

Caledon East Revitalization Task Force Terms of Reference



Purpose

The purpose of the Caledon East Revitalization Task Force (CERTF) is to recommend and implement activations, events, projects and beautification initiatives that support the revitalization of downtown Caledon East.

Scope of Activities

The Caledon East Revitalization Task Force (the Task Force) will meet monthly and will adjust the meeting schedule if required throughout the term of the Task Force. An annual work plan will be developed and tasks will be assigned to Town staff with specific deadlines and resource allocations

The Task Force will work with municipal staff and actively collaborate with other stakeholders as deemed appropriate to complete the action items below.

- Identify and implement partnerships that support community revitalization
- Identify opportunities to preserve the culture and history of downtown Caledon East
- Identify opportunities to build the economic vitality of small businesses
- Identify opportunities to establish tourism, wayfinding, and visitor initiatives
- Provide input into community projects (art, wayfinding, seating, etc.)
- Review and actively contribute to Town or Region-driven efforts including studies, plans, initiatives
- Create and lead opportunities for community engagement and activation (events)
- Prepare and provide additional recommendations to staff regarding the revitalization of Caledon East

Structure and Criteria

The Caledon East Revitalization Task Force will be comprised of up to eleven (11) members and five (5) liaisons:

- Chief Administrative Officer (CAO) or designate
- Two (2) Councillors
- Five (5) Community Representatives
- Three (3) Members at Large

Representatives from community stakeholders, other levels of government, and local service groups may be invited to participate in a liaison capacity, in specific meetings, as required.

Community representatives will be selected from Caledon East residents, and Caledon East business owners that operate and/or own a business located along Airport Road. Members at large shall be selected so that subject matter experts are represented. The community representatives and members at large will be asked to respond to an expression of interest, their

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qualifications will be reviewed by staff and recommendations will be made for appointment by Council.

The Task Force will be supported by Town staff as assigned by the CAO.

Delegated Authority

The Task Force will have delegated authority to, through the CAO, give direction to staff in the completion of community projects such as public art, beautification, in accordance with Town standards and policies.

Qualifications

- a) All community representatives and members at large must be residents of the Town of Caledon over the age of eighteen (18) years
- b) Available to contribute up to (10) hours per month in addition to regular meetings.
- c) Community Representatives:
 - i. Caledon East residents, or
 - ii. Caledon East business owners or operators with storefronts along Airport Road
 - iii. Understanding of Region and Town policies and processes
- d) Members at Large:
 1. Ideally represent subject matter experts.
- e) Previous experience on a committee, task force, or tribunal would be an asset

Terms of Office

The term of the Task Force shall be three (3) years.

A member's term is for the duration of the Task Force.

Any member who is absent from two (2) consecutive meetings, without leave of absence, terminates their membership. The member will be notified of the status change and a new member will be recruited to fill the vacancy.

Any member may request a leave of absence during their term, through the CAO or assigned staff, if:

- Said member is overcome by an illness or injury and are unable to attend/participate in regular meetings but will not be absent for more than three (3) consecutive meetings.
- Said member must tend to a family member that is ill or injured as the primary caregiver and are unable to attend the meetings but will not be absent for more than three (3) consecutive meetings

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- Or any additional circumstances that arise and are discussed in advance with appropriate staff person.

Any member may terminate their participation in the Task Force by submitting a written resignation. Upon acceptance of the resignation Town staff shall begin the process to recruit a new member to fill the vacancy.

Vacancies

Should a vacancy exist within the composition of the Task Force, Town Staff will proceed to fill the vacancy following the provisions laid out within Corporate Procedure – Filling Committee Vacancies Procedure.

Meetings

The Task Force shall meet monthly, or as determined by the Task Force. 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 as determined by the Task Force, based on restrictions and availability.

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

Governance

The CERTF shall be associated with the Town of Caledon, Community Services Department.

The CERTF shall discuss all agenda items as a group. Decisions arising from matters before the Task Force shall be made by consensus. Where consensus cannot be achieved, a majority vote will rule.

Each member shall respect the autonomy of individual member contribution while fostering opportunities to work together on the priority programs of the Task Force.

Working groups shall be formed as necessary, under the direction of Town staff and in accordance with the annual work plan.

Working Groups

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Members of Task Force will have the opportunity to volunteer in a working group that addresses specific deliverables.

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.

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

The working group chair will be responsible for updating the Task Force on the progress of the working group over the course of the term of the Task Force.

Working group chairs/co-chairs will be held accountable to the working group until the assigned task is completed and the working group is dissolved.

Working group members may be members of the public or stakeholders with vested interest in matters pertaining to the topic assigned relating to visitor management and tourism.

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