



Township of Brock Sunderland Town Hall Ad-Hoc Liaison Committee Terms of Reference

Number: ToR-Sunderland-2023 Council
Reference: Resolution # COW-2023-094
Date Approved: February 27, 2023 N/A
Date Revised:

1. Mission

- 1.1 Providing input including, historic context, with respect capital projects at the Sunderland Town Hall.

2. Mandate and Responsibilities

- 2.1 Providing input to the Manager of Facilities & IT as it relates to proposed and approved capital projects for the Sunderland Town Hall.

3. Term/Appointments

- 3.1 Members are appointed by Council, for the term of Council or until their successors are appointed.
- 3.2 An individual, who wishes to be considered for appointment to a committee must submit a completed and signed application form to the Municipal Clerk. Members wishing to be reappointed for a subsequent term must advise the Municipal Clerk in writing of their continued interest.
- 3.3 If a vacancy occurs during the term, Council may appoint a replacement to complete the term. The Chair must advise the Municipal Clerk in writing as soon as a vacancy occurs. If directed by Council, the opening will be posted on the Township's website and/or other communication mediums.

4. Composition

- 4.1 The composition of the Sunderland Town Hall Ad-Hoc Liaison Committee shall be a minimum of 5 members.
- 4.2 The Mayor will assign a Council Liaison at the beginning of each term and from time to time, may re-appoint a Council Liaison. A Council Liaison will be the direct link between the committee and Council, by providing advice and information regarding Township and/or Council business, where applicable. Council Liaisons are to be provided with a copy of all formal communications from the committee (including notices, agendas and minutes). They are ineligible for the positions of Chair, Vice-Chair, and Secretary, and are not a voting member and not included in the count for quorum.

5. Staff Liaison/Support

- 5.1 The Manager of Facilities & IT will be the staff liaison on this committee and will be responsible for providing the committee with details of capital projects proposed for the Sunderland Town Hall.

6. Meeting Frequency

- 6.1 The Sunderland Town Hall Ad-Hoc Liaison Committee will meet on an “as needed” basis when the Manager of Facilities & IT has any proposed capital projects for the Sunderland Town Hall.

7. Chair/Vice-Chair/Secretary

- 7.1 The Sunderland Town Hall Ad-Hoc Liaison Committee will elect among its members a Chair and Vice-Chair. A Chair will preside over the meetings, ensure public attendees are welcomed, and sign reports submitted to Committee of the Whole (COW). The Vice-Chair will perform the same duties in the absence of the Chair. The Municipal Clerk will attend the first meeting and will preside over the election of the Chair.
- 7.2 The Sunderland Town Hall Ad-Hoc Liaison Committee will elect among its members a Secretary to prepare and distribute agendas & minutes to all members. Committee minutes once approved shall be forwarded to the Clerk via email at clerks@brock.ca for inclusion on a Council agenda.

8. Finances

- 8.1 There will be no dedicated budget for this committee or the need to raise funds.

9. Conflict of Interest

- 9.1 A conflict of interest may arise for Committee members when their personal interests' conflict with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the *Municipal Conflict of Interest Act* will apply to the Appeals Committee.