

	<h1>POLICY</h1>	<u>Policy No:</u> <b>GOV-BOA-090</b>
<u>Policy Title:</u> <b>DOWNTOWN ACTION &amp; ADVISORY COMMITTEE - TERMS OF REFERENCE</b>  <u>Policy Type:</u> ADMINISTRATIVE  <u>Category:</u> Governance  <u>Sub-Category:</u> Board & Committee  <u>Author:</u> Cory Bluhm, Interim Executive Director  <u>Dept/Div:</u> CAO Department, Economic Development	<u>Approval Date:</u> April 4, 2005  <u>Reviewed Date:</u> July 2016 <u>Next Review Date:</u> December 2021 <u>Reviewed Date:</u>  <u>Amended:</u> August 29, 2005 <u>Amended:</u> August 27, 2012 <u>Amended:</u> January 30, 2017  <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Repealed: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 Action & Advisory Committee is to assist the Economic Development Division with the implementation of various initiatives of the Downtown Kitchener Action Plan and to advise City Council on matters that impact the Downtown and its adjacent neighbourhoods

**2. DEFINITIONS:**

To be included at next review.

**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 checked="" type="checkbox"/> Council	<input checked="" type="checkbox"/> Local Boards & Advisory Committees

Policy No: DOWNTOWN ACTION & ADVISORY COMMITTEE

Policy Title: GOV-BOA-090

### Committee Composition

A maximum of 15 members:

- 1 - Councillor – Ward 9
- 1 - Councillor – Ward 10
- 1 - Executive Director or delegate of the Downtown Kitchener BIA
- Minimum of 5 and maximum of 11 City residents\*
- Minimum of 2 and maximum of 5 Downtown Businesses\*\*
- Minimum of 2 and maximum of 5 Building Owners or Local Developers.

\*In selecting residents, preference may be given to those applicants who live in the Downtown or surrounding neighbourhoods, and/or who demonstrate a willingness and interest in being actively involved in volunteering their time, energy and/or expertise.

\*\*In selecting downtown business representatives, the City will endeavour to ensure broad representation among all types of downtown businesses (ex: restaurant, retail, service, office, professional, etc.).

Members will be appointed for a term of two years ending November 30. The Committee shall, from amongst its members, choose a Committee Co-Chair who is not a member of Council, to co-chair the committee with the appointed Council Co-Chair.

Meetings will be held monthly or at the call of the Chair and minutes will be kept by the committee secretary who will distribute the minutes to all of Council and the Corporate Management Team. All meetings shall be conducted in accordance with Council's Procedural By-law.

The Committee shall report through the Finance and Corporate Services Committee unless the Council Co-Chair deems it expedient that a report be made directly to Council.

Should the Committee feel a sub-committee is required to deal with specific issues or initiatives of the Downtown Kitchener Action Plan, such sub-committee shall be ad hoc in nature, with specific, clearly articulated mandate. Membership on sub-committees may be expanded to include people who are not advisory committee members, to take advantage of individual expertise.

A quorum shall be five (5) members.

Policy No: DOWNTOWN ACTION & ADVISORY COMMITTEE

Policy Title: GOV-BOA-090

**4. POLICY CONTENT:**

The primary responsibility of this Committee is to actively assist with the implementation of the various action items of the Downtown Kitchener Action Plan. This could include, for example, assisting with the execution of new festivals and events, assisting with the development of new policies or master plans, etc. As a result, Committee members may be asked to volunteer time over-and-above time required for regularly scheduled meetings.

In addition, the Committee may be asked by City staff or Council, to advise on matters, reports or decisions that have significant importance to the Downtown, which are not specific to the mandate of other advisory committees (such as Arts & Culture Advisory Committee, Safe & Health Community Advisory Committee, Heritage Kitchener, etc.).

Upon completion of the current Downtown Kitchener Action Plan, the Committee will be asked to advise on the development of a new action plan or similar strategic document.

**5. 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