

Township of Centre Wellington

Terms of Reference

Healthy Growth Advisory Committee

Alignment to the Strategic Plan

- **Healthy Growth:** *The Township will plan now for its inevitable growth, so that we retain a vibrant and accessible community and our high quality of life in the future.*

Purpose & Scope

- **Purpose:** An advisory group providing recommendations to Council on strategies and policies to proactively advance a smart and balanced approach to growth that protects and showcases Centre Wellington's unique natural environment, heritage features and small town feel.
- **Scope of Activities include:**
 - Advising Council in developing overall growth strategies, policies and practices that contribute to long-term quality of life within Centre Wellington.
 - Monitor, advising and steering Township growth-related projects and initiatives (e.g. Official Plan revisions, Growth Management Strategy updates, Urban Design Guidelines, Development Manual), recommendations and/or implementation plans from approved Master Plans.
 - Seek and develop community partnerships (e.g. Neighbourwoods, Blue Dot, Smart Growth Fergus-Elora, Save Our Water) to ensure a coordinated and community-focused approach to healthy growth.
 - Liaise with the development community to effectively communicate preferred growth approaches and strategies and facilitate discussions between community groups and the development community.
 - Liaise with other Advisory Committees (e.g. Heritage Centre Wellington, Community Services Advisory Committee, Economic Development Task Force) to ensure consistency in approach and direction and clearly establish who is accountable for what.
 - Work with the Township Communications Coordinator to provides content and key messages that contribute to effective 2-way communicate with the public on growth related issues/opportunities.
 - The mandate of this Committee is not to review or discuss specific development applications. Instead, the focus should be on overarching growth policies and strategies.
- All recommendations will be forwarded to the Committee of the Whole through the Managing Director of Planning and Development or their designate.

Committee Membership

- It is recognized that this Committee needs appropriate Council representation and it needs to be providing recommendations that are consistent with the direction of the Township's other advisory committees. Total number of voting members shall not exceed 11.
- Voting Members will include:
 - Mayor
 - Two Councillors
 - One representative and one alternate selected by each Advisory Committee (Heritage Centre Wellington, Community Services Advisory Committee and Economic Development Task Force)
 - Up to five citizen appointments. Council shall have regard for the diversity of skills, interest and qualifications of citizen candidates. Citizen members shall be residents, property owners or business owners of Centre Wellington and at least 18 years of age.
- Non-Voting Members will include:
 - Chief Administrative Officer
 - Managing Director of Planning & Development
 - Township Clerk or designate
- The Committee will from time to time require experts or other representatives to attend meetings as presenters, advisors or observers because of their knowledge of the subject or as part of a project or consultation mechanism.
- The Chair and Vice-Chair will be elected from among the members at the first meeting of each calendar year.

Chair & Vice-Chair

- The Chair and Vice Chair will be elected from among the members of the Committee at the first meeting of each year. The Council representative to the Committee shall not be the Chair or Vice Chair. The Chair should be able to devote some time between meetings to working informally with Township staff when circumstances warrant.
- No Committee member may serve as Chair for more than two consecutive terms.

Selection of Members

- Council will be responsible for the appointment of all members of the Committee.
 - The Municipal Clerk is responsible for administering the recruitment, selection and appointment process for new members.
 - A member who is absent for three consecutive meetings without reasonable explanation may be subject to removal from office and replacement.

Term of Office

- Members will sit for a term of Council of four (4) years with recruitment in the Spring in the year following a municipal election. In the event a member resigns or is unable to continue their membership on the committee, the vacancy shall be filled in a timely manner by Council.
- A member may serve two consecutive terms after which time they must take a leave of one term before reapplying. This requirement may be waived if there is an insufficient number of members or it is in the best interest of the committee.

Meetings

- The Committee will meet on a monthly basis.
- The Committee may establish working groups for specific topics, issues or proposals as required on an ad-hoc basis. Working groups will report back to the full Committee and may include non-Committee members when additional expertise is required. Working groups will cease when the issue has been reported on or resolved.
- Minutes will be taken at each Committee meeting.

Agenda/Minutes

- Staff will be responsible for the development of the agenda, in consultation with the Chair and/or Vice-Chair, one week prior to the meeting.
- Staff will distribute the agenda and any accompanying material to all committee members by the Friday prior to the meeting.
- The agenda and meeting minutes will be posted on the Township web site.
- The Committee shall keep accurate minutes and records of its meetings and shall keep copies of all documents relating to the business of the Committee.
- The Committee shall forward copies of the meeting minutes and records to all members of the Committee, the Clerk, and the Managing Director of Planning and Development, as soon as possible after each meeting.

Delegations

- Delegations must register with staff and provide written documentation and electronic documentation (if possible) relating to the matter to be discussed. Information must be submitted for circulation with the agenda.
- Delegations will be allowed five (5) minutes for individuals and ten (10) minutes for groups.

Closed Meetings

- Advisory Committees of Council do not usually consider business of a “closed” nature; however, if circumstances arise, there must be strict compliance with the Township’s Procedure By-law and the Municipal Act.

Committee Procedures

- Quorum will be a majority of the members, excluding Township Staff.

- Consensus is preferred for Committee decisions. However, a simple majority will suffice for decisions where consensus is not possible.
- The Township’s Procedural By-law governs Committee procedures and the conduct of individual members.
- A meeting can proceed without quorum for information exchange only, however, no decisions/recommendations can be made.
- All recommendations will be provided to the Committee of the Whole through the Managing Director of Planning & Development within 30 days of the Committee meeting.
- The Committee will develop a work plan identifying projects and items (including timelines) that will be worked on over the course of their term and provide regular communications on this work plan to Council.
- The Committee will appoint a spokesperson, normally the Chair, to speak with the public and media on behalf of the Committee. When the public and media approach members of the Committee, members should distinguish whether they are speaking on behalf of the Committee or presenting their personal views.

Expenses

- No member shall receive payment for any work or services performed for the Committee or Centre Wellington, except that, with the approval of the Committee, reimbursement may be made for travel or other expenses incurred in the performance of duties specifically requested by the Committee. Rates paid will be consistent with rates paid to Township of Centre Wellington employees in effect at the time expenses are incurred.

Conflict of Interest

- All members of the Committee shall adhere to the Conflict of Interest Policy for Advisory Committees approved by the Township of Centre Wellington.
- Members are expected to undertake their responsibilities on an impartial and objective basis. Any member whose financial interest could be in conflict with the interests of the Township is obliged to disclose same at the meeting. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest except in common with residents in the municipality.