

Vibrant Community Advisory Committee

TERMS OF REFERENCE



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Vibrant Community Advisory Committee

Terms of Reference

Purpose

To provide feedback, advice, and recommendations to Council on matters within the Committee's scope which will support informed decision-making and effective governance.

Vision 2050 Alignment

The Vibrant Community Advisory Committee (the "Committee") aligns with the following themes and examples from the Vision 2050 Strategic Plan:

1. **Prosperous City:** business, community development, and tourism.
2. **Green & Resilient City:** parks, and trees.
3. **Celebrating & Embracing Culture:** arts, culture, and heritage.
4. **City Building:** building, planning, and River District.
5. **A City that Moves:** trails.
6. **Safe City:** inclusivity, diversity, and accessibility.
7. **Fostering Mutually Beneficial & Respectful Relationships:** community programs.

Scope

This Committee holds public meetings and considers questions, deputations and presentations, correspondence, and reports in relation to matters such as:

1. **Arena Operations:** management, maintenance, and delivery of recreational programs.

2. **Arts, Culture and Tourism:** enhance quality of life through cultural vitality, creativity, and youth participation.
3. **Building and Planning:** building permits, inspections, code compliance, land-use planning, and zoning.
4. **Community Partnerships:** building and maintaining collaborative relationships with organizations, institutions, and government.
5. **Equity, Diversity and Inclusion:** removing barriers, fostering fairness, and creating inclusive spaces.
6. **External Relations and Investment Attraction:** supporting local businesses, entrepreneurs, and community-led projects.
7. **Heritage:** conservation of built heritage and compatible development.
8. **Parks and Open Space:** planning, maintaining, and managing public green spaces.
9. **Social Well-Being and Belonging:** enhancing community connectedness, resilience, and overall well-being.
10. **Trails:** developing and maintaining pathways for active transportation and recreation.

This Committee serves as the Municipal Heritage Committee in accordance with the *Ontario Heritage Act* and provides recommendations on Part IV Conservation of Property of Cultural Heritage Value or Interest and Part V Heritage Conservation Districts.

Staff may consult the Staff Liaison, City Manager, or City Clerk to decide which items belong on this Committee, if necessary.

Composition and Term

The Committee is comprised of:

1. Four (4) members of Council to serve for a two-year term; and
2. Five (5) members of the general public to serve staggered two-year terms.

Selection

Council members select committees in accordance with the Board, Committee and Seat Selection Policy.

Public member applications are considered by Council members in closed session and appointed by by-law in open session.

Chair and Vice Chair

The chair of the Committee is a member of Council, selected using the Clerks procedure in effect at the time.

The vice chair of the Committee is a member of Council, selected using the Clerks procedure in effect at the time.

Meetings

Meetings are generally held every month on the last Wednesday at 5:30 p.m. as presented in the Council and Committee Calendar.

Meetings are not held in August. Meetings may be held at the call of the chair. Meetings are conducted in accordance with the City's Procedural By-law in effect at the time of the meeting.

Authority

The Committee reviews material and provides recommendations to Council.

The Committee does not have any decision-making capacity or delegated authority.

Urgent Matters

In circumstances where an urgent matter arises between scheduled Committee meetings, the City Manager may authorize that the matter be referred directly to Council for consideration.

Remuneration

The members of the Committee, including the chair, do not receive remuneration beyond the remuneration they receive as a member of Council.

Staff Resources

The staff liaison is the Director of Community Services. The alternate staff liaison is the City Manager.

The recording secretary is the Committee and Executive Support Coordinator, or their designate.

Attendance by Directors, Managers, Supervisors, and other staff will be determined as needed, in accordance with the items listed on the agenda.

Staff Resources

The staff reporting through this Committee will be from the following divisions of the Community Services Department and the Office of the City Manager:

1. Arena Operations;
2. Arts and Culture;
3. Building;
4. External Relations and Investment Attraction;
5. Facility Booking and Community Programs;
6. Parks and Open Space;
7. Planning and Heritage; and
8. Tourism and Events.

Associated Plans and Strategies

The plans and strategies associated with this Committee include, but are not limited to:

1. Community Improvement Plan;
2. Cultural Master Plan;
3. Greenwood Cemetery Master Plan;
4. Harbour and Downtown Urban Design Master Plan;
5. Harrison Park Master Plan;
6. Investment Attraction Strategy;
7. Kelso Beach at Nawash Park Master Plan;
8. Official Plan;
9. Recreation, Parks and Facilities Master Plan;
10. River District Action Plan;
11. Trails Master Plan;
12. Victoria Park Master Plan; and
13. Zoning By-law.