



# **DOWNTOWN REVITALIZATION STEERING COMMITTEE TERMS OF REFERENCE**

# Table of Contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>2</b>
<b>2</b>	<b>PURPOSE &amp; MANDATE .....</b>	<b>3</b>
<b>3</b>	<b>MANDATE.....</b>	<b>4</b>
<b>4</b>	<b>TERMS OF APPOINTMENT .....</b>	<b>5</b>
<b>5</b>	<b>COMMITTEE MEMBERSHIP .....</b>	<b>5</b>
<b>6</b>	<b>COMPOSITION .....</b>	<b>6</b>
<b>7</b>	<b>RESOURCES.....</b>	<b>7</b>
<b>8</b>	<b>MEETINGS.....</b>	<b>8</b>
<b>9</b>	<b>AGENDAS AND MINUTES .....</b>	<b>9</b>
<b>10</b>	<b>REPORTS.....</b>	<b>9</b>
<b>11</b>	<b>COMMUNICATION &amp; USE OF TOWNSHIP LOGO.....</b>	<b>10</b>
<b>12</b>	<b>AUTHORITY.....</b>	<b>10</b>
<b>13</b>	<b>ROLES &amp; RESPONSIBILITIES .....</b>	<b>10</b>
<b>14</b>	<b>INSURANCE.....</b>	<b>11</b>
<b>15</b>	<b>APPROVALS .....</b>	<b>12</b>

## 1 INTRODUCTION

### 1.1 Revision History

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Revised By</b>
1.0	Dec 23 2019	Initial Document	Stacey Jibb
1.1	Dec 24 2019	Preliminary edits & comments	Kristi Honey
1.2	Jan 03 2020	Additional edits & document/number formatting	Stacey Jibb
1.3	Feb. 10, 2020	Transferred ownership / edits	Judy Risebrough
1.4	Feb 20, 2020	Edits based on feedback	Judy Risebrough
1.5	Mar 13, 2020	Edits based on feedback	Judy Risebrough
1.6	May 14, 2020	Edits to incorporate Procedural by-Law 2018-108	Judy Risebrough

1.2 Document Purpose

- 1.2.1 Terms of Reference for establishing the Uxbridge Downtown Revitalization Committee (UDRC).

## 2 PURPOSE & MANDATE

- 2.1 Downtowns play an important role in the economic and social development of rural communities. They represent a critical mass of activities where cultural, social and civic activities are concentrated. As such, attention and investment in the downtown is important.
- 2.2 Downtown revitalization is the process of improving the economic, physical and social well-being of a community's traditional town centre by:
- 2.2.1 Strengthening local business and encouraging investment by building and property owners;
  - 2.2.2 Creating enjoyable public streets and spaces animated by a variety of creative and civic activities; and,
  - 2.2.3 Providing work and living opportunities that respond to people's needs across a spectrum of ages and interests.
- 2.3 The UDRC will serve as an advisory body that will promote opportunities for engagement and collaboration within the community in support of the Uxbridge Downtown Revitalization Project (UDRP) also referred to as My Downtown.

## 3 MANDATE

- 3.1 The UDRC will provide a community perspective on the downtown revitalization.
- 3.2 The UDRC will provide advice to the Council and Township of Uxbridge staff as it relates to the UDRP, most notable the development of the Strategic Plan, the Action Plan and the Implementation Stage.
- 3.3 The UDRC will act as a resource to the community and other organizations within the Township of Uxbridge.
- 3.4 The UDRC will work to raise awareness and community involvement in the UDRP, including the development of the Strategic Plan, the Action Plan.
- 3.5 The UDRC will continue to be engaged during the Implementation and Monitoring stage.
- 3.6 The mandate and activities of the Committee will align with the 4-stage approach to Downtown Revitalization, as outlined by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA):
  - Plan and engage your community
  - Collect data and analyze findings
  - Develop Goals and Action Plan
  - Implement and Monitor

## 4 TERMS OF APPOINTMENT

- 4.1 Appointed by Council, for a term of three (3) years.
- 4.2 Individuals will be appointed to the UDRC based on expertise (skills, knowledge, training) as it relates to the composition matrix outlined in 6.2. Previous interest in the downtown will be considered an asset.

## 5 COMMITTEE MEMBERSHIP

- 5.1 The Uxbridge Downtown Revitalization Committee (UDRC) is an unpaid, volunteer Committee appointed by Township Council.
- 5.2 It will consist of individuals who are champions for the economic, social and physical prosperity of the downtown.

- 5.3 The UDRC will not make binding decisions related to the UDRP or the Township
- 5.4 The UDRC will make recommendations to the Project Manager and/or the Project Sponsor for consideration and approval. Proposed recommendations will be discussed during meetings and a vote will be taken prior to the recommendation being accepted. The recommendation will be approved or rejected based on a majority vote of the committee members present.

## 6 COMPOSITION

- 6.1 The Committee shall be comprised of a maximum of nine (9) community members, three (3) members of Council and one (1) representative from each of the stakeholders groups identified below.
- 6.2 The nine (9) community members will be appointed based on their experience, skills and/or training as it relates to the following skills matrix:
- Engineer (Site planning and/or technical construction commercial dev.);
  - Commercial landscape designer;
  - Architect;
  - Business and/or Property owners located in the downtown area (within the Central Business District as defined in the Township's Official Plan);
  - Business and/or Property owner located within the Township of Uxbridge, but not within the downtown area; and
  - Resident (own or rent) who resides within the downtown area.
- 6.3 The Committee will also include contributing stakeholders from the following:
- One (1) Uxbridge Business Improvement Area (BIA)
  - One (1) Uxbridge Chamber of Commerce
  - One (1) Economic Development Advisory Committee (EDAC)
  - One (1) Tourism Advisory Committee (TAC)
  - One (1) Uxbridge Public Library Representative
  - One (1) Representative for Accessibility for Ontarians with Disabilities Act (AODA)

- 6.4 The Committee will also include resources from the following:
- One (1) Ontario Ministry of Agriculture, Foods and Rural Affairs (OMAFRA)
  - One (1) Durham Region Economic Development
  - One (1) Durham Region Public Works
  - One (1) Township of Uxbridge Public Works
  - One (1) Township of Uxbridge Development Services
  - One (1) Township of Uxbridge Treasury Department
- 6.5 Other existing committees and groups, such as Heritage Uxbridge, the Age-Friendly Committee, Active Transportation, Youth Groups and the Uxbridge Town Trails Committee etc. will be called upon in an advisory capacity.
- 6.6 The UDR Project Manager will be assigned and will act as the Committee Chair
- 6.7 The UDRC will report through the Chair/Project Manager to the Project Sponsor.
- 6.8 In the event that the Project Manager is absent, the Project Sponsor will act as Chair.

## 7 RESOURCES

- 7.1 The following staff resources are available to assist and support the committee as required:
- Kristi Honey, Chief Administrative Officer (CAO), UDR Project Sponsor
  - Judy Risebrough, UDR Project Manager

## 8 MEETINGS

- 8.1 The Committee shall meet at a time that works for the majority of the community members.
- 8.2 The Committee will meet at least six (6) time per year. Additional meetings will be scheduled as required.
- 8.3 As per By-Law 2018-108 Rules of Procedure, quorum shall be greater than 50% of the members of the Committee.
- 8.4 Members of the Committee who are unable to attend a regular meeting are requested to report their absence prior to the meeting date and/or time. Attendance via telephone is subject to approval in advance by the Chair. As per By-Law 2018-108, should a member participate electronically in a meeting, the member shall not be counted towards quorum of members present and shall not be able to vote.
- 8.5 A committee member position becomes vacant if the member is absent from the meetings for three successive meetings without being approved by the Chair.
- 8.6 In accordance with the Municipal Act, notice of meetings shall be posted on the municipal website.
- 8.7 The location of the meetings will be set by the Committee and must be held in an accessible Township Facility.



## 9 AGENDAS AND MINUTES

- 9.1 A copy of the Agenda shall be provided to the Legislative Services Office at the same time it is provided to the Committee Members. The Township's Legislative Services will distribute the agenda to Council members as per established procedure.
- 9.2 Minutes of all formal meetings shall be forwarded to the liaison department, and to the Legislative Services Office, no later than two weeks after the meeting. Action items requested of staff and/or Council will be brought to the attention of the Project Sponsor/Chief Administrative Officer at that time. The Township's Legislative Services office will electronically circulate the formal business meeting minutes to all members for their information. The Township's Legislative Services Office will maintain a set of printed minutes on file for public review.

## 10 REPORTS

- 10.1 Reports to Council will be done as part of the UDRP updates, which will include the activities, accomplishments, forecasted key milestones, and comments deemed appropriate.
- 10.2 The Committee, if deemed necessary, will submit a budget for the Project Sponsor's (CAO) approval and/or inclusion in estimated expenditures.
- 10.3 Any expenditures must be approved in writing by the Chief Administrative Officer (CAO), prior to incurring costs.
- 10.4 Purchases will adhere to the Township's purchasing By-law or require the CAO's approval. Other funds may be requested through the CAO to the Council for special projects or undertakings.

## 11 COMMUNICATION & USE OF TOWNSHIP LOGO

- 11.1 The Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, in order to carry out its mandate. However, the nature and information shall be approved by the Township's Communications Coordinator and shall not bind the Town.
- 11.2 The Committee shall adhere to the Township's logo policy in carrying out the mandate of the Committee.

## 12 AUTHORITY

- 12.1 The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference. The Committee does not have the authority to bind the Township.
- 12.2 Should a committee member be found to have acted in a manner contrary to the Roles & Responsibilities set out in this Terms of Reference, the individual may be relieved of their duties as a committee member by the Project Sponsor.

## 13 ROLES & RESPONSIBILITIES

- 13.1 It is the responsibility of all appointed members to comply with:
- Township of Uxbridge Council Code of Conduct;
  - Township Procedural By-law;
  - Township Harassment Policy;
  - Municipal Act;
  - Municipal Freedom of Information and Protection of Privacy Act; and
  - Municipal Conflict of Interest Act.
- 13.2 No individual member or the Committee as a whole has the authority to make direct representations of the Township to Federal, Provincial or Regional Governments.

- 13.3 Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest or nature thereof to the Recording Secretary and absent himself or herself from meetings for the duration of the discussion with respect to that matter.
- 13.4 The Committee will abide by any terms and conditions which may be set out by the Township’s Council, CAO, Township Clerk, Solicitor, Auditor and/or Insurer for any activities relating to Committee business in keeping with the Committee’s Terms of Reference and Established Policies.

## 14 INSURANCE

- 14.1 The Township of Uxbridge General Liability Policy and Errors and Omissions Liability Policy will extend to this Committee and its members. The applicable insurance policies extend to Committee members while in the performance of their duties and to those activities authorized by the Township of Uxbridge and Council. Members must adhere to the policies and procedures of the Township of Uxbridge Council, including the Terms of Reference.
- 14.2 The Committee must provide, via the Project Sponsor/CAO, an up-to-date listing of all members, including member’s position, to the Township of Uxbridge to ensure the applicable insurance coverage remains in force.
- 14.3 Committee members are not entitled to any benefits normally provided to the Corporation of the Township of Uxbridge, 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.

# 15 APPROVALS

15.1 The following signatures represent understanding of the materials contained within this Terms of Reference.

Name	Title	Signature	Date
Dave Barton	Mayor		
Kristi Honey	Project Sponsor, CAO		