



GRAND VALLEY

GRAND VALLEY ECONOMIC DEVELOPMENT COMMITTEE
Board of Management Meeting Agenda
Thursday, January 17, 2019, 7:00 PM
Council Chambers, 5 Main Street North, Grand Valley

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Disclosure of Pecuniary Interest**
- 4. Minutes of Previous Meeting**
 - 4.1. December 20, 2018 Board Minutes
- 5. Introduction of Applicants, Discussion about EDC, Appointment of Chair**
- 6. Town Updates**
 - 6.1. Electronic Sign
 - 6.2. Downtown Wi-Fi
 - 6.3. Municipal Comprehensive Review – Notice to Property Owners
- 7. Unfinished Business**
- 8. Subcommittees**
- 9. New Business**
 - 9.1. Strategic Plan
 - 9.1.1. Current Strategic Plan
 - 9.1.2. Board Terms of Reference
- 10. Correspondence**
- 11. Financial Reports**
- 12. Next Meeting Date**
 - 12.1. Next Meeting Agenda Items
- 13. Adjournment**



CORPORATION OF TOWN OF GRAND VALLEY ECONOMIC DEVELOPMENT COMMITTEE MINUTES

December 20, 2018 at 7:00pm, Town of Grand Valley Council Chambers, 5 Main Street North

PRESENT:

Councillor Sam Pringle	Bruce Hostrawser	Meghan Townsend - secretary
Deputy Mayor Philip Rentsch	Tammy McQueen	
Randy McClelland	Demetrius Marshall	

REGRETS:

none		
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- 1 **CALL TO ORDER** at 7:05 pm
The Chair position is currently vacant; Townsend called the meeting to order.
- 2 **ADOPTION OF AGENDA**
Moved by: McClelland
Seconded by: McQueen
Approval of agenda, as circulated.

“CARRIED”
- 3 **DECLARATION OF PECUNIARY INTERESTS - None**
- 4 **APPROVAL OF PREVIOUS MINUTES**
Moved by: Pringle
Seconded by: Marshall
Approval of minutes from November 15, 2018, as circulated.

“CARRIED”
- 5 **APPLICATIONS FOR COMMITTEE MEMBERSHIP, SELECTION OF CHAIR AND VICE-CHAIR**
Townsend advised the Committee that three people submitted expressions of interest during the recent recruitment for local boards. The Committee asked Townsend to invite each

person to attend the January EDC meeting, and to send them the Terms of Reference for their review prior to the meeting.

No committee members stepped forward for the chair position. Matter deferred to next meeting with all current and new members present.

6 PRESENTATION/DEPUTATION – none

7 TOWN UPDATES

7.1 Dufferin County – BR&E Project, Housing Consultation

The County is seeking a person to represent Grand Valley during the BR&E interviews, since the position is now vacant. Deputy Mayor Rentsch offered to assist. Townsend to notify the County of his offer.

Townsend advised the Committee of the County's housing consultation events, coming up in January. The information received during these events will be compiled into a submission the Provincial Government on their Housing Consultation initiative.

7.2 Main Street Revitalization Grant – update

Townsend advised the Committee that two proposals were received from the RFP. Deputy Mayor Rentsch and Errol Chambers agreed to assist her in evaluating the proposals and submitting a report to Council. Plan is to have a new sign installed by late spring.

7.3 Other Town news and events

Townsend advised the Committee about the Celebrate Ontario 2019 and its requirements. McClelland invited the Committee to participate in the 2019 Polar Bear Dip on January 1. The Town received an invitation to the Agricultural Society's Annual General Meeting, which Townsend will forward to EDC members.

8 UNFINISHED BUSINESS

8.1 Grant for Seniors iPad training – update

Townsend advised that no further word has been received to date.

8.2 RED Grant application, Urban Design Project, and creation of Community Improvement Plan (CIP) – discussion

Townsend advised that no further word has been received to date.

9 SUBCOMMITTEES

9.1 Arts, Culture and Tourism – plans underway for January 2019 meeting.

10 NEW BUSINESS

11 CORRESPONDENCE

12 FINANCIAL REPORTS

Townsend advised the Committee that the transfer of remaining 2018 budget into reserves has been completed. \$8,000.00 was transferred for use in 2019.

13 NEXT MEETING DATE

Next meeting date is Thursday, January 17, 2019 at 7:15 p.m.

Applicants will be invited to attend.

Committee to discuss EDC Structure, chair and vice chair with new Council appointees, and start review of Strategic Plan.

14 ADJOURNMENT

Moved by: Hostrawser

Seconded by: Marshall

BE IT RESOLVED THAT the December 20, 2018 meeting of the EDC be adjourned at 8:45 p.m.

"CARRIED"



GRAND VALLEY

The Corporation of the Town of Grand Valley

5 Main Street North

GRAND VALLEY ON L9W 5S6

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NOTICE OF DEFERRAL of the TOWN of GRAND VALLEY'S FIVE (5) YEAR OFFICIAL PLAN REVIEW

A location map is not provided with this notice, as the Official Plan Review applies to all lands within the corporation limits of the Town of Grand Valley.

PURPOSE OF THE OFFICIAL PLAN REVIEW:

The Official Plan is a statement of goals, objectives and policies intended to guide the future land use, physical development and growth of the Town of Grand Valley.

Ontario's Planning Act requires municipalities to conduct an Official Plan review every five years. The Town's current Official Plan was approved on January 24, 2014. The objective of a review is to ensure that the policies of the Plan are consistent with the latest Provincial policies, the County of Dufferin Official Plan, and other various planning studies and strategies that have been completed by the Town since the current Official Plan was approved.

DEFERRAL:

The Growth Plan for the Greater Golden Horseshoe, 2017 (Growth Plan) came into effect on July 1, 2017 and directs that a "Municipal Comprehensive Review" (MCR), defined as a new official plan or an official plan amendment, be initiated by an upper or single tier municipality under Section 26 of the *Planning Act*. The deadline for conformity is July 2022.

The County of Dufferin being the upper tier municipality, must prepare their MCR in consultation with the lower tier municipalities (i.e. Grand Valley). The County of Dufferin has commenced its MCR and the Town of Grand Valley is a part of that process.

Therefore, the Town of Grand Valley has chosen to **DEFER** the start of the Town's Official Plan Review pending the completion of the County of Dufferin's MCR, as the Town's Official Plan must conform to the County of Dufferin's Official Plan. The deadline for conformity of the Town's Official Plan is July 2023.

PUBLIC INPUT

While the Town will be deferring the start of its Official Plan Review, they do invite input from the general public to identify any areas of the Town's Official Plan they wish to see amended or revised, including settlement boundary expansions. Input received from the general public will be considered and provided to the County of Dufferin's MCR.

The Town will continue to participate in the County of Dufferin's MCR to ensure the Town's interests are represented.

ADDITIONAL INFORMATION:

A copy of the Town's current Official Plan is available on the Town's website at:

<https://www.townofgrandvalley.ca/en/doing-business/planning-and-development-resource-documents.aspx>

For further information on the Official Plan Review or to provide input please contact:

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Planner
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GRAND VALLEY ON L9W 5S6
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PLEASE NOTE: Comments and opinions submitted to the Town of Grand Valley in this matter, including the originator's name and address, become part of the public record, may be viewed by the general public and may be published in a Planning Report and will be included in the applicable Council Agenda and Minutes. Council Agenda and Minutes are published on the Town of Grand Valley website at www.townofgrandvalley.ca.

**Dated: January 22, 2019
Town of Grand Valley**



GRAND VALLEY

STRATEGIC PLAN

March 18, 2015

Prepared by: The Economic Development Committee for the Town of Grand Valley

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Introduction

In the spring of 2014 the Economic Development Committee (EDC)¹ began the process of working on a long-term strategic plan to create long-term economic benefits. At the onset, it was recognized that a defined process and methodology was required to create momentum and direction for the Town of Grand Valley. In the opinion of the EDC, this is paramount to be successful in mounting an Economic Development strategy that is supported by the community. Through community wide engagements it was recognized that a cohesive, inclusive plan was necessary to improve the overall community quality, facilitate direction and create an attractive environment for potential like-minded, mid-sized employers.

The core tenets of the draft plan are the following:

1. The plan needs to be based on community input and research to ensure a community approach
2. The plan needs to be based on mid-term (1 – 3 years) and long term (3 – 5 years) goals; and
3. The execution of the plan needs to be based on community commitment and engagement
4. The execution of the plan needs the formal and financial support of the Town's council

The EDC was tasked with undertaking the initial research for developing a strategic plan. During the research process it became clear that there were common challenges and aspirations within our community groups and business operations. These findings form the basis for this draft strategic plan.

¹ See Appendix C for EDC member list

Executive Summary

Two public workshops and thirteen group² meetings have provided good clarity on the needs of the Town. There is a community sentiment that the Town is declining in social vibrancy and economic strength due to the lack of a broad based community strategy. Further, there is an expectation that leadership for a plan should come from Town Council.

Implementation of the strategic plan is dependent on community involvement. The strategic plan cannot be implemented without this grass roots activity. The EDC has committed to provide long-term strategic guidance for the plan.

Through the EDC research, three primary areas were identified and common among all parties.

1. Township direction and focus needs to be defined and communicated
2. The community is declining in economic strength and social vibrancy
3. Leadership should derive from Town Council

The research activity to date has created a sense of hope and momentum in the 100+ participants. This represents a good starting point for community engagement. Recommendations for short and long-term activities are a result of this research.

This plan has been developed based on the following key elements:

Mid Term (1 – 3 years) Economic Development

1. **Tourism Based Economy** – Build five key social marquee events, which all community members, groups, business, and councils can support
2. **Establish a Vibrant BIA** – Support local businesses through numerous channels such as marketing, expertise, and provide a voice for concerns/wins
3. **Skilled Expertise** – Develop an expert group to provide volunteer professional services support to community groups
4. **Council Support** – Develop a community group to work with council to explore and enhance Council’s capabilities as it pertains to the strategic objectives
5. **Communication** – To maintain momentum, ensure inclusivity, and provide transparency of all activities surrounding the Economic Strategic plan and activities

Long Term (3 – 5 years) Economic Development

1. Undertake a research project to explore the creation of a **retirement residence**;
2. Undertake a research project to explore the creation of a **community center**; and
3. Undertake a research project to explore the creation of a **business park**.

This document will provide a methodology and process that outlines key areas of focus for both short-term and long-term activities recommended by the EDC. These activities are critical factors in the execution of a strategic plan.

² See Appendix B for listing of thirteen groups

Decision Process

The EDC is structured into two groups consisting of the main committee and a sub-committee. The EDC was formed as an advisory group by Town Council. The strategic planning process uses the following decision making process:

1. The EDC sub-committee has developed the draft strategic plan and all of the related content and processes
2. The EDC sub-committee presented all content and processes to the main EDC committee for input and approval
3. The EDC presents all content and processes to Town Council for approval
4. The approval process was based on each project milestone as presented and approved by Council
5. The draft strategic plan as presented in this document has been approved by the EDC and Town Council

The foregoing decision process has ensured accountability, transparency, and validation for the process.

Methodology

The following methodology was used in the creation of the draft strategic plan:

1. The EDC undertook the task of building a strategic plan.
2. A questionnaire³ was distributed to the whole community to gain input for the plan.
3. The questionnaire results were analyzed and a concept plan was created.
4. Two Town hall meetings were conducted in September 2014 to gain community input.⁴
5. The Town hall input and the questionnaire results were used to build another round of targeted community research with business groups and organized social groups.
6. Thirteen group meetings⁵ were held with specific business types/sectors and social/community groups. The round table discussions focused on specific plan based questions and discussions.
7. A workshop was held with Town Council to provide education on strategic planning.
8. The preceding seven action steps represent the input for this strategic plan.

Work Effort

This project has been created and executed by volunteer time and effort. This is a strong testament to the commitment of the citizens to the future of the Town of Grand Valley. Our future is in our hands. The goal of this plan is to increase the number of participants so the plan can become a reality.

³ See Appendix A for reference documents access

⁴ See Appendix A for reference documents access

⁵ See Appendix A for reference documents access

The Draft Strategic Plan

Mid-Term Objectives (1 – 3 years)

Outlined below are the EDCs recommended activities supporting the Economic Strategic Plan. The EDC leveraged information obtained during the working sessions as a basis for the outline.

Marquee Events

Through the Community Group discussions, it was evident that there is value in [events, socials, meetings, the Town itself] that each provide to Grand Valley. Although each group runs their own events independently or collaboratively with other groups, it is the EDC's recommendation that five key social events are supported as marquee events. This will drive high value and visibility to Grand Valley and ensure community engagement creating a tourism economy and related community development funds. The benefits of this will directly impact our local economy and prospects for attracting business opportunities.

A priority focus on existing annual events should focus on the following key attributes:

1. Willingness of the event owners to work toward a broad based community extension of the event. Possible Town Council financial contributions to further the goal.
2. An event that enables exploitation of a strong theme. This will enable local businesses and groups to meaningfully support the event. This must create a "high spend" opportunity for event attendees.
3. Willingness of the event owners to be flexible in how the event is planned to grow over time as it relates to the strategic plan.

An example of a Marquee event could be the rodeo. If the rodeo was a marquee event it might have the following attributes:

1. All restaurants would decorate with a western motif and serve western theme food
2. Local businesses would promote their businesses with a western theme
3. The Town and relevant surrounding area would have a western theme
4. An "old style" western farmers market would be offered
5. Western activities that could be offered: horse rides, wagon rides, horse shoe lessons, food canning lessons, etc
6. Main Street could host a "sheriff and gunman" shoot out every hour

A committee needs to be formed to evaluate the current list of local events for marquee development. The goal is to have up to five marquee events running within the next 1 – 3 years. Focus could be on the Fall Fair, Duck Race, Santa Parade, John Deere Days, Rodeo, Garden Tour, Polar Bear Dip, etc.

The outcome of a marquee event must be the attraction of tourists who will spend money in our Town. It will take 2 – 4 years to build a sustained tourist draw by event. The communication strategy would support the objective of creating a tourism economy.

Business Improvement Area (BIA)

The BIA should be attended and run by local business owners/operators. The purpose of the BIA is to improve the economic environment in which these businesses operate. The BIA should not be focused on improving individual business operations.

The BIA should be reconstituted under new leadership to garner active engagement from its members to enhance its operations. A community group should be formed to provide guidance and assistance to the BIA as required to enhance its operations. This could include such support as:

1. Research the value and benefit of increasing the geographic size of the BIA;
2. Support in participating in the building a long term strategic plan;
3. Research provincial and federal grant opportunities; and
4. Provide communication guidance.

Volunteer Expert Group

Enlist an expert group to provide local volunteer professional services support to community groups. This should include such services as marketing, advertising, communications, planning, accounting, etc.

A community group should be formed to research what professional skills would be helpful to the local community groups. Then volunteers need to be sourced and engaged as a community based professional services group to our not-for-profit community groups. Existing county-wide organizations should be enlisted to assist i.e. Chamber of Commerce, Small Business Enterprise Centre, Georgian College Entrepreneurship Centre, educational facilities, etc.

Town Council Support Group

Develop a community group to work with Council to explore and enhance Council's capabilities to enhance support of the strategic plan. An example of this work would be:

1. Create a fictional business
2. Apply for all the necessary permits, etc. to locate the business in the Town of Grand Valley
3. Document opportunities to improve the process for businesses to locate here
4. Assess by-laws that could enhance local business operations
5. Assess by-laws that could enhance local community group operations
6. Research and evaluate any funding grants available in support of the strategic plan

This committee does not have the authority to do the work of Council. This committee is a research and advisory group for Council.

Communication

There is a clearly defined need to improve communication within and about the Town. Improved communication from Town Council will ensure better transparency. Broad communication about community events will draw better attendance and participation. External communication will improve tourism and investment attraction.

It is the EDC's recommendation that a community based committee should be formed to research and develop a sustainable and diverse communication capability. The communication tools should be

available to all community-based events, organization, businesses, strategic plan committees, and to Town Council.

Long-Term Objectives (3 – 5 years)

The EDC has outlined three areas of research into the viability of business types locating to our community. It should be the intent of each of these research projects to ensure that an established criterion is met prior to definitive conclusions.

Retirement Residence

Undertake a research project to explore the creation of a retirement residence. This is a long-term project that requires a long-term time commitment. The goal is to develop an expert level of knowledge within a committee on what it would take to build a retirement home in our Town. What are the guidelines, what are possible plans, what are the costs, what is the business case, who are possible contractors and/or operators, what are the local requirements, could local investment be possible, etc.

Once we have assembled all of the necessary information we would be in a position to seek builders, funding, professional planning, etc.

Community Centre

Undertake a research project to explore the creation of an expanded or new community centre. This is a long-term project that requires a long-term time commitment. The goal is to develop an expert level of knowledge within a committee on what it would take to build a community centre in our Town, which may include an expanded library. Activities would include assessing other Town efforts, building cost models, assessing community centre components such as a swimming pool, fitness facilities, playing fields, meeting rooms, etc.

Once we have assembled all of the necessary information we are then in a position to explore funding options, professional planning, etc.

Business Park

Undertake a research project to explore the creation of a business park. This project will involve understanding what the basic servicing requirements are and what ownership models are possible for these services. Additional work will focus on sizing, location, and presentation options.

This work is to be undertaken by a committee of constituents appointed by Town Council.

Implementation Process

Community Engagement

This strategic plan will only be implemented with strong community engagement. The Town Council and EDC are not able to implement this plan without community support. The thought leadership and overall direction for each of the parts of the plan will be provided by the EDC and the Strategic Plan subcommittee. The work effort will have to come from community volunteers. If the community is not willing to participate in the plan development and execution then the plan will not be implemented.

There are a number of relationship barriers to success that must also be addressed. There are a number of legacy barriers between some community groups that must be laid aside. There is also some sense of tension between some areas within Town. This must also be put to rest so that we can all work together.

Committee Structure

Each committee, as described below, will consist of a member of Town Council in a non-leadership role, an EDC member, and members of the community. In addition, it is strongly recommended to have at least one agricultural representative for each committee. Meetings will likely be one night every two weeks for the first 2 – 4 months. Once the work effort is well underway the meetings will likely reduce to once per month. In general, a 2-year commitment is preferred to ensure continuity of work and progress.

Initial direction and guidance will be provided to each group by the EDC.

Communication Committee

Preferred number of members is five. Skills that would be helpful are marketing, communications, and writing.

Marquee Event Committee

Preferred number of members is seven. Creative thinking and a willingness to look at our community events differently are strong assets. Planning and logistics skills would be helpful. A willingness to accept change is a must. This committee will be working closely with willing community groups. Forward thinking members of current community groups would be a strong asset.

BIA Support Committee

Preferred number of members is five. Professional business skills would be helpful. Research skills and creativity would be helpful. This committee is for non-BIA members.

Volunteer Expert Committee

Preferred number of members is five. Any certified professionals IE accountants, project managers, administrators would be helpful. Experienced managers in marketing, sales, distribution, etc. would also be a strong asset.

Retirement Residence Committee

Preferred number of members is seven. This committee requires a three plus year commitment. A passion for having a retirement residence in our Town is a must. General mature life skills would be helpful. Any business / work place experience would be of value. Trades experience would also contribute well.

Community Centre Committee

Preferred number of members is seven. This committee requires a three plus year commitment. A passion for having a community centre in our Town is a must. General mature life skills would be helpful. Any business / work place experience would be of value. Trades experience would also contribute well.

Business Park Committee

Preferred number of members is five. This committee requires a three plus year commitment. A passion for having a business park in our Town is a must. Contracting skills, trade skills, and / or business skills would be preferred. Formal representation on the envisioned Town's "Employment Lands Corporation" would be helpful.

Summary

The draft strategic has four key elements:

1. The plan needs to be based on community input and research to ensure a community driven approach;
2. The plan needs to be based on mid-term (1 – 3 years) and long term (3 – 5 years) goals;
3. The execution of the plan needs to be based on community commitment and engagement; and
4. The execution of the plan needs the formal and financial support of the Town's council.

The Town of Grand Valley needs a strategic plan or it will continue on its current slow decline. The best short-term opportunities are building a tourism based economy and the related external reputation. This will also have the added benefit of drawing our community closer together and enhance sustainability.

Grand Valley must establish itself as a regional hub within the County of Dufferin and as a vibrant viable business location. The long-term strategic plan must include for an expanded set of services that will drive job creation. We must understand the barriers that employers see and create a plan to overcome these barriers. These activities will raise the profile of the township, improve our ability to attract medium to large employers, and arm the community to drive economic development.

A strategic plan must be based on community and Council's engagement. Without this engagement there will be no strategic plan.

Appendix A – Reference Documents

The following documents are available from the Town of Grand Valley municipal office.

1. Community Questionnaire mailed July 2014
2. Verbatim results from Community Questionnaire
3. Presentation for September 2014 Town hall meetings
4. Thirteen group meetings: List of attendee's and meeting notes

Appendix B – Community Group Listing

1. Commercial group
2. Restaurant group
3. Retail group
4. Horticultural Society
5. Riverbend Artists
6. Lions Club
7. Rodeo group
8. Santa Parade group
9. Agricultural Society
10. Library
11. Farmers
12. John Deere group
13. Town Council

Appendix C – Economic Development Committee (EDC) Member Listing

1. Larry Acchione
2. Tracey Atkinson
3. Kathy Chambers
4. John Ince
5. Bruce Hostrawser
6. Demetrius Marshall, Sub-committee member
7. Ron Munro, EDC Chair & Sub-committee member
8. David Reimer, Sub-committee member
9. Elizabeth Taylor



Terms of Reference

Economic Development Advisory Committee

www.townofgrandvalley.ca

Mandate

The Economic Development Advisory Committee is established to provide a forum for local economic development discussions that will support and enhance the Town's economic development programs. The overarching goals of the Economic Development Advisory Committee are to: assist with the implementation of the strategic plan by streamlining economic development activity by prioritizing certain functions over others; strategically position Grand Valley within the marketplace to attract new investment, retain and expand local investment; and, foster an environment of prosperity and opportunity for the Town of Grand Valley, its municipal partners, residents, and businesses.

Roles and Responsibilities

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

- the Town's Accessibility Policies;
- the Town's Workplace Harassment and Violence Prevention Policies;
- the Town's Procedural By-law; and
- the Municipal Act, 2001, Municipal Freedom of Information and Protection of Policy Act and any other applicable by-laws, policies and provincial and federal legislation.

The Committee is an advisory committee and does not have any delegated authority. No individual members or the Committee as a whole has the authority to make direct representations of the Town to Federal or Provincial Governments, third party organizations or other municipalities. This committee has no purchasing or procurement responsibilities or authority.

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

Activities

The following represent the general activities of the Committee:

- (1) To advise the municipality on strategic issues, programs, and policies from a local perspective.
- (2) To foster effective and enhanced communication between local and regional partners, and local businesses, to enrich regional and local economic development.

- (3) To assist stakeholders to work cooperatively to deliver effective economic development services in Grand Valley.
- (4) To provide a forum for discussion and coordination of economic development initiatives and programs.
- (5) To provide and receive relevant economic development information and statistics to members.
- (6) To encourage regional thinking in the context of local decision making.
- (7) To support local autonomy while emphasizing that local goals can often best be achieved through cooperative efforts.
- (8) The Committee's role is advisory. Advice, comments or recommendations from the Committee shall be received by Council.
- (9) Council is not bound by any advice or recommendations put forward by the Committee.
- (10) The Committee does not have any budgetary authority.

Composition

The Committee shall comprise of ten (10) voting members and one non-voting member, consisting of the following:

- Two (2) representatives from Town Council
- Eight (8) members of the public
- One (1) representative of Town Staff (non-voting)

Term of Appointment

All citizen members of the Committee will hold office for a term that is decided upon mutual agreement by the member and the Committee, and remain in office until their successors are appointed. When appointing members, consideration will be given to applicants that have not previously served on the Committee prior to those that have to ensure opportunities are available for new applicants as well as retaining dedicated existing members. Vacancies shall be filled through a Committee recommendation to Council if the Committee is aware of and agree on a candidate. Where the Committee is not aware of a qualified candidate, the position will be advertised. The Clerk will receive applications from the public and present the names of the interested candidates to Council for consideration. Persons appointed to Committees are appointed for such term as defined by Council, and by resolution, Council may rescind any appointment at any time.

Should any Member of a Committee fail to attend three (3) successive meetings thereof without being authorized to do so by resolution of the committee, the Committee may certify such failure and thereupon the membership of such person on the Committee shall be terminated and the vacancy filled through a Committee recommendation to Council if the Committee is aware and agree on a candidate. Where the Committee is not aware of a qualified candidate, the position will be advertised. The Clerk will receive applications from the public and present the names of the interested candidates to Council for consideration. Persons appointed to Committees are

appointed for such term as defined by Council, and by resolution, Council may rescind any appointment at any time.

Resources

The lead department for the Committee shall be the Clerk's Office. The Clerk's office shall act as recording secretary and provide administrative support, and provide advice, act as day-to-day liaison with the Town and provide updates on projects to the degree resources are available. Staff will provide expertise, guidance and report on various matters. Staff from other departments or government/agencies may from time to time attend as necessary to provide expertise or report on various matters.

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 of the Committee shall not conflict with regular or special meetings of Council.

Committee members are expected to attend all regularly scheduled meetings. In the event a member, is unable to attend a meeting, the member must contact the Chair in advance and advise him or her.

Meetings

The Committee shall hold a minimum of 4 meetings in each calendar year. The Chair shall cause notice of the meetings, including agenda for the meetings, to be provided to members of the Committee a minimum of 5 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.

Procedures

Procedures for the meetings of the Committee shall be governed by the Town's Procedural By-law. The rules and regulations contained in the Procedural By-law shall be observed in all proceedings of the Committee. In the case of any conflict between these Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

Agenda and Minutes

All agendas will be posted to the Town's website prior to the meetings. Committee members will be notified of agenda availability via email.

Minutes of all Committee meetings will be placed on the Council meeting agenda. Any recommendations requiring Council's consideration will be pulled from the minutes and placed on the Council's agenda separately. Minutes will also be adopted by Committee at their next regularly scheduled meeting. The Clerk's Division will maintain a set of printed minutes for records and public minutes on the Town's website for public viewing.

Location of Meetings

The location of the meetings will primarily occur at the Town Hall, 5 Main Street North, Grand Valley. If another location is desired due to the nature of the meeting, the Committee will take into consideration public access and accessibility.

Terms of Reference

Council may, at its discretion, change the Terms of Reference for this Committee at any time.

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