

Smiths Falls Community Improvement Plan Evaluation Committee Terms of Reference

Adopted via By-law 9992-2018, Effective December 1, 2018

1. Purpose and Mandate

The purpose and mandate of the Community Improvement Plan Evaluation Committee is to receive and review applications for funding under the Smiths Falls Downtown and Waterfront Area Community Improvement Plan.

The Committee will provide recommendations to Council related to the approval of the applications.

2. Membership

2.1 Appointment

Community Improvement Plan Evaluation Committee members will be appointed by Council, the term of which shall coincide with the term of Council. For the purposes of providing broad technical and community feedback on applications, Committee should be comprised of the following:

- a) 1 Council Representative;
- b) 1 Citizen Representative;
- c) 1 Member of the Municipal Heritage Committee;
- d) Town Treasurer (or designate)
- e) Manager of Economic Development (or designate)
- f) Senior Planner or Chief Building Official (non-voting)
- g) Downtown Business Association Representative;
- h) Smiths Falls & District Chamber of Commerce Representative
- i) Other Town staff as deemed appropriate by Council

2.2 Administration

- a) All members of the Committee appointed by Council shall be considered voting members.
- b) The membership will appoint one voting member as Chairperson for the term of the Committee.
- c) Additional members may be appointed to the Committee throughout the duration of the Term of council.
- d) A majority of members shall constitute quorum.
- e) A Committee member may apply for re-appointment for any number of consecutive or non-consecutive terms.

3. Staff Liaison

The Town will provide one staff member (non-voting) to the Committee to provide technical and administrative support to the Committee. The staff liaison will be responsible for the following activities:

- a) Prepare and maintain meeting minutes, agendas, motions and technical reports as needed;
- b) Obtain technical feedback from any other municipal departments and outside agencies s may be required to support the work of the Committee;
- c) Orient the Committee members at the beginning of the term.

4. Meetings

Meetings will be conducted as needed at the advisement of the Staff Liaison. For the ease of planning, every attempt will be made to hold meetings on a consistent day of the week, regular time and location throughout the year. All meetings will have a formal agenda and will be open to the public. Agendas and information packages, which will include the minutes from the previous meeting, will be sent via email or regular mail to all committee members in advance of the meeting.

Generally, meetings shall be under two (2) hours in length however it is acknowledged that special circumstances may arise when this time limit is exceeded.

5. Evaluation Criteria

The Committee is tasked with evaluating applications for compliance with the goals and objectives of the Downtown and Waterfront Area Community Improvement Plan. To assist in a meaningful evaluation and in addition to the CIP, Committee members should have regard to the following:

- a) Town of Smiths Falls Official Plan;
- b) Downtown and Waterfront Integration Master Plan;
- c) Downtown Core Area Design Guidelines,
- d) Ontario Heritage Act;
- e) Any other policy or applicable law that might be adopted by Council or other government agency.

The Committee will evaluate applications using an evaluation matrix that can be approved and amended from time to time by the Committee.

6. Reports to Council

As a Committee of Council, the Community Improvement Plan Evaluation Committee is responsible for making recommendations to Council based on its mandate. Funding resolutions adopted by the Committee will be forwarded as priority items to the Committee of the Whole. Meeting minutes or key conversation points from the Committee meeting may be provided as context as part of an accompanying report.

7. Budget

The Community Improvement Plan budget will be determined by Council annually.

8. Committee Remuneration

Membership in the Community Improvement Plan Evaluation Committee is a volunteer position.

9. Code of Conduct

Council of the Corporation of the Town of Smiths Falls established a Codes of Conduct for Members of Council and its local boards (Bylaw 9973-2018).

The Town of Smiths Falls is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the Town's goal to provide a healthy and safe work environment that is free from any form of harassment or violence.

All Committees of Council are also subject to the Policy Respecting the Appointment of Citizen Members for the Town of Smiths Falls Boards and Committees