

August 20, 2020

SUBJECT: Recommendations for Consideration from:
Hospital Site Steering Committee

MEMO TO: Lord Mayor & Council

FROM: Colleen Hutt, Deputy Clerk

The Hospital Site Steering Committee, at their meeting of August 6, 2020, recommended and approved the following for consideration by Council:

Item 2 Appointment of Chair

1. that Councillor Gary Burroughs be appointed Chair and Councillor Allan Bisback as Vice-Chair..

Item 5.1 Draft Terms of Reference

2. that the terms of reference be adopted, as amended.

Item 5.2 Expression of Interest Process

3. that the Committee recommend that Council direct staff to start the process for issuing an expression of interest; and

that the committee be included as a resource for reviewing the qualifications and overall submissions received as a result of this process; and

that Council provide direction to staff for the request for expression of interests to the public no later than September 2020.

The following are attached for Council approval:

- Minutes - August 6, 2020



HOSPITAL SITE STEERING COMMITTEE MEETING MINUTES

Thursday August 06, 2020
02:00 PM

PRESENT:

Lord Mayor Betty Disero, Councillors Gary Burroughs, Al Bisback

REGRETS:

STAFF:

Peter Todd Town Clerk

OTHERS:

1. Call to Order

The Town Clerk called the meeting to order at 2:00 p.m.

2. Appoint a Chair

Moved by Councillor Allan Bisback that Councillor Gary Burroughs be appointed Chair and Councillor Allan Bisback as Vice-Chair.

APPROVED.

3. Adoption of Agenda

Moved by Councillor Allan Bisback that the meeting agenda be adopted.

APPROVED.

4. Conflict of Interest

No conflicts declared at this time.

5. New Business

5.1 Draft Terms of Reference

The committee provided minor adjustments to the terms of reference.

Moved by Councillor Allan Bisback that the terms of reference be adopted, as amended.

APPROVED, AS AMENDED.

5.2 Expression of Interest Process

Discussion took place regarding the process for issuing an expression of interest for the subject property.

Moved by Lord Mayor that the Committee recommend that Council direct staff to start the process for issuing an expression of interest; and

that the committee be included as a resource for reviewing the qualifications and overall submissions received as a result of this process; and

that Council provide direction to staff for the request for expression of interests to the public no later than September 2020.

APPROVED.

5.3 Condition of existing Building

The Director of Operations provided an update at this point regarding the existing condition of the site. Mr. Turcotte advised that he would provide information to the committee regarding studies and audits done on the building.

6. Next Meeting Date

September 18, 2020

7. Adjournment

Moved by Lord Mayor that the meeting be adjourned.

APPROVED.

ADJOURNMENT: 02:41 PM



Terms of Reference

Former Hospital Site Steering Committee

MANDATE:

The Steering Committee reports directly to Town Council. The Steering Committee will be responsible for advising Council on areas which include but are not limited to:

- Review the results of public consultation exercises and key project reports and findings and formulate responses and recommendations;
- Advise Council on the public participation program in order to stimulate focused community and stakeholder input;
- Determine the need for external resources such as consultants, project manager, engagement tools, studies, etc, and report back to Council on their findings;
- If necessary, provide recommendations to Council on a public, fair, and competitive bidding process or any other similarly related request for proposals/ expressions of interest.
- Ensure stakeholders in the community along with members of Council have their interests represented during the consultation process.

ORGANIZATION

- The Committee is established by The Town of Niagara-on-the-Lake Council (Council) in accordance with these Terms of Reference. Members are guided by these Terms of Reference.
- Members will be appointed by resolution of Council for the current four (4) year term until their successors are appointed.
- This committee will consist of seven (3) members of Council.
- Sub-committee for finite terms may be formed as necessary.
- Non-voting participants may be invited to attend when particular expertise is requested by the membership, such members may include but are not limited to the following:
 - Chief Administrative Officer
 - Senior Management or other delegated Town Staff
 - Parks Canada
 - Chamber of Commerce
 - Shaw Festival
 - Niagara Region

DUTIES & RESPONSIBILITIES

Chair

- Chair all regular meetings of the committee and exercises authority and performs duties as required.
- Ensure that decorum is maintained at each meeting and that the rules of procedure and conduct are observed in accordance with By-law No. 4675-13 (Procedure by-law for the Town).

- Ensure that all committee members are provided an opportunity to comment.
- If applicable, assure that all applicants are provided an opportunity to present and comment.
- Provides guidance and leadership to the committee in the completion of its mandate.

Vice-Chair

Assume all functions of the Chair in the Chair's absence.

Members

- Attend meeting of the committee (if unable to attend notification should be sent the staff liaison as soon as possible prior to the meeting).
- Review agendas and reports sent prior to the meeting.
- Contribute time, knowledge, skill and expertise to the fulfillment of the committee mandate.
- Are cognizant of any conflict of interest or perceived conflict in terms of issues that may service to benefit them personally.
- Act to protect the privacy of individuals with respect to personal information contained in reports and information circulated to the committee.
- Any committee member missing three (3) consecutive meetings without reasonable cause or explanation will be deemed to have resigned from the advisory committee, filling of vacancies for the committee will be considered by Council.
- Periodically review the committee Terms of Reference and recommend changes as required.

Quorum

- A majority of the members of any committee of Council shall constitute a quorum.
- If quorum is not attained, no actions or recommendations emanating from a meeting have any force or effect.

Support Staff

This committee shall be assisted by staff of the Corporate Services Department, who will provide expert advice, technical reports, background information and will prepare the recommendations of the committee.

MANAGEMENT OF THE COMMITTEE

Meeting Schedule

- This committee shall monthly or at the call of the Chair.
- Established meeting dates and times will not be changed unless circumstances warrant special consideration.
- Meetings will be held in public. All notices of meetings will be posted on the Town's web-calendar.

Delegation

- Subject to the section immediately below, delegations will not be permitted.
- The Committee can request to receive a delegation. The request shall be voted and approved by a majority of the members.

Conflict of Interest

- Members shall avoid conflicts of interest. Members shall take proactive steps to mitigate conflicts of interest in order to maintain public confidence in the Town and its elected officials. Members are encouraged to seek guidance from the Integrity Commissioner and/or legal advice when they become aware that they may have a conflict between their responsibilities to the public as a Member and any other interest.
- All members have the duty to advise of any conflict of interest with respect to all matters before the committee. Members should decline to participate in the disposal of a matter where a real or apparent conflict is present.
- If a member has any conflict of interest on any matter and is present at a meeting at which the matter is the subject of consideration, the member:
 - Should, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - Should not take part in the discussion of any question in respect of the matter; and
 - Should not attempt in any way whether before, during or after the meeting to influence the discussion of the application.

Reporting

- Minutes of this committee will be forwarded directly into the information package unless there are action items, then minutes will be forwarded directly to Council.

Remuneration

- Not applicable

Enabling Legislation

By-law No. 4675-13 (Procedure by-law for the Town)