

## **Terms of Reference**

**Name: Downtown Revitalization Advisory Committee of Council**

Date Established by Council:

Regular Review Timeframe: With Term of Council

Date Committee Ends:

### **Mission:**

Downtowns are the heartbeat of rural communities. They are the economic, social and cultural centre of towns and require attention and investment. The Downtown Revitalization Committee is a volunteer Committee appointed by City Council. The purpose of the Committee is to implement the Downtown Revitalization Action Plans as approved by Council and stimulate the economic, social and physical prosperity of downtowns. The Committee will provide advice and assistance to Council and the Manager of Economic Development, provide opportunities for communities to collaborate, and support the implementation of all Downtown Revitalization Action Plans.

The activities of the Committee will align with core pillars of the Downtown Revitalization program: Physical Improvements, Economic Development, Communications and Marketing and Leadership and Management

### **Roles and Responsibilities:**

It is the responsibility of all appointed 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

No individual member or the Committee as a whole has the authority to make direct representations of the City to Federal or Provincial Governments.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Secretary 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 following represent the general activities of the Committee:

- a) To prepare, by September 15<sup>th</sup> of each year, a projected Committee budget and/or annual workplan for the succeeding year, for Council approval during the budget process with the view of advancing the City's adopted strategic priorities.
- b) To make recommendation to Council on priority activities identified as "City Led" or "Collaborative" in the Downtown Revitalization Action Plans that may impact the City's budget process. Priorities from each Downtown Action Plan will be identified by each community and put forward by the Committee in a combined Staff report.
- c) To make recommendations to Council on strategy, policies and various issues to achieve Council's strategic priorities relating to the Committee's mission.
- d) Identify and advise Council on policy and advocacy actions that are identified in the Downtown Revitalization strategic action plans as barriers to, or opportunities for, growth in the Downtowns.
- e) Prepare an annual written report to Council by the end of January of the following year to outline the Working Group/Committee achievements in line with the approved work plan.
- f) Act as a conduit for information between the municipality and communities with regards to implementation of "City Led", "Collaborative" and "Community Led" actions in the Downtown Revitalization plans.
- g) Support for cross-community collaboration and implementation of projects.
- h) Monitor and advance the progress of the Downtown Revitalization Action Plans.
- i) Report to Council annually on the Downtown Revitalization projects
- j) Other – as recommended and approved by Council.

- k) Downtown Revitalization Implementation Community Working Groups may be established as defined by the Terms of Reference, or a community group may be formed to implement 'Community Led' actions. In the case of a community group, a process will be established to share information between both the community group and Committee of Council.

### **Composition:**

The Committee shall be comprised of a maximum of 9 members; consisting of two (2) members from each community and have served in the local downtown revitalization project. In communities where Community Working Groups exists, Committee of Council member shall be members of such working groups and serve as Chair and Co-Chair of their respective working group. For the first term of the Committee, the Committee will include two (2) Council representatives for a total of 10 members on the Committee. In subsequent terms, the number of Council representatives will revert to one (1). A representative from the Ontario Ministry of Agriculture Food and Rural Affairs may attend as a resource to the Committee.

Each community represented on the committee will hold an equal role. All community Action Plans will be considered with an equal standard, with no one community's priorities taking precedence.

Committee to include at least one (1) representative from the following organizations:

- Lindsay Downtown Business Improvement Association
- Fenelon Falls and District Chamber of Commerce or Fenelon Forward
- Coboconk, Norland and Area Chamber of Commerce
- A representative from the downtown business community in Omeme

Committee members will be appointed by Council in accordance with established policy. The Councilor appointed by the Council will be ex-officio on the Committee and have full authority to debate and vote. The Committee shall, at its first meeting in each year, elect from its membership a Chair, and Vice-Chair. It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All committee members are considered volunteer positions. Mileage costs and other minor expenses related to committee activities may be eligible for reimbursement subject to budget approvals by Council.

A designated alternate (1) for each community will also be selected. This designated alternate will be available as a representative in the case that their selected community member is unable to attend.

### **Term of Appointment:**

Unless exempted by legislation, members will be appointed to varying terms to a maximum of a three year term. An equal number of appointees will be for a one year term and two year term with the balance appointed to a three year term for the first appointees. Successive appointments will be for a three year term to ensure knowledge succession and that there be no complete turnover of membership in any given year.

### **Resources:**

The Economic Development Division will provide support in the form of advice, day-to-day liaison with the City, updates on program and promotional ideas and initial assistance in their implementation to the degree resources are available. The Division will also assist in the preparation and submission of budget requests/grant submissions, if needed. The, "budget" is defined simply as operating funds for the Committee of Council.

### **Timing of Meetings:**

Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair.

### **Meetings:**

The Committee shall hold a minimum of four (4) meetings in each calendar year. The Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

Working meetings throughout the year to advance the efforts of the work plan shall be held at the call of the Chair with the Chair providing notice of the working meetings to all members of the Committee a minimum of three (3) business days prior to the date of each meeting. No formal minutes are required to be taken at working meetings; however, notes shall be taken.

Any member of the Committee, who misses three consecutive formal business meetings, without being excused by the Committee, may be removed from the Committee in accordance with adopted policy.

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

### **Procedures:**

Procedures for the formal business meetings of the Committee shall be governed by Procedural By-law and Legislation or, where both of these are silent, by Robert's Rules of Order.

### **Closed Meetings:**

The Committee may, upon affirmative vote of the majority of its members present at a meeting, determine to hold any meeting or part of a meeting as a closed session in order to discuss sensitive personal issues or legal matters. If the Committee elects to hold a closed session, all persons not entitled to vote (with the exception of the staff liaison and visiting members of Council, if any, and all persons excepted by the members) shall vacate the premises where the meeting is taking place. Closed meetings can only be held in accordance with Section 239 of the Municipal Act. Prior to the commencement of closed session, a resolution shall be passed stating the general nature of the matter to be discussed and what section of the Municipal Act applies. The Committee shall maintain a record of the meeting which will be stored in the lead department. Formal minutes are not required for working meetings.

### **Agendas and Minutes:**

A copy of the Agenda shall be provided to the City Clerk's office at the same time it is provided to Committee Members. The City Clerk's office will distribute the agenda to Council members as per established policy and have it posted on the website. At the first meeting of each year, an Orientation Session shall be held for new members.

Minutes of all formal business meetings and notes from working meetings of the Committee shall be forwarded to Economic Development Division not later than two weeks after the meeting. Minutes of all formal business meeting of the Committee shall be forwarded to the City Clerk's Office not later than two weeks after the meeting. Action items requested of staff and/or Council will be brought to the attention of Economic Development at that time. The City Clerk's Office will electronically circulate the formal business meeting minutes to all members of Council for their information. The City Clerk's Office will maintain a set of printed minutes on file for public review.

## **Reports:**

Two written reports are required per year from the Committee, being the workplan/budget and the annual report. If there are recommendations of the Downtown Revitalization Committee of Council that fall outside of these two reports, they are to be forwarded to Council in a formal written report on the City report template. It will be the responsibility of the Committee to identify those recommendations to Economic Development Division for final preparation of the report.

## **Location of Meetings:**

The location of the meetings will be set by the Committee. Meetings will rotate to be held an equal number of times in each Community represented on the Committee.

## **Purchasing Policy:**

This Committee has no purchasing or procurement responsibilities.

## **Insurance:**

The City of Kawartha Lakes' General Liability Policy and Errors and Omissions Liability Policy will extend to the Committee and its members provided that the Committee is under the control of, answerable to, or the responsibility of the City of Kawartha Lakes and Council. The applicable insurance policies extend to Committee members while in the performance of his/her duties and to those activities authorized by the City of Kawartha Lakes and Council. Members must adhere to the policies and procedures of the City of Kawartha Lakes and Council, including the Terms of Reference.

The Committee must provide an annual updated listing of all members, including member positions, to the City of Kawartha Lakes to ensure the applicable insurance coverage remains in force.

Committee members are not entitled to any benefits normally provided by the Corporation of the City of Kawartha Lakes, including those provided by the Workplace Safety and Insurance Board of Ontario ("WSIB") and are responsible for their own medical, disability or health insurance coverage.

## **Expulsion of Member:**

The Committee may recommend to Council the expulsion of a member or Council may remove a member for reasons as listed, but not limited to, the member being in contravention of the Municipal Act, the Municipal

Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; disrupting the work of the Board/Committee or other legal issues. The process for expulsion of a member is outlined with Policy Number 028 CAO 002.

### **Terms of Reference:**

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Kawartha Lakes. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the Director through a report to the appropriate Committee of Council.

**At the discretion of Council or upon the mandate of the Board being fulfilled, the Committee may be dissolved by resolution of Council.**