



**LET'S GET HILLSBURGH GROWING (LGHG)  
Advisory Committee**

**TERMS OF REFERENCE**

(Approved by Council February 2, 2016)

**1.0 GOAL**

To provide advice and assist Council through the office of the Chief Administrative Officer (CAO/Town Manager) and the citizens of the Town of Erin on matters associated with the specific needs of the Village of Hillsburgh.

**2.0 PRINCIPLES**

Principles that guide the Let's Get Hillsburgh Growing Advisory Committee (LGHGAC) include:

- A commitment to enhancing the quality of life for all residents
- A commitment to promoting a greater appreciation for the needs of the Village of Hillsburgh
- A commitment to collaboration and partnership to achieve common objectives

**3.0 MANDATE**

The mandate of the Let's Get Hillsburgh Growing Advisory Committee (LGHG) is to provide advice to Council through the office of the Chief Administrative Officer (CAO/Town Manager) on a range of community issues, including but not limited to:

- To plan, coordinate and undertake activities and events that build community pride and spirit.
- To initiate and provide Council with advice with respect to potential growth opportunities within the Village of Hillsburgh;
- To submit a responsible budget for ensuring the community of Hillsburgh is responsibly presented to visitors and residents alike as a great place to live, work and play;
- To facilitate community beautification and foster a sense of pride among residents of the Village of Hillsburgh;

- To promote the awareness of the Town of Erin’s practices, policies and procedures and activity, through publications, events, public speaking, displays, signage and plaques;
- To liaise between the Town and the Wellington County and other interested organizations, as desirable, to implement the objectives of the Town of Erin;
- To report on project opportunities and ongoing beautification within the Village of Hillsburgh;
- To communicate, and collaborate where appropriate, with other Town of Erin staff and committees.

#### **4.0 MEMBERSHIP AND RESPONSIBILITIES**

The Let’s Get Hillsburgh Growing Advisory Committee (LGHG) shall consist of 5-13 members appointed by resolution of Council. The membership shall be comprised of members of the public and shall include one Councillor. Eligible members will be residents or taxpayers of the Town of Erin. To the greatest extent possible, public representation will be multi-sectored and will take into account the cultural make-up of the community.

- 4.1 Members shall be appointed for a one year term to run consistent with the appointments of Council representatives. Members may be appointed for a shorter more flexible terms in consideration of special circumstances (e.g.: non-resident “experts”, or to fill out a premature vacancy).
- 4.2 A Chair and recording secretary for LGHG will be elected by majority vote among the members at the first meeting of every year. The Chair will be expected to be available to make presentations to Council at the request of the Chief Administrative Office (CAO) relating to LGHG Reports.
- 4.3 All members will be expected to devote some time between meetings to work on matters before the Committee (including the appointed Council member).
- 4.4 In the absence of the Chair, the quorum will appoint, from its members, a Chair for that particular meeting, who shall be subject to all normal responsibilities and privileges assigned thereto.
- 4.5 By majority vote, LGHG may recommend removal and/or replacement of any member who misses three consecutive full meetings of the Committee, subject to circumstances surrounding the absences. Members requesting a temporary leave of absence or intending to resign from the Committee should provide written notification to the Chair 30 days prior to such action.

- 4.6 If at any time Committee size drops below five (5) members, Council shall appoint an appropriate number of additional members as deemed necessary.
- 4.7 In considering new appointments to the Committee, Council may select members from any remaining applications received during the LGHG appointment periods. Council may also wish to advertise for new public applications from time to time, in accordance with current municipal procedures.
- 4.8 Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out their activities. To assist in this regard, the Committee may, from time to time, request the Chief Administrative Officer (CAO/Town Manager) to make staff and/or Town consultants available to advise the Committee as deemed appropriate.

## **5.0 REPORTING**

- 5.1 LGHG is an advisory committee established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and responsible to Council.
- 5.2 LGHG reports directly to Council through the office of the Chief Administrative Officer (CAO/Town Manager), under the signature of the Chair or designate. LGHG reports and communications will normally be directed to the CAO and then where appropriate, directed through the Town Clerk to Council. The Committee Chair may be present at Council meetings when LGHG reports are being considered.
- 5.3 As part of its ongoing reporting requirements, LGHG shall prepare an annual Status Report, which shall be submitted to Council through the office of the Chief Administrative Officer (CAO/Town Manager) in January of each year. The Report shall among other things:
- a) Summarize the activities and achievements of LGHG over the previous year;
  - b) Describe ongoing activities and issues and identify any priorities/concerns, and
  - c) Outline the Committee's primary projects for the upcoming year, including all anticipated budgetary needs.
- 5.4 The Committee shall keep proper minutes and records of every meeting and provide Council with a copy of same, through the Clerk's Office.

## **6.0 OPERATING BUDGETS**

6.1 Financial support for the Committee will be reviewed annually as part of the Town's regular budget process. The Committee, from time to time, may submit additional, special project funding requests.

6.2 Committee members will receive no remuneration for their involvement in LGHG Committee activities. An exception to this clause may be granted by resolution of Council if so requested by LGHG.

## **7.0 CONFLICT OF INTEREST**

7.1 Members having a conflict of interest in any matter under consideration by the Committee shall declare the conflict of interest at the beginning of the meeting and shall not discuss or vote on the matter.

## **8.0 STAFF LIAISON AND SUPPORT SERVICES**

8.1 Administrative support to be provided by the Town will include: the coordination of LGHG related communications and correspondence; ensuring LGHG reports are included in Council Agenda packages as deemed appropriate by the CAO; and minor clerical support as needed (such as photocopying).

8.2 Technical support to be provided by the Town will include: advice and consultation with Staff Department Heads of Town owned facilities.

8.3 The Director of Finance/Treasurer will administer the LGHG budget.

8.4 Public Works, labour and equipment support for minor projects from time to time.

## **9.0 MEETINGS**

9.1 All committee meetings shall be open to the public.

9.2 The Committee may, from time to time, invite resources to attend a meeting.

9.3 The Committee may establish sub-committees for various topics, issues or proposals as required. Such sub-committees may include LGHG members, with the approval of the Chair, provided a LGHG member chairs the sub-committee. Sub-committees shall report to the LGHG through the sub-committee Chairperson.

9.4 Quorum for a full Committee meeting will be 50% of the current membership plus 1.

- 9.5 On matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus majority position to the Town CAO. On matters where there is significant lack of Committee consensus, minority positions may also be reported to Council through the office of the Chief Administrative Officer (CAO/Town Manager) at the discretion of the Chair. The Chair, except where disqualified to vote, may vote on all questions, and when doing so, shall vote last.

## **10.0 AMENDMENTS**

- 10.1 Amendments to the Terms of Reference can only be made by Council.
- 10.2 LGHG may wish to review the Terms of Reference, from time to time, and make recommendations to Council through the office of the Chief Administrative Officer (CAO/Town Manager) regarding amendments.