



Ad-Hoc Grand Trunk Renewal Committee
TERMS OF REFERENCE - Draft

Mandate:

The Ad-Hoc Grand Trunk Renewal Committee will provide support for and a forum for input and exchange of ideas on the renewal of the Grand Trunk building.

As with all Council appointed committees within the City of Stratford, the Grand Trunk Renewal Committee will not have the authority to commit City resources or direct the work of staff.

Term:

The term of the Ad-Hoc Grand Trunk Renewal Committee is up to two years.

Purpose of Ad-Hoc Committee:

1. To support the Grand Trunk Master Plan adopted by City Council.
2. To act as a sounding board to the City on matters dealing with the renewal of the Grand Trunk building, including building designs and architectural plans.
3. To identify fundraising opportunities and support fundraising initiatives.
4. To advise and assist with the development of a public engagement program and promote the activities of the Grand Trunk renewal.
5. To liaise with other committees or organizations with overlapping roles and responsibilities.

Composition:

The Ad-Hoc Grand Trunk Renewal Committee shall be appointed by Stratford City Council and in accordance with the "Policy on Council Appointed Advisory Committees" and any other policies or practices of the City of Stratford.

Council: Mayor and/or designate of the Mayor

Public:

- 1 Citizen-at-Large
- 1 Economic Development – e.g. BIA member, Chamber of Commerce representative, business owner, manufacturing
- 1 Development – e.g., construction or building industry

- 1 Accounting – accountant, financial planning
- 1 Stratford Lakeside Active Adults Association member
- 1 Youth – e.g. aged 13-25
- 1 Education – e.g. Teacher, principal, professor, director
- 1 Theatre – community or professional theatre
- 1 Design – e.g. architect, engineer
- 1 Legal – e.g. lawyer, insurance

Staff:

- 1 Chief Administrative Officer (non-voting)
- 1 Corporate Initiatives Lead (non-voting)
- 1 Director of Community Services and/or Designate (non-voting)
- 1 Recording Secretary (non-voting)

Reporting:

The Ad-Hoc Grand Trunk Renewal Committee will report to the Chief Administrative Officer. Minutes of the meetings will be forwarded to City Council.

Meetings:

The Ad-Hoc Grand Trunk Renewal Committee will meet virtually or in-person on a quarterly basis or at the call of the Chair. Meetings shall be open to the public.

Quorum:

Quorum for the conduct of business at the Ad-Hoc Grand Trunk Renewal Committee meetings shall be as determined by the "Policy on Council Appointed Advisory Committees."

Non-voting positions on the committee shall not be counted when determining quorum.