


Policy No: DOWNTOWN ADVISORY COMMITTEE

Policy Title: GOV-BOA-090

	<b>POLICY</b>	<u>Policy No:</u> <b>GOV-BOA-090</b>
<u>Policy Title:</u> <b>DOWNTOWN ADVISORY COMMITTEE - TERMS OF REFERENCE</b>		<u>Approval Date:</u> April 4, 2005
<u>Policy Type:</u> COUNCIL		<u>Reviewed Date:</u> November 2023
<u>Category:</u> Governance		<u>Next Review Date:</u> November 2026
<u>Sub-Category:</u> Board & Committee		<u>Reviewed Date:</u>
<u>Author:</u> Darren Becks, Manager, Downtown Development & Innovation		<u>Last Amended:</u> November 28, 2023
<u>Dept/Div:</u> DSD Department, Economic Development		<u>Replaces:</u>
		<u>Repealed:</u>
		<u>Replaced by:</u>
<u>Related Policies, Procedures and/or Guidelines:</u>		

1. **POLICY PURPOSE:**

The primary purpose of the Downtown Advisory Committee (DAC) is to support, advise, and assist the Economic Development Division's downtown work. The Downtown vision will serve as the guiding direction, and will be aided by an action plan, marketing plans, programs, and initiatives. The Committee shall advise City Council on matters that impact and shape the core in Downtown Kitchener.

2. **DEFINITIONS:**

"Ad Hoc Committee" or "Sub Committee" means a committee created with a defined ending, that shall not constitute quorum.

"Advisory Committee" means a committee created by Council, to report to Staff or a designated Committee on a specific subject.

"Chair" means the role to facilitate and chair meetings.

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“Quorum” the number of members comprising a majority of a committee that must be present at any of its meetings to make the proceedings of that meeting valid.

“Vice-Chair” a role shall assume the authority and perform all the duties of the Chair in the absence of the Chair.

**3. SCOPE:**

<b>POLICY APPLIES TO THE FOLLOWING:</b>	
<input type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input checked="" type="checkbox"/> Local Boards & Advisory Committees

**4. GENERAL**

Committee Composition

A maximum of 12 members:

- 1 - Councillor – Ward 9
- 1 - Councillor – Ward 10
- 1 - Executive Director or delegate of the Downtown Kitchener BIA
- Minimum of 7 City residents\*

\*In selecting residents, preference may be given to those applicants who live in the downtown or surrounding neighbourhoods. Every effort will be made to ensure that Committee composition reflects the diversity of the downtown and broader community.

Term and Chair Appointments

Members will be appointed for a term of two years. The Committee shall, from amongst its members, choose a Committee Chair, and Vice-Chair, who is not a member of Council at their first meeting.

The Chair ensures that everyone can participate in contributing to the meeting. The Chair should refrain from personal views and facilitate the discussion to encourage and engage the views of the committee members. The Chair shall preside over the meetings and assist the committee in attempting to reach consensus on fundamental policy issues of concern.

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### Meetings

The committee will meet four (4) times per year. Additional meetings may be scheduled if workflow demands, advisory requests, or emerging issues arise. The committee may utilize an ad hoc or sub-committee to manage work outside of scheduled meetings.

Minutes will be kept by the committee administrator, who will distribute the minutes, and any supporting materials in accordance with Legislated Services' policies and procedures.

All meetings shall be conducted in accordance with City Council's Procedural By-law.

### Reporting

The Committee shall report through the Finance and Corporate Services Committee. Should the Committee elect to present its work to Council, the Committee shall provide the required materials, and delegate. Legislated Services will provide direction on agenda timing, and protocols.

Should DAC feel a sub-committee is required to deal with specific issues or initiatives, such sub-committee shall be ad hoc in nature, with a specific and clearly articulated mandate. Membership of sub-committees may be expanded to include people who are not advisory committee members to take advantage of individual expertise. A sub-committee's scope of work, mandate, and membership shall be determined by DAC.

## **5. POLICY CONTENT:**

### Mandate

The primary responsibility of DAC is to actively assist with the implementation of Economic Development's various action items. This could include, for example, assisting with the execution of new events and activations, assisting with the development of new policies or master plans, etc. As a result, Committee members may choose to volunteer time over-and-above time required for regularly scheduled meetings.

DAC is established to act as an advisory board for the City of Kitchener on various initiatives directly affecting downtown. DAC's role is to provide pre-project advice to ensure the advisory committee's feedback and comments can be incorporated early in the process. Subsequent feedback may be requested as needed.

The primary objective of DAC is to work in collaboration with the Economic Development team. DAC serves as a resource and a conduit to the community and is one of numerous engagement streams that support staff and Council.

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**6. HISTORY OF POLICY CHANGES**

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