



## memorandum

**DATE:** February 12, 2015

**TO:** Mayor & Members of Council

**FROM:** Jeffrey A. Abrams  
City Clerk

**RE:** Council Meeting – February 17, 2015  
PIERRE BERTON DISCOVERY CENTRE  
Item 17, Report No. 7 of the  
Committee of the Whole Meeting - February 3, 2015

C	12
Item #	17
Report No.	7 (cw)
Council - February 17/15	

### Recommendation

The City Clerk recommends:

1. That the attached Terms of Reference for the Pierre Berton Discovery Centre Advisory Task Force, be approved.

### Background

At the Committee of the Whole meeting of February 3, 2015, the committee recommended that the Pierre Berton Discovery Centre Advisory Task Force be re-established and that interested members of the community be invited to apply.

Adoption of the attached Terms of Reference will commence the process of recruiting for membership on the Task Force.

Respectfully submitted,

  
Jeffrey A. Abrams  
City Clerk

Attachment:

- 1) Terms of Reference PBDCTF

/rm



## **TERMS OF REFERENCE PIERRE BERTON DISCOVERY CENTRE ADVISORY TASK FORCE**

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### **Mandate / Objectives**

The mandate/objectives of the Pierre Berton Discovery Centre Advisory Task Force are as follows:

1. Recommend an exhibit program at the United Church site, in Kleinburg, consisting of donated artifacts and historical information on the life and contributions of Pierre Berton to Canada and Vaughan; and
2. To report back to Council by within a 12 month period.

### **Term**

The Pierre Berton Discovery Centre Advisory Task Force shall submit a report of its findings and recommendations within 12 months of its appointment.

### **Membership**

The membership shall be composed of members of the Berton family, the community, and Members of Council who are interested in participating on this Task Force.

Furthermore, applications will be solicited through the City Clerk's Department to members of the community interested in sitting on the Pierre Berton Discovery Centre Advisory Task Force.

Members are to be appointed by Council. Any changes to the membership will require Council approval.

### **Meeting Procedures**

The proceedings of the Pierre Berton Discovery Centre Advisory Task Force 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 web site one week prior to the scheduled date of meeting, or as soon as practicable.

After each meeting of the Committee, the City Clerk shall submit a report in the City's committee report format to the Committee of the Whole.

### **Meetings**

Meeting dates will be determined at the first meeting of the committee. The committee may meet on the schedule determined, or at the call of 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 Pierre Berton Discovery Centre Advisory Task Force, but not to be members of the Pierre Berton Discovery Centre Advisory Task Force, or to deliberate or draft the findings of the Pierre Berton Discovery Centre Advisory Task Force. The following Staff will provide advisory and technical support specific to the mandate and objectives of the Pierre Berton Discovery Centre Advisory Task Force:

- Director of Recreation and Culture
- Manager of Cultural Services, Recreation and Culture
- Archives and Records Management Services Representative

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 Pierre Berton Discovery Centre Advisory Task Force.

**Authority**

The Pierre Berton Discovery Centre Advisory Task Force may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. The Pierre Berton Discovery Centre Advisory Task Force 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.