

**City of Richmond Hill  
Official Plan Update Committee  
Terms of Reference**

**Name**

This committee shall be known as the Official Plan Update Committee (“Committee”)

**Purpose**

The purpose of the Committee shall be to advise on the update of the Official Plan and related projects, provide guidance to staff (in accordance with the mandate noted below), and make recommendations to Council on matters relating to the update of the Official Plan for the City of Richmond Hill (the “City”).

**Mandate**

The mandate of the Committee is to provide advice and guidance to staff and Council with respect to the following matters:

1. The framing of the Official Plan vision for the City, that :
  - a. recognizes the whole community including its role within both the broader Region and the Greater Toronto Area;
  - b. reflects the community values established in the City’s Strategic Plan and heard through public consultation;
  - c. addresses emerging issues and trends in a manner that supports innovation and provides for long term sustainable development.
2. The on-going identification and prioritization of issues and context as the Official Plan Update and related projects are underway, and provide advice and guidance in the development of policy to address the foregoing, accordingly.

**Tasks**

In order to execute the Committee’s mandate, Committee members are responsible for following tasks:

1. Advise on the Official Plan Update project;
2. Attending all Committee meetings and reviewing provided materials in advance of the meeting;
3. Attending, where possible, Public Meetings, Open Houses, round tables or other types of community engagement as identified by the Committee;
4. Reviewing all summaries of community events;
5. Reviewing all background reports related to the Official Plan Update;
6. Reviewing drafts of the Official Plan Amendment to update the Official Plan; and,
7. Reviewing the progress of and setting priorities for the Official Plan Update.

## **Delegated Authority**

The Committee is an advisory committee to Council and does not have any delegated authority.

The Committee has no authority to direct staff and any recommendations requiring implementation, reports or staff actions must first be considered by Council before any action by staff may be taken.

## **Committee Composition**

All members of Council.

## **Subcommittees**

The Committee may establish subcommittees, as needed, to consider specific issues. Subcommittees are not required to be approved through Committee of the Whole and Council. Subcommittees are responsible for the preparation of their own agendas and minutes as required and making their own arrangements for meeting locations. Only members of the Committee may be members of any subcommittee.

## **Term of Office**

All members of the Committee will hold office for a term coincident with the term of Council.

## **Lead Department/Reporting Relationship**

The Committee will be supported by the staff in the Planning and Regulatory Services.

## **Administration of the Committee**

The Committee will elect a Chairperson and Vice-Chairperson at its first meeting. The Committee may appoint any other officers as it deems necessary.

Members of the Committee will serve without remuneration other than reimbursement of expenses approved by the Committee and incurred in the performance of their duties.

Save and except as set out in these Terms of Reference, the rules of procedure for Special Committees as set out in the Procedure By-law #74-12, as amended, shall apply to the Committee. In the case of any conflict between these Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

## **Quorum/Meeting Prerequisites**

Quorum shall be a majority of the members of the Committee.

## **Meeting Schedule**

The Committee will meet regularly with the specific dates and times for meetings to be determined by the Committee in consultation with the Commissioner of PRS. Additional meetings may be called by the Chairperson. The Chairperson can cancel any meeting.

Meetings of the Committee shall not conflict with regular meetings of Committee of the Whole and regular meetings of Council.

Committee members are expected to attend all regularly scheduled meetings. In the event a member is unable to attend a meeting, the member must contact and advise the Chairperson and the Office of the Clerk in advance. If a member other than the Mayor has been absent for three consecutive regularly scheduled meetings and has failed to advise the Chairperson in advance, the member shall be deemed to have abandoned his or her appointment and the office shall be considered vacant.

All meetings are open to the public, who will be able to make deputations.

## **Staff Resources**

Secretariat assistance to the Committee will be provided by the Office of the Clerk. The City Manager and the Commissioner of Planning and Regulatory Services or their designate must be present at all Committee meetings.

## **Miscellaneous**

Unless otherwise directed by Council, the minutes of all Committee meetings will be presented to Council for adoption and approval of any recommendations.

These Terms of Reference are established by Council and can only be altered by Council.

Date of Adoption by Council: December 18, 2019

Date of Amendment: