

Terms of Reference

Name: Community Improvement Plan (CIP) Steering Committee

Date Established: September 2018

Regular Review Timeframe: With Term of Council

Date Committee Ends: Upon the dissolution of the CIP, or as deemed necessary by the Steering Committee.

Mission:

The CIP Steering Committee is dedicated to the success of the CIP program. The committee works to promote and implement the CIP program, ultimately leading to the revitalization of the downtowns and communities in Kawartha Lakes through applicant-initiated investment projects.

Committee Responsibilities:

It is the responsibility of all committee members to comply with:

- the City Code of Conduct,
- the City Accountability and Transparency Policy
- the City Procedural By-law
- Other applicable City by-laws and policies
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Chair and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

The committee will abide by any terms and conditions which may be set out by the City's Council, CAO, City Clerk, City Solicitor, Auditor and/or Insurer for any activities relating to committee business.

Activities:

The City of Kawartha Lakes has adopted a Strategic Community Improvement Plan (CIP) to support the revitalization and beautification of the community. The CIP provides financial incentives to property owners to help leverage private investment in priority areas.

The CIP Steering Committee is an integral component to ensuring the uptake and success of the CIP program. The committee is responsible for implementing the CIP to stimulate investment, revitalization and beautification in the community. Specifically, the committee is responsible for:

- Promoting the CIP program to interested property owners
- Informing applicants of required permits and approvals for proposed projects in pre-consultation meetings
- Evaluating and providing decisions on complete applications
- Guiding successful applicants through required permitting and approval processes
- Sharing updates with funding partners and the City of Kawartha Lakes Council

Composition and Roles:

The CIP Steering Committee is responsible for the CIP program. The Steering Committee has delegated administration responsibilities of the program to the Economic Development division.

The CIP Steering Committee is composed of five members of staff of the City of Kawartha Lakes. The Steering Committee includes the CIP Project Coordinator, the Economic Development Manager, the Director of Development Services, the Director of Corporate Services, and the CAO. If a voting member of the committee is unable to attend a meeting, they may send a designate in their place, and quorum is 3 voting members.

As required, the CIP Steering Committee will connect with and receive comments from a Technical Team. The Technical Team will include, but is not limited to representatives from: Planning, Building, Economic Development, Realty, Finance, By-Law, Housing, as well as the Arts, Culture and Heritage Development Officer (or Heritage designate) and Accessibility Coordinator. The Technical Team may be expanded to obtain applicable comments as needed.

Roles of each of the CIP Steering Committee members are provided in the chart below.

Member Role	Responsibilities
CIP Project Coordinator (Ec Dev Staff)	<ul style="list-style-type: none"> • Secretary of Committee • Coordinate committee meetings • Maintain CIP web content • Market CIP program • Conduct pre-application appointments • Connect applicants to appropriate contacts for necessary permits and approvals • Ensure submitted applications include all required documentation • Notify successful applicants • Monitor approved projects • Ensure database remains updated • Prepare annual reports for OMAFRA, AMO and Council • Assist with preparation of annual funding report for Council • Consult with Technical Team for feedback on applications during review process • Non-voting member of the Steering Committee
Manager, Economic Development	<ul style="list-style-type: none"> • Supervise implementation of the CIP program • Attend committee meetings • Provide comments and approvals for applicants • Prepare annual reports for OMAFRA, AMO and Council • Review annual funding report for Council • Voting member of Steering Committee
Director of Development Services	<ul style="list-style-type: none"> • Attend committee meetings • Provide comments and approvals for applicants • Review annual reports for OMAFRA, AMO and Council • Review annual funding report for Council • Voting member of Steering Committee •
Director of Corporate Services	<ul style="list-style-type: none"> • Chair of the Committee • Attend committee meetings

	<ul style="list-style-type: none"> • Provide comments and approvals for applicants • The Director of Corporate Services is responsible for the administration of the CIP By-law • Review annual reports for OMAFRA, AMO and Council • Prepare annual funding report for Council Voting member of Steering Committee
CAO	<ul style="list-style-type: none"> • Attend committee meetings • Provide comments and approvals for applicants • Review annual reports for OMAFRA, AMO and Council • Review annual funding report for Council • Voting member of Steering Committee
Technical Team	<ul style="list-style-type: none"> • Review applications and Expressions of Interest as they relate to department specific expertise • Attend Technical Team meetings • Provide comments and feedback to CIP Project Coordinator within five business days, based on CIP Criteria • Attend Steering Committee Meetings, as requested

Financial Review & Pre-Application Meetings:

An Expression of Interest will be required at the start of the application process to determine the eligibility of potential applicants. Finance, By-Law and Building divisions will review the Expression of Interest to determine the eligibility of the potential applicant by confirming the property has no tax arrears, outstanding utility charges contraventions, penalties, fines, fees, or any other legal claim, lien or order. The property must comply with all municipal by-laws and not have work orders that may adversely affect the title of the land.

If the potential applicant is eligible to apply, the CIP Project Coordinator will facilitate the pre-application meeting to provide interested applicants with insights on required permits and approvals for their suggested work. The pre-application meeting may include other staff members, as needed, but not meant to be a formal consultation and does not take the place of a pre-consultation meeting,

which may be required for some projects. There is no cost for a pre-application meeting.

If the potential applicant is not eligible to apply, the CIP Project Coordinator will notify the potential applicant so that they may address the issue, or choose not to apply.

The CIP Project Coordinator may also sit in on regularly scheduled, formal City pre-consultation meetings as required for interested CIP applicants.

Steering Committee Meetings:

Grants and loans will be considered based on a schedule as outlined by the Chair in each year.

Steering Committee meetings will be held quarterly in the month following the end of each quarter, or on a date as close as possible. All applications that were considered complete by the end of the quarter will be evaluated at the following meeting. This will enable a one-month turn-around from the application deadline to when a notice of decision is provided to the applicant.

Prior to the start of the meeting, The CIP Project Coordinator will provide information to the Steering Committee members regarding the complete applications to be reviewed and decided upon. All members should fully review the complete applications before the meeting commences.

The Technical Team will receive applications weekly, as submitted throughout the application intake period. The Technical Team will review, comment, and provide a departmental signoff as appropriate for each application. The Steering Committee will review the departmental comments, confirm project eligibility and allocate the available funding to the strongest applications based on the CIP Objectives.

A schedule of Loan and Grant intakes will be created at the beginning of the application period and made available to the public, described as "Evaluation Deadlines" to inform applicants when their application will be reviewed.

Each Steering Committee meeting will run sufficiently long enough to make a decision on all submitted applicants for that period.

In the case that no applications are submitted during the quarter, the Steering Committee will not need to meet.

Terms of Reference:

Any responsibilities not clearly identified within these Terms of Reference shall be addressed by the Chair and adopted if appropriate to the Steering Committee. Council may, at its discretion, change the Terms of Reference for this Steering

Committee at any time. Any changes proposed to these Terms of Reference by the Steering Committee shall be recommended to Council via the Chair through a report to the appropriate Committee of Council.