

1. Mandate

The mandate of the Growth and Economic Viability Ad Hoc Committee is to assess and evaluate the following four (4) key items:

- Identify potential areas for increased residential and industrial development beyond current Settlement Area boundaries.
- Explore potential locations for 'special economic zones' where collaboration with neighbouring municipalities may be realized.
- Evaluate current municipal cross-border servicing agreements across Ontario.
- Consider collaboration with the County of Simcoe regarding a Regional water and wastewater infrastructure model that would support further development of employment lands.

As directed by Council, qualified professions are to be retained through a Request for Proposal, to provide a locally focused growth management model to determine opportunities for expansion beyond established 'settlement area' boundaries. The Committee shall be responsible for working with the consultant, once the award of the successful proponent/consultant has been approved by Council, to assess and evaluate residential and industrial development beyond current Settlement Area boundaries.

The Committee shall be responsible for working with staff or other agencies, consultants, or governing bodies to assess and evaluate Special Economic Zones, cross-border servicing agreements, and upper-tier water and wastewater infrastructure models.

2. Committee Composition and Appointments

The Committee will consist of a maximum of three (3) members, which will comprise of:

- Three (3) Council Member Representatives

The Mayor is an ex-officio member.

3. Authority

The Committee's authority relating to the consultant shall be in line with the terms and scope of the Council approved Request for Proposal. No direction shall be provided that would cause additional costs to the project, outside of the approved budget.

The Committee shall be advisory in nature and shall bring forward any recommendations to Council for final consideration.

The Committee shall have the authority to enter into closed session, if required, and in accordance with the Municipal Act, 2001.

Any additional authority afforded to the Committee shall be directed by Council.

4. Resource Participants

Springwater Township staff, or other Township representatives, agents, consultants etc. may participate in meetings as a resource to the committee. A resource participant is not a voting member.

The Chief Administrative Officer, or by request of the Committee, will determine the resource participants required to attend each meeting.

5. Term

The Committee shall be established on an Ad Hoc (temporary) basis, until such a time that Council directs otherwise.

6. Meetings

At the first meeting of the newly appointed committee, the following must occur:

- Elect a Committee Chair
- Establish regular meeting schedule by motion

The Recording Clerk calls for nominations of the Chair. A member of the Committee can make a nomination which must be seconded by another member of the Committee. When all nominations have been received the Recording Clerk closes nominations. Votes are then cast. If there is a tie vote, ballots will be cast for the tied nominees until such time as a nominee receives the majority of the votes.

The committee will formally meet on a monthly basis, or as required throughout the project, and may meet at any other such time as the committee deems appropriate.

The committee will conduct its meetings in public, in an accessible location in accordance with the Procedural By-law.

The committee shall be deemed to be a Committee of Council and shall adhere to any policies and procedures as provided for under the *Municipal Act, 2001*, as amended and the Township's Procedural By-law, and any other applicable legislation.

Where there is conflict between these Terms of Reference, the *Municipal Act, 2001* or any other Act or Regulation governing the Committee, the Act shall prevail.

7. Attendance by Committee Members

If a member is unable to attend a meeting, he/she should inform the Chair and Recording Clerk.

If the Chair is absent for three (3) consecutive meetings through illness or otherwise, the committee may appoint an Acting Chair or a new Chair, as deemed appropriate. While presiding the Acting Chair shall have all the powers of the Chair.

8. Quorum

A quorum is a majority of the whole number of committee members, more than 50%. A quorum is necessary to exercise its decision-making authority.

If there is no quorum within thirty minutes after the time appointed for the meeting, the Recording Clerk shall call the roll and record the names of the members present and the meeting shall stand adjourned until the next regular meeting or until a special meeting is called.

9. Responsibilities and Protocol

General Responsibilities of Committee Members

Committee members shall:

- Perform their duties in a manner that maintains and enhances public confidence in the integrity, objectivity and impartiality of the Township;
- Adhere to the *Municipal Conflict of Interest Act* and clearly identify any items of pecuniary interest before they are discussed and refrain from discussing and voting on same;
- Not be under an obligation to any person who might benefit from special consideration or favour from the member or who might seek, in any way, preferential treatment;
- Not benefit from the use of information acquired during the course of official duties that is not generally available to the public;
- Be professional, courteous and respectful with other members, Council, administration and the general public. In doing so will not publicly criticize Elected Officials, administration or other members and respect the decisions of Council;
- Maintain confidentiality when necessary, and ensure personal information controlled by the Township is used or disclosed in compliance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA);
- Understand the committee's relationship to Council;
- Strive to attend all scheduled meetings and advise in advance when unable to attend (to determine if there is going to be a quorum);
- Prepare for meetings by reading agendas and any background information supplied and by actively participating in the discussion and decision making process;
- Undertake any work assigned, including special projects and research, between meetings;
- Operate under the Township's Procedural By-law, as well as other Township policies and procedures where applicable;
- Respect that actions taken and/or recommendations shall reflect the majority view of the committee.

Responsibilities of Chair

The Chair holds the following responsibilities:

- Operate under the Township's Procedural By-law;
- Facilitate the meeting by identifying the order of proceedings and speakers according to the published agenda;
- Maintain decorum and ensure fairness and accountability;

- Generally refrain from participation in the discussion until all members have had an opportunity to speak to the matter;
- Refrain from making decisions. The Chair can only run a meeting in a fair and efficient manner when the will of the majority prevails after the minority has had a fair chance to present its point of view;
- Assist staff member representatives/recording clerk when possible or when requested;
- Represent the views of the committee and not personal views.

Responsibilities of Staff Member Representatives

As a non-voting member, the responsibilities of the Staff Member Representatives are to:

- In collaboration with the Council Member Representatives, liaising between Council and the committee providing information and clarification;
- Ensuring members are aware of Council issues that may affect the goals and objectives of the committee, including past actions of Council;
- Provide guidance and advice;
- Prepare any necessary reports for Council's consideration;
- Ensure that any recommendations do not contradict the Township's budget, by-laws or policies and procedures.

Responsibilities of Recording Clerk

As a non-voting member, the responsibilities of the recording clerk are to:

- Prepare the agenda for each meeting in consultation with the Committee Chair;
- Distribute the agenda to the committee members as outlined in Township's Procedural By-law;
- Post agendas, minutes and meeting dates/times to the Township's website as outlined in Township's Procedural By-law;
- Record the minutes of the meeting including resolutions, decisions and other proceedings at the meeting, without note or comment;
- Submit the approved minutes of each committee meeting for inclusion on the Regular Council agenda for Council's consideration;
- Report any resignations of committee members to the Township Clerk;
- Book the meeting venue;
- When necessary and in consultation with the Chair, cancel a meeting (due to inclement weather or provide knowledge of lack of quorum), if time permits, the members should be contacted to advise of the cancellation.

10. Agendas & Minutes

Agenda items should be relevant to the business of the committee and should only include items that require the attention or action of the committee.

Committee members are encouraged to submit agenda items to the Recording Clerk. A deadline may be established for submission of agenda items.

The agenda will be prepared in consultation with the Committee Chair and posted to the Township's website in accordance with the Township's Procedural By-law.

Minutes of meetings represent a clear and accurate account of the business conducted by the committee. Minutes provide a permanent and official record of all proceedings, policy and budgetary decisions. Minutes should only reflect actions and not discussions.

The recording clerk will include the minutes of the previous meeting on the agenda for the next, regularly scheduled committee meeting for approval.

11. Rules of Procedure & Records

The Procedural By-law shall apply to all committees, a copy of which shall be provided to all members. Where the by-law is silent, the Township Clerk or their designate is available to assist committees with the interpretation of the rules.

Under Section 2(3) of the MFIPPA, as amended, records relating to the business of the municipality, created or received by a body considered part of the municipality, are accessible under the Act.

12. Conflict of Interest

A conflict of interest may arise for committee members appointed by Council when their personal or business interests clash with, or affect the duties and decisions of the committee. These members are required to adhere to the *Municipal Conflict of Interest Act*, which contains strict rules regulating their participation in matters to which they have a direct or indirect pecuniary interest. The onus to declare a conflict of interest lies with the member and not municipal staff.

At a meeting at which a member discloses an interest, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the recording clerk of the committee.

Committee members can seek advice from the Township's Integrity Commissioner respecting their obligations under the Township's Code of Conduct for Council, Committees and Boards, local ethical behaviour procedures, rules or policies governing the members, and the *Municipal Conflict of Interest Act*.

13. Committee Member Conduct

Committee members shall, at all times follow the policies and procedures set out in the Township of Springwater's Council/Committee Code of Conduct.

All committee members shall also comply with all applicable Township policies and procedures, including but not limited to:

- Workplace Violence & Harassment Policy
- Rzone Policy

14. Communications

Any written communications, including media releases, advisories, flyers, posters and other printed materials shall be vetted by the Township's Communications department.

Communications to Council or Administration are generally through the staff member representatives, Recording Clerk or Chair.

Committees and committee members are not authorized to design and launch websites or social media accounts. Responsibility for managing and monitoring corporate websites and social media sites is centralized through the Township Administration. Any Township policies relating to social media shall apply.

Only authorized spokespersons may speak on behalf of a committee. The Township's Communication Policy shall apply to committees.

15. Remuneration

Committee members will not receive remuneration and will not be paid mileage to attend meetings.