



Downtown Bolton Task Force Terms of Reference

Purpose

The purpose of the Downtown Bolton Task Force (DBTF) is to prioritize the recommendations of the Bolton Downtown Revitalization Plan (the Plan) as approved by Council, determine responsibility for completion of each recommendation, provide input to Downtown Bolton Action Team (DBAT) and report progress to Council regularly.

Scope of Activities

The DBTF will complete a “Who Does What” exercise, and prioritize the recommendations of the Plan. A detailed work plan will be developed and adjusted accordingly to reflect the timelines, through the CAO (or designate), tasks will be assigned to Town staff with specific deadlines and resource allocations.

The DBTF will meet every other month in 2021 and adjust the meeting schedule if required. A progress report will be provided to Town Council twice a year or as needed.

Delegated Authority

The DBTF will have delegated authority to, through the CAO, direct staff and allocate budget resources from the approved Revitalization Plan budget line as required for implementation of Plan recommendations.

The DBTF will be led by the Town’s Chief Administrative Officer (CAO) or designate.

Structure and Criteria

DBTF will be comprised of the following eight members:

- CAO or designate
- Two (2) Ward 5 Councillors
- One (1) Bolton Business Improvement Area (BIA) board member
- One (1) Chamber of Commerce board member
- One (1) Heritage Caledon member
- One (1) downtown business owner
- One (1) representative of either a community group or service club

A representative from the Region of Peel and TRCA will participate as a resource/liaison to the DBTF.

The BIA, Heritage Caledon and the Chamber of Commerce representatives are to be appointed by their respective Board or Committee.

The downtown business owner representative and community group or service club representative will be appointed by Council based on their qualifications.

The DBTF will be supported by town staff as assigned by the CAO.



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Qualifications

- a) All members must be a resident in the Town of Caledon and shall be over the age of eighteen (18) years
- b) Available to contribute up to ten (10) hours per month in addition to regular meetings.
- c) Business owner:
 - i. Own a business in the downtown core area of Bolton, property owner preferred
 - ii. Current or past participation in business or community group(s) is preferred
- d) Community or service club representative:
 - i. Currently part of a Caledon community organization
 - ii. Represented group is focused on community development and/or community events in Caledon
- e) Previous experience on a board, committee, or task force, would be an asset

Term of Appointment

The DBTF is a 36-month project. A member's term is for the duration of the project. Councillor representation on the DBTF will be based on the Council term of office.

A member may terminate their participation in the DBTF by submitting a written resignation to the CAO or designate.

Vacancies

Should a vacancy exist within the composition of the Task Force, the CAO or designate will determine next steps in the recruitment process and work with Town Staff following the provisions laid out within Corporate Procedure – Filling Committee Vacancies Procedure.

Meetings

DBTF shall meet bi-monthly. Re-occurring meeting dates will be set at the beginning of each year.

Members shall expect to be involved in additional assigned activities per month excluding regularly scheduled meetings.

Additional meetings can occur based on project urgency and/or by the request of working groups and will be arranged by the appropriate staff. Members will be notified of any additional meetings via email correspondence allowing as much prior notice as possible.

Meetings shall be held either virtually or at a location in Bolton, or in the Town, as determined by the CAO or designate, based on restrictions and availability.



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Meeting summary notes, agendas, and handouts shall be prepared by a Town staff person prior to each meeting and distributed as such.

Governance

DBTF shall be organized through the Office of the CAO.

Decisions arising from matters before the DBTF shall be made by consensus. Where consensus cannot be achieved, a majority vote will rule.

Each member shall respect the opinions and contributions of each individual member while fostering opportunities to work together on the priority recommendations of the Plan.

Work Plan and Annual Report

At the start of every calendar year, the workplan will be reviewed to confirm the actions and priorities.

The DBTF will provide updates on all progress for the course of a twelve (12) month period in the form of an annual progress report or memo that will be provided to Council, staff, and the public at the beginning of the calendar year.

Working Groups

Working groups shall be formed as necessary, under the direction of the CAO or designate and in accordance with the recommendations of the Plan.

Members of DBTF will have the opportunity to volunteer in a working group that addresses specific deliverables of the Plan, as deemed necessary.

Working groups shall hold meetings in a less formal manner and will not be supported by the Town of Caledon. Agendas and meeting notes will be the responsibility of the working groups.

DBTF members will be responsible to chair /co-chair respective working groups as agreed upon at the start of the calendar year or the establishment of a working group.

The working group chair will be responsible for ensuring the assigned tasks are completed and updating the DBTF on the progress of the working group over the course of the term.

Working group members may be members of the public or stakeholders having vested interest in matters pertaining to the topic assigned relating to downtown revitalization.

The working groups will be dissolved upon completion of its assigned task(s).