

TOWN OF RICHMOND HILL

ROAD WATCH COMMITTEE TERMS OF REFERENCE

Name

This committee shall be known as the Road Watch Committee (the “Committee”).

Purpose

The purpose of the Committee shall be to work as a community based volunteer program to make the Town of Richmond Hill (the “Town”) a safer place to live and work, in respect of public highways and other similar roadways.

Mandate

The mandate of the Committee is to work as a community based Committee of appointed citizen and business representatives, with the assistance of the York Regional Police and staff from the Engineering and Public Works Department, to undertake various information initiatives to help make the Town a safer place to work and live in respect of public highways and other similar roadways. This will be done through various methods, including public information initiatives such as booths/displays at malls and various festivals and gatherings within the Town and the Town’s website. The Committee will recruit sponsors to cover its ongoing costs and develop, maintain and update the Road Watch report form as necessary.

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 Committee of the Whole and/or Council before any action by staff may be taken.

Committee Composition

The membership of the Committee will be comprised as follows:

- the Mayor;
- two (2) additional members of Council;
- fifteen (15) citizen members, two (2) of which are business representatives; and
- one (1) representative from 2 District, York Regional Police

For the purposes of these Terms of Reference, “citizen member” means a member of the Committee other than a member of Council. and “business representatives” means owners or operators of businesses operating in the Town.

Each Committee meeting will also be attended by a representative from York Regional Police and a representative from the Engineering and Public Works Department.

Only members of the Committee may vote on any issue. For clarification, the representative from 2 District, York Regional Police is not a voting member of the Committee.

Appointment

For the purposes of these Terms of Reference, “Ex-officio members” mean persons who are members of this Committee by virtue of another office. Without limiting the generality of the foregoing, the following are ex-officio members:

- the Mayor.

All members the Committee, save and except for ex-officio members, will be appointed by Council.

The advertising of vacancies on and appointments to this Committee will be in accordance with the policies adopted by Council from time to time.

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 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, and remain in office until their successors are appointed.

No one citizen representative or business representative member shall be appointed for more than two (2) consecutive terms as a citizen representative or business representative member. After eight (8) consecutive years of service on the Committee as a citizen representative and/or business representative, an individual will not be appointed again before a four (4) year absence from the Committee as a citizen representative or business representative.

In the event of a vacancy by death, resignation or from any other cause other than the expiration of the term for which the member was appointed, such vacancy shall be dealt with in accordance with the policies adopted by Council from time to time.

Transition

Any current members of the previous Committee (term ended November, 2006) will be treated as second term appointees if appointed to the Committee for the term 2006 -2010.

Lead Department/Reporting Relationship

The lead department for the Committee shall be the Engineering and Public Works Department.

Staff from the Engineering and Public Works Department will attend meetings of the Committee to provide technical support and facilitate implementation of the program.

The York Regional Police will coordinate police activities related to the Road Watch Program and ensure that letters are issued and contacts made with vehicle owners based on citizen reports received. The police will also identify patterns of potential high incident locations and report back to the Committee on actions taken.

Additional staff and/or representatives from special interest groups may be asked to attend at the discretion of the Committee.

Any staff and/or representatives from special interest groups attending meetings of the Committee are not members of the Committee.

Administration of the Committee

Members of the Committee will serve without remuneration other than reimbursement of expenses approved by the Committee and also approved by the Commissioner of Engineering and Public Works or his/her designate incurred in the performance of Committee duties. All such expenses shall be within the approved budget for the Committee.

Save and except as set out in these Terms of Reference, the rules of procedure for Committee of the Whole as set out in the Municipal Code 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.

The Committee will elect a Chairperson, a Vice Chairperson, a secretary, a treasurer, and such other officers as it may deem necessary to serve for such period as determined by the Committee.

The Committee will also elect a representative to liaise with the Regional Road Watch Committee and attend Regional Road Watch Committee meetings as a representative of the Committee.

Quorum/Meeting Prerequisites

Quorum shall be a majority of the members of the Committee, not including the Mayor or the two (2) additional members of Council. However, if the Mayor and the two (2) additional members of Council are present at a meeting, they may be counted in determining if quorum is present.

The Commissioner of Engineering and Public Works or his/her designate must be present at all meetings of the Committee for the meeting to take place.

Meeting Schedule

The Committee will meet monthly, with the specific dates and times for meetings to be determined by the Committee at the beginning of each year. The Committee will not have meetings during Council's summer recess. 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 other than the Mayor is unable to attend a meeting, the member must contact and advise the Chairperson in advance. If a member, other than the Mayor, has been absent for three (3) 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.

Staff Resources

The Committee will provide its own secretarial support from within its membership.

The Commissioner of Engineering and Public Works or his/her designate must be present at all meetings of the Committee.

In the event a matter within the mandate of the Committee arises between meetings, staff will consult with the Chairperson and the matter will be placed on the agenda for the next meeting for ratification.

Miscellaneous

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

These Terms of Reference for the Road Watch Committee are established by Council and can only be altered by Council.

Date of Adoption by Council: June 24, 2008

Date of Amendment: