

**City of Lloydminster
Terms of Reference
Downtown Area Redevelopment Committee**

1. Purpose

- 1.1. The Downtown Area Redevelopment Committee is established to bring together a cross-section of community interest groups, business stakeholders and individuals to work together with the City of Lloydminster to coordinate implementation of the Downtown Area Redevelopment Plan (DARP).
- 1.2. The DARP is a statutory plan in accordance with section 634 of the *Municipal Government Act*. Its purpose serves as a framework for the redevelopment of the downtown of the City of Lloydminster. The adopted DARP is intended to serve as the impetus and catalyst for stimulating the development of downtown and for guiding the direction and momentum of the City's rejuvenation. Preliminary work to revamp the downtown began in early 2014 and the bulk of the foundational information has been obtained through various levels of consultation, analysis, research, and adopted by the City in 2020.
- 1.3. The objective of the Committee is to:
 - 1.3.1. Review and determine the course to complete the DARP implementation plan;
 - 1.3.2. Work as a community to improve downtown experiences in the City of Lloydminster;
 - 1.3.3. Reassess the progress every five (5) years as a Committee, and report progress to Council to determine the continuation of the Committee;
 - 1.3.4. Report to the City of Lloydminster and subsequently Council annually about the progress and support requirements for completing the implementation plan.

2. Definitions

Administration	An employee or contract employee of the City of Lloydminster.
City	The corporation of the City of Lloydminster.
Committee	The Downtown Area Redevelopment Committee.
Council	The Municipal Council of the City of Lloydminster.
Member	Downtown Area Redevelopment Committee member.

Member of Council	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.
Public Representative	A member of the public representing the community.

3. Scope

- 3.1. This Terms of Reference applies to all members of the Downtown Area Redevelopment Committee.

4. Administration Roles and Responsibilities

- 4.1. One (1) Member of Council shall be appointed annually. The Member of Council shall be a voting member on the Committee.
- 4.1.1. The Member of Council appointed to the Committee acts as a conduit between Council and the Committee. This involves ensuring Council's adopted Strategic Plan, Bylaws, and Policies are considered in Committee discussions and recommendations, keeping Council informed of the Committee's activities, and advocating for and supporting Committee recommendations.
- 4.2. One (1) City Economic Development Administrative Representative.
- 4.3. The Executive Leadership Team will be active participants at the Committee meetings.
- 4.4. As a Council appointed Committee, Administration's role is to provide information, administrative support, professional and technical expertise, to help the committee in discussions and recommendations. Administration shall not serve as a voting member of the Committee.
- 4.5. The City shall provide minute and record keeping for the Committee through a non-voting member of Administration.

5. Public Representative Membership and Responsibilities

- 5.1. To avoid actual, perceived, or potential conflicts of interest, City employees are prohibited from applying for and serving as voting members of the Committee except where such participation is required as part of their employment responsibilities and approved by the City Manager.
- 5.2. Public Representative Committee members shall be selected through an application process with a selection committee of Council, the Chair or Vice Chair, and Administration bringing forward recommendations for final selection to the Committee as a whole.

- 5.3. The Public Representative seats shall be appointed through Council for a two-year or four-year term. Recommendations will be brought forward to Council for official appointment.
- 5.4. Seats may be held by the same person for consecutive terms without reapplying.
- 5.5. Seats are not transferable until a term is completed unless the seat holder fails to uphold the obligations outlined in this Terms of Reference or resigns from the seat.
- 5.6. Appointed Committee members are expected to attend every meeting in person or virtually through agreed upon electronic methods.
- 5.7. Absence from three (3) consecutive meetings annually shall terminate a Member appointment on the Committee unless the Committee votes that there is a valid reason for the absence.

6. Remuneration

- 6.1. Committee Members shall not be remunerated for their participation on the Committee. However, all approved expenses related to travel, accommodations, and registrations for conferences, training, events, and tradeshowes will be covered by the City of Lloydminster.
- 6.2. Council members appointed to this Committee fall under the City's *Business Expense Policy* and *Travel Expense Policy*.

7. Officers

- 7.1. Committee Members shall elect a Chair and Vice-Chair on an annual basis.
- 7.2. Each Officer shall hold the seat on the Committee until the annual election of the September meeting.
 - 7.2.1. Chair
 - the Chair shall preside over all meetings of the Committee, preserve order, and enforce the rules of procedure;
 - the Chair shall call a vote on all matters to determine resolutions.
 - 7.2.2. Vice-Chair
 - in absence of the Chair, the Vice-Chair shall have full authority of the Chair;
 - if the Chair and the Vice-Chair are both absent the Committee may, from its members, appoint another person to act in place of the Chair and the Vice-Chair during their absence.

8. Committee Roles and Responsibilities

8.1. Members of the Downtown Area Redevelopment Committee shall:

- 8.1.1. The Councillor appointed to the Committee acts as a conduit between Council and the Committee. They ensure Council's adopted Strategic Plan, Bylaws and Policies are considered in Committee discussions, plus recommend implementation of the Downtown Area Redevelopment Plan (DARP). The Councillor appointed is responsible to update Council on the Committee's activities and advocate for the committee recommendations;
- 8.1.2. The Committee members are ambassadors of the DARP and advisors to Council and the City in relation to the implementation of the DARP. Advising, prioritizing, and assisting with carrying out the implementation action plan of the DARP. This shall be done in coordination with Administration through existing processes;
- 8.1.3. The Committee will identify and liaise with stakeholders and necessary partners to complete the implementation plan. They will work with other groups in the community to complete the action items. They will promote the impact of the redevelopment of downtown in the community and region;
- 8.1.4. Each Committee member will participate in an orientation and familiarize themselves with the DARP document and agree to the conduct and ethics;
- 8.1.5. The Committee will advise and provide endorsement to administration and council on specific projects as they relate to Downtown Redevelopment. Members participate in an advisory capacity, providing objective and community minded input in support of downtown redevelopment, without representing the City of Lloydminster or pursuing personal interests;
- 8.1.6. The Committee will advise the City of Lloydminster Council on implementation of the DARP, and related activities;

9. Sub-Committees

- 9.1. Sub-committees may be formed for initiatives. These sub-committees may include individuals and representatives that do not formally sit on the Committee. They are intended for task-oriented projects.

10. Conduct and Ethics

- 10.1. Members are expected to provide impartial and objective advice for the greater good of the City of Lloydminster community.

- 10.2. Members shall recuse themselves from any conversations, initiatives, or other professional activities carried out by this Committee that a reasonable observer may deem the individual to hold an interest in or ability to influence.
- 10.3. Committee Members are obligated to conduct themselves with an elevated level of ethics, setting and raising the example of the standards of conduct in the City. This includes, but is not limited to treating other Committee Members and community members with respect and consideration, conducting themselves in a professional manner, keeping confidence matters that are not available to the public, etc.
- 10.4. No Committee Member shall act or speak on behalf of the City of Lloydminster or use the Committee for personal gain or advocate on a pre-determined agenda.
- 10.5. Committee Members shall ensure all City bylaws and policies are followed.

11. Governance

- 11.1. Although there are no formal voting powers, all members are provided an opportunity to vote on a matter for consideration by Council, including the Chair. In the event of a tie, the matter is defeated.
- 11.2. Quorum consists of fifty per cent (50%) of the membership plus the Member of Council. There must be majority agreement for a matter to be brought to Council through Administration. Should quorum not be met, the meeting will be rescheduled.
- 11.3. The Terms of Reference shall be reviewed annually by the Committee, and all revisions shall be approved by resolution of Council.

12. Meetings

- 12.1. The Committee shall hold a minimum of four quarterly meetings per year and maximum of twelve meetings (monthly) per year at times, dates, and locations selected by the Committee. Sub-Committee meetings may occur between these meetings. Virtual attendance for meetings is permitted unless the meeting requires in-person participation. Notice of two (2) business days must be provided to ensure a virtual attendance capability are available;
- 12.2. Appointed Committee members are expected to attend every meeting in person or virtually through agreed-upon electronic methods. Absence of three (3) consecutive meetings of any Committee member terminates their appointment on the Committee unless there is a motion by the committee to support this absence.

- 12.3. Committee members are expected to come to the meeting prepared and having reviewed all information provided in advance.
- 12.4. Notice of a meeting called outside of the regular meeting schedule must be called with majority of the Committee members agreeing to the meeting and Council and City Administrative representation present. This must be done through the Chair, provided not less than two (2) working days notice is provided to each member.
- 12.5. At any time, the Chair and Vice-Chair may determine additional meetings as required.

13. Financial

- 13.1. All financials shall be managed by the City.
- 13.2. The Committee does not have financial decision-making authority, however, shall advise and make recommendation regarding the implementation of the DARP and shall operate under the Administration budgetary responsibilities of the City of Lloydminster Economic Development and Land Division;
- 13.3. The City shall provide free usage at City facilities and/or City owned equipment to the Committee.

14. Reporting

- 14.1. The Committee shall provide an annual report (or as requested by Council) of activities of the Committee; the Chair and/or Vice-Chair will work with Administration for creation and presentation of this report.
- 14.2. In addition to the quarterly report to Council, the Chair and Vice-Chair may determine additional reporting as required.

15. Conflict of Interest

- 15.1. Committee Members have an obligation to disclose any perceived or real conflicts of interest relative to any matters under discussion.

16. Termination

- 16.1. Council may, at the request of the Committee, ask for the resignation of any member should they not uphold the duties of the Committee as outlined in the Terms of Reference, including regular attendance (no more than three (3) absences unless approval is voted on by the Committee).
- 16.2. Council may terminate the Committee by a resolution of Council after reviewing the effectiveness of the Committee.