in kind" contribution from the Township.

THE COMMITTEE:

- shall make recommendations to Council
- recognize that Council will only act on suggestions in the form of a written report adopted by resolution of the Committee and forwarded to Council through the Clerk
- recognize that Council ultimately has the discretion of approving, amending or defeating a suggestion
- should provide Council with a written report detailing the Committee's recommendations on the Action Plan by May 15, 2019.

- recognize that Council will only act on recommendations in the form of a written report adopted by resolution of the Committee and forwarded to Council through the Clerk.
- recognize that Council ultimately has the discretion of approving, amending or defeating a recommendation.
- recognize that the Committee shall dissolve upon Council's approval of the Action Plan.

NOTES:

- (i) The Action Plan Review Committee shall, by resolution of Council, exist and operate as a Committee of the Council of the Township of McKellar.
- (ii) The Action Plan Review members shall be appointed by resolution of Council.

February 19, 2019