

Terms of Reference

Name: Community Downtown Revitalization Implementation Working Group

Date Established by Council:

Regular Review Timeframe: With Term of Council

Date Committee Ends:

Mission:

The Community Downtown Revitalization Implementation Working Group (Working Group) is a volunteer working group to review, comment on and execute tasks as assigned within the Downtown Revitalization Action Plan identified as “Community Led” and “Collaborative” and provide input to the Downtown Revitalization Committee of Council on priority activities identified as “City Led”.

Roles and Responsibilities:

It is the responsibility of all volunteers 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 volunteer, or the Working Group as a whole, has the authority to make direct representations of the City to Federal or Provincial Governments.

Volunteers 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 Working Group 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 Working Group business.

Activities:

Downtowns are the heart of a community, and Downtown Revitalization ensures a strong heart for generations to come. In 2017, Council adopted the Downtown Revitalization Action Plans for Downtown Lindsay, Fenelon Falls, Cobocok/Norland and Omeme. At that time, Council approved a Downtown Revitalization Committee of Council to support the implementation of the Action Plans as well as review current milestones achieved. Council also approved the formation of a Working Group for each community to undertake "Community Led" and "Collaborative projects as identified in the Action Plans, and to receive, and provide, updates to the Council Committee.

The Community Downtown Revitalization Implementation Working Group is a valuable action-oriented body that significantly extends the leadership and capacity within each community to achieve results by:

- Coordinating and implementing community led action items outlined within the Action Plan
- Monitoring and advancing the progress of the "Community led" Action Plan
- Providing input to the Downtown Revitalization Committee of Council on priority activities identified as "City Led"
- Providing a forum for community collaboration amongst numerous organizations to support the implementation of the actions
- Sharing updates with, and hearing from, the Committee of Council on the process of the activities
- Identifying and expanding the community implementation partnerships as required

Composition:

All members of the public are welcome to attend meetings of the Working Group.

In order to ensure a well-rounded Working Group it should (but is not required to) include the following representatives:

- All groups identified in the Downtown Revitalization Action Plan
- A representative from the local Chamber
- A representative from the local Business Improvement Association (if applicable)
- A representative from a local Community Organization with a vested interest in Downtown Revitalization
- A representative from the local business community where no organized business association exists
- City staff representation
- OMAFRA staff representation
- Any person interested in downtown revitalization from the public at large.

Each Implementation Working Group will have a volunteer Chair(s) and/or Co-Chair(s) who are assigned based on their representation on Committee of Council. The volunteer Chair(s) and/or Co-Chair(s) will be asked to serve a term in alignment with their respective Downtown Revitalization Committee of Council term. The Chair/Co-Chair role will chair Working Group meetings, facilitate dialogue and contributions from members of the Community Downtown Revitalization Implementation Working Group meetings and call Working Group meetings with support from the Economic Development team.

Timing of Meetings:

Meetings will be held on a set day and time as may be determined by the Working Group or at the call of the Chair/Co-Chair.

Meetings:

Community Downtown Revitalization Implementation Working Group meetings will be held four (4) times per year, or at the discretion of the Chair.

The Economic Development Officer – Community in partnership with the previous local Advisory Group Chair will organize the first Working Group meeting within each local community. Stakeholders as outlined under “Implementation Working Group Coordination” will be contacted and invited to participate.

Meeting times and agenda will also be publicly advertised a minimum of 3 business days in advance of the meeting.

Recommendations or opportunities that arise from each local Working Group that require Council direction, support, or funding, will be discussed and a consensus obtained by those in attendance. The Chair and/or Co-Chair of the Working Group will then bring this forward to the Downtown Revitalization Committee of Council for consideration.

Procedures:

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

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 the Working Group. 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 volunteers.

Minutes of all formal business meetings and notes from working meetings of the Working Group shall be forwarded to the Economic Development Division not later than two weeks after the meeting. Minutes of all formal business meeting of the Working Group 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 the Economic Development Division 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.

Location of Meetings:

The location of the meetings will be set by the Working Group.

Purchasing Policy:

This Working Group has no purchasing or procurement responsibilities.

Insurance:

The City of Kawartha Lakes' General Liability Policy and Errors and Omissions Liability Policy will extend to volunteer workers provided that the volunteer is under the control of, answerable to, or the responsibility of the City of Kawartha Lakes and Council. The applicable insurance policies

extend to volunteers 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.

Volunteers 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.

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 Working Group at any time. Any changes proposed to these Terms of Reference by the Working Group 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 Working Group being fulfilled, the Working Group may be dissolved by resolution of Council.