Municipality of Central Huron

Terms of Reference

Ad Hoc Destination Central Huron Team Committee

# Preamble:

* As outlined in the 2014-2024 Strategic Plan (updated 2021), Municipality of Central Huron is committed to supporting Economic Development, including a goal to market and promote the municipality.
* The primate purpose of the Committee is to review the suggestions made by Roger Brooks, other surveys, recommendations, community improvement plans and first impressions reports, and create a plan of action, provide advice and recommendations regarding the scope of the project including developing a detailed budget, procurement process, selection of vendors and work plan.

# Mandate:

* The goal of the Committee is to provide advice and recommendations regarding the implementation of a Destination Central Huron Plan. When the Plan is complete, Council will dissolve the Committee.

# Committee Composition, Appointment Process & Remuneration:

* The Committee shall have no fewer than three (3) members of Central Huron Council.
* Members shall be appointed by resolution of Council;
* Council members shall be compensated in accordance with the most recent Council Remuneration By-law.

# Term of Office:

* In accordance with the Central Huron Procedure By-law an Ad Hoc Committee means a Committee formed for a specific task or objective, and dissolved after completion of the task or achievement of the objective;
* Council shall dissolve the Committee, by resolution, when the purpose and goals have been met or at any other time when Council deems it appropriate.

# Municipal Resources Available to Committee:

**Staff Support:**

* The Clerk (or designate) and Community Improvement Coordinator (CIC) are responsible for providing support, advice and expertise to the Committee;
* The Clerk and CIC, along with the Chair, shall facilitate clear communication of information between Council and the Committee;
* The Clerk, if necessary, will select the appropriate Recording Secretary for the Committee;
* The Recording Secretary support will include: In consultation with the Chair, provide public notice of a meeting, preparation of the agenda & minutes, distribution of meeting material, reports and follow-up;

**Financial Resources:**

* The committee will create a budget and bring to council

# Responsibility and Scope

# The primate purpose of the Committee is to provide advice and recommendations regarding the scope of the project including developing a detailed budget, procurement process, selection of vendors and work plan.

# Meeting Procedures:

* The Central Huron Procedure By-law, with necessary modifications, shall be observed in all proceedings of the Committee;
* Committee meetings will be held at the Call of the Chair;
* Committee meeting will be held at the Municipality of Central Huron Council Chambers or electronically, if necessary;
* Committee meetings are open to the public;
* Quorum for meeting shall be determined by the Chair and in compliance with the Central Huron Procedure By-law;
* Draft minutes of a meeting shall be circulated to the Committee via the next Committee Agenda. Draft minutes shall also be circulated to Council as part of a Council Agenda package. Council shall receive the draft minutes for information purposes only, as any specific recommendations shall be brought forward in the form of a Staff Report from the Clerk or CIC;
* The Recording Secretary shall ensure that the Notice of Meeting is posted on the Central Huron website by 4:30pm on the Thursday prior to the meeting;
* In the interest of supporting the Central Huron Accountability and Transparency Policy, should any member like to bring forward an item of business for the Committee Agenda, they must contact the Recording Secretary in advance, so that the item can be placed on the published Agenda;
* All Committee meeting shall take place in Open Session unless an item of business otherwise qualifies for Closed Session under Section 239 of the Municipal Act, S.O. 2001.

# Central Huron Policies and Procedures:

The **Destination Central Huron Team Committee** is an Ad Hoc Committee that reports directly to Council. The Committee and its members are governed by all applicable municipal by-laws & policies, provincial & federal legislation and regulation, including but not limited to:

* Central Huron Code of Conduct
* Central Huron Procedure By-law
* Central Huron Accountability and Transparency Policy
* Central Huron Procurement Policy
* Ontario Municipal Act
* Ontario Municipal Conflict of Interest Act
* Municipal Freedom of Information and Protection of Privacy Act
* Accessibility for Ontarians with Disabilities Act and Regulations

**Date Approved by Council: September 6th, 2022**