## MUNICIPALITY OF THE DISTRICT OF CHESTER TERMS OF REFERENCE Draft 1 - 1 March 2010

## HIGHWAY 3 STREETSCAPE STUDY STEERING COMMITTEE

- 1. The Highway 3 Streetscape Study Steering Committee shall consist of the following members:
  - the Warden *ex officio*
  - two councillors from the affected area
  - the Chair of the Planning Advisory Committee
  - one person nominated by the Chester Chamber of Commerce and appointed by Council
  - four members of the general public appointed by Council
- 2. The members of the Committee shall be appointed for a term which ends when Council accepts from its consultants the Highway 3 Streetscape Study.
- 3. The Chair and vice-Chair of the Committee shall be appointed by Council.
- 4. Non-Council members of the Committee shall receive remuneration for attendance at all meetings called to deal with Committee business in accordance with the rates established by Council for standing committees.
- 5. The Committee shall co-ordinate the work of consultants and Municipal staff in preparing the Highway 3 Streetscape Study in accordance with the Request for Proposals and shall report to Council at each stage of the development of the study as identified in the Request for Proposals.
- 6. Municipal staff shall provide support to the Committee by:
  - providing a recording secretary at each meeting of the Committee
  - providing planning department staff at each meeting of the Committee
  - providing advice and assistance through the heads of municipal departments.
- 7. All Committee meetings shall be open to the public unless the Committee by majority vote moves a meeting in camera to discuss personnel, the opinion of a solicitor, or any other matter authorised by Section 22 of the *Municipal Government Act*.
- 8. Notice of meetings shall be posted in an area which has public exposure in the Municipal Building at least five days prior to the meeting.
- 9. Minutes of the Committee meetings shall be made available to the public after the minutes are approved and all reports of the Committee to Council shall be made available to the public after they have been submitted to Council, unless Council, for a cause

- authorised by the Municipal Government Act, determines otherwise.
- 10. The Chair of the Committee may, through the Chief Administrative Officer and where circumstances warrant, request the Municipal Solicitor or the Municipal Engineer to attend meetings of the Committee or to otherwise advise the Committee.