

Staff Report



Development Services Department

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REPORT TO: Finance and Corporate Services Committee

DATE OF MEETING: January 29, 2024

SUBMITTED BY: Darren Becks, Manager, Downtown Development and Innovation, Economic Development, 519-741-2200 ext. 7064

PREPARED BY: Thea Mistry, Downtown Development Assistant

WARD(S) INVOLVED: Wards 9 and 10

DATE OF REPORT: January 5, 2024

REPORT NO.: DSD-2024-014

SUBJECT: TOR Revisions for DAC

RECOMMENDATION:

That Council approve the revised Terms of Reference for the Downtown Advisory Committee, as outlined in Attachment A of report DSD-2024-014.

REPORT HIGHLIGHTS:

- The Downtown Action Advisory Committee identified revising the Downtown Action and Advisory Committee (DAAC) Terms of Reference (TOR) as a priority in their 2023 workplan.
- Community engagement included direction from DAAC as well as Legislated Services.
- A draft revised TOR was prepared and presented to the Advisory Committee, who discussed and unanimously approved proceeding with the proposed revisions.
- Key changes to the TOR include revisions to the name, membership composition, meeting schedule and select modifications to the Committee's mandate.
- This report supports the delivery of core services.

BACKGROUND:

DAAC was established to advise Council and City staff on various initiatives directly affecting Downtown, and the Advisory Committee's role is to provide pre-project advice, as well as subsequent feedback as needed. DAAC's membership has struggled to find meaningful connections to the work of Economic Development, and the evolving direction of Downtown Kitchener. Membership for the latest cycles of recruitment have not been sufficient to meet the current TOR membership requirements, and the committee has routinely requested opportunities to provide feedback earlier on matters impacting the core. These issues prompted the current Advisory Committee to undertake a review of the Terms of Reference.

*** This information is available in accessible formats upon request. ***
Please call 519-741-2345 or TTY 1-866-969-9994 for assistance.

This process was supported by the Downtown Economic Development team and Legislated Services staff.

REPORT:

The Downtown Action & Advisory Committee has been discussing their mandate, scope, and objectives since January 2023. A DAAC Sub-Committee was formed to review the existing TOR, last updated in 2017, to identify areas that are inconsistent with current Committee practices and objectives, ask clarifying questions and suggest improvements. Economic Development staff met with Legislated Services staff to discuss the Committee's evolving mandate and proposed changes. Legislated Services conducted further research and prepared a report presenting their recommendations.

As a result, the TOR has been revised to reflect the current and forward-looking goals of DAAC. Attachment A is a revised version of the TOR. The proposed Terms of Reference are adjusted in the following manner:

- The Downtown Action Advisory Committee is proposed to be renamed the Downtown Advisory Committee (DAC), for consistency with other City Advisory Committees, and to accurately reflect the Committee's scope.
- The Committee Composition is proposed to be amended to a maximum of 12 members, with specific categories removed;
- A focus on recruiting a membership that better reflects the diversity of the core;
- A requirement that DAAC be engaged at the start of projects versus when a project is nearing completion or at the recommendation phase;
- The clarification of a pathway for DAAC to present recommendations to, or to present work to Council;
- DAAC's purpose is to support, advise and assist the Economic Development Division's Downtown work, with the newly approved Downtown Vision as a guiding direction, and to advise Council on matters that impact and shape the core;
- The meeting frequency will be adjusted to a minimum of four anchor, in-person meetings, with additional meetings scheduled on an as needed basis based on engagement requests from other departments or divisions. Ad hoc sub-committees may be formed to deal with specific initiatives and may include non-Committee members to take advantage of individual expertise.

Staff support the above noted changes.

STRATEGIC PLAN ALIGNMENT:

This report supports the delivery of core services.

FINANCIAL IMPLICATIONS:

Capital Budget – The recommendation has no impact on the Capital Budget.

Operating Budget – The recommendation has no impact on the Operating Budget.

COMMUNITY ENGAGEMENT:

INFORM – This report has been posted to the City’s website with the agenda in advance of the council / committee meeting.

CONSULT – Members of the Downtown Action & Advisory Committee were encouraged to review and make suggestions for revisions to the current Terms of Reference.

COLLABORATE – The Committee collaborated with staff in Economic Development and Legislated Services on the proposed revisions.

PREVIOUS REPORTS/AUTHORITIES:

Administrative Updates

2016-06 - Policy template re-formatted and given new numbering system.

Formal Amendments

2005-08-29 - As per Council resolution, Page 242, Council Minutes

2012-08-27 - As per Council resolution – Report No. CAO-12-033

2017-01-30 - As per Council resolution – Report No. CAO-17-002

APPROVED BY: General Manager, DSD, Justin Readman

ATTACHMENTS:

Attachment A – Revised Terms of Reference for the Downtown Advisory Committee

Attachment B – Current DAAC Terms of Reference, effective January 30, 2017