



PARTNERSHIP FOR ECONOMIC ENHANCEMENT AND REVITALIZATION COMMITTEE (PEER)

TERMS OF REFERENCE

1. PURPOSE

PEER is a committee of Council established to bring together community-based groups with interest in community revitalization and sustainable economic growth. It is intended this forum will be action oriented, measurement focused and will:

- provide the community based groups with opportunity for input on municipal initiatives and policies that affect community development
- enhance collaboration and communication between the municipality and the community development groups within the Township while reducing duplication
- help the Township , partners and other active regional organizations develop products that can promote the destinations and opportunities within the communities
- help the Township , partners and other active regional organizations identify and act on opportunities within and throughout the regional area

2. MANDATE

The committee will:

- Advise Council on matters and help to implement and advise on approved actions.
- Develop unified vision with goal setting/action items for endorsement by Council
- Report annually to Council
- Ensure two way communication by each member sharing information with PEER and reporting back to their organization and membership

3. VALUES

The Committee will:

- Function as a collective partnership
- Link to opportunities in the regional area
- Positively and constructively offer and build on ideas to take action within the boundaries of the TLTI Strategic Plan
- Demonstrate willingness to work with neighbours and liaison with other community groups
- Ensure two-way collaboration and communication

4. BUDGET

A small operational budget may form part of the Chief Administrative Officer (CAO) Department Budget and shall be prepared by the CAO in consultation with PEER for approval by Council as part of the budget review process.

Recommendations adopted by Council will be incorporated into the operational or capital budget in the appropriate area recommended by the CAO and approved by Council. Council may consult with PEER prior to modifying any such approved budget items.

5. ORGANIZATION

5.1 Governance

The committee shall be governed by applicable law including the Township's Procedural by-law, The Municipal Conflict of Interest Act, The Municipal Freedom of Information and Protection of Privacy Act. (A brief orientation will be provided by the Clerk's department at the start of each term.)

The Chairperson shall be the Mayor.

The Vice Chairperson shall be the Chair of the Economic Development Committee.

The Clerk's Department will be the secretariat.

Staff liaison will be the Chief Administrative Officer (CAO) and/or the Economic Development and Marketing Officer, or delegate. Other staff as appropriate will be invited on an as-required topical basis and their attendance will be based on availability.

Recommendations to Council shall be in writing via motion, prepared in advance with a supporting report from the CAO and/or Economic Development and Marketing Officer. Items to be included on the agenda shall be submitted to the Clerk's office by the Wednesday prior to the agenda with any supporting/background material. Inclusion on the agenda will be at the Chair's discretion. Agendas will be distributed at minimum 48 hours prior to the meeting.

Committee meetings will be videotaped, live streamed and archived for public viewing.

5.2 Membership and Appointment

PEER shall be composed of:

- Mayor of the Township of Leeds and the 1000 Islands

Chairperson/President or designated municipal liaison of the following groups:

- Rockport Development Group (RDG)
- Lansdowne Association for Revitalization (LAFR)
- Lyndhurst Rejuvenation Committee (LRC)
- Seeley's Bay Area Residents Association (SBARA)
- 1000 Islands Gananoque Chamber of Commerce
- Lyndhurst Seeley's Bay Chamber of Commerce
- Frontenac Arch Biosphere Network (FABN)
- Lansdowne Agricultural Society (LAS)

If a member is unable to attend a meeting an alternate shall attend in their stead.

5.3 Qualifications

All organizations shall have a demonstrated commitment to and interest in the community. They shall demonstrate their good governance practices by providing the municipality, one time per year, with a copy of:

- Their current strategic/business plan (must be current or process of being updated)
- Minutes of their annual general meeting (AGM), their annual financial statement, a list of their Directors/Members
- A brief report on how they have communicated with their members over the year.

5.4 Meeting Schedule

Meetings shall be monthly on the third Wednesday of the month at 8:00 a.m. with the exception of July and August. Subsequent meeting schedules shall be recommended by PEER to Council.

Meetings will be held in the Council Chambers, Township of Leeds and the Thousand Islands Administration Building, 1233 Prince St, Lansdowne, ON. Established meeting dates and times will not be changed unless circumstances warrant special consideration. The Committee will be provided with the annual meeting schedule at the beginning of each year.

Meetings may be cancelled at the call of the Chair.

Approved meeting minutes are circulated to Council for review.

5.5 Remuneration

Efforts will be acknowledged at a volunteer appreciation dinner.

5.6 Duties and Responsibilities

Committee Chair

The Chair shall preside at all meetings and exercises authority and performs duties as required, provide guidance and leadership to the committee in the completion of its mandate; and ensure that decorum is maintained at each meeting and that rules of procedure and conduct are observed.

Vice Chair

The Vice-Chair acts in the Chair's absence and assumes the roles and responsibilities of the Chair.

All Members

Committee members shall contribute time, knowledge, skill and expertise to the fulfillment of the Committee's mandate; research issues relevant to their Committee's mandate as required; and commit to attending regular meetings during the year.

5.7 Working Groups

The Committee may recommend working groups of PEER to be established for a particular purpose/mandate.

These subcommittees shall be approved by Council and shall include an appointed Chairperson whose responsibility it will be to call meetings, preside at meetings and exercises authority and performs duties as required, provide guidance and leadership to the sub-committee in the completion of its mandate; and ensure that decorum is maintained at each meeting and that rules of procedure and conduct are observed.

The PEER chairperson will be an ex-officio member of all working sub-committees.

As a working group, formal agendas, minutes or staff support are not required.

6. CODE OF CONDUCT

The Township is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the Township's goal to provide a healthy and safe work environment that is free from any form of harassment or violence. All Members and employees will refrain from personal harassment and conflict behavior, including offensive remarks or other actions that create intimidating, hostile or humiliating working conditions as per the Township's Respect in the Workplace Policy.