

## **READY, RESILIENT AND RESOURCEFUL (RRR) COMMITTEE TERMS OF REFERENCE**

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### **Mandate**

To address issues related to the City's response efforts to the global COVID-19 pandemic.

### **Term**

Meetings shall only be held during the 2018–2022 Term of Council, or as determined as necessary by the Chair.

### **Membership**

The Ready, Resilient and Resourceful Committee is composed of the Members of Council. The Mayor shall be the Chair.

### **Meeting Procedures**

The proceedings of the are to be governed by the City's Procedural By-law.

### **Agendas and Reporting**

Agendas shall be prepared by the City Clerk's Office in consultation with the Committee Chair. Agendas shall be posted on the City's website one week prior to the scheduled date of the meeting or as soon as practicable.

The Ready, Resilient and Resourceful (RRR) Committee reports directly to Council.

### **Meetings**

The Ready, Resilient and Resourceful (RRR) Committee of Council shall generally be held once a month in months where there are meetings. Meetings shall only be held during the 2018 – 2022 Term of Council, or as determined as necessary by the Chair.

Meetings are to be open to the public in accordance with the *Municipal Act, 2001*.

### **Notice of Meetings**

Meetings will be noted on the Schedule of Meetings calendar posted on the City's website.

## **Quorum**

The majority of members, including the Chair, shall constitute quorum.

## **Staff Resources**

The role of staff is to act as a resource to the Ready, Resilient and Resourceful Committee, but not to be members of the committee, or to deliberate or draft the findings of the committee.

The City Clerk's Office will be responsible for agenda production and distribution, the giving of procedural advice, and the recording of the proceedings of the committee.

## **Authority**

The Ready, Resilient and Resourceful Committee may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. The Ready, Resilient and Resourceful Committee may not direct staff to undertake activities without authority from Council.

## **Amendment / Expansion of Terms of Reference**

Only Council can initiate any amendment and/or expansion of the Terms of Reference.