

## TERMS OF REFERENCE

### City of Lloydminster Downtown Area Redevelopment Committee (DARC)

#### Terms of Reference

#### Purpose

The purpose of the City of Lloydminster Downtown Area Redevelopment Committee (DARC) is to bring together a cross-section of community interest Committees, business stakeholders and individuals to work together with the City of Lloydminster to coordinate implementation and execution of the Downtown Area Redevelopment Plan (DARP).

The Downtown Area Redevelopment Plan (DARP) is a statutory plan in accordance with section 634 of the *Municipal Government Act*. Its purpose is to serve as a framework for the redevelopment of the downtown of the City of Lloydminster. The proposed DARP is intended to serve as the impetus and catalyst for stimulating the development of the downtown of the City of Lloydminster and for guiding the direction and momentum of the City's rejuvenation. Preliminary work to revamp the downtown began in the early 2014 and the bulk of the foundational information has been obtained through various levels of consultation, analysis and research, and adopted by the City in 2020.

#### Objectives

1. Review and determine the course to complete the DARP Implementation Plan.
2. Work as a community to improve downtown experiences in the City of Lloydminster.
3. Reassess the progress in three (3) years as a committee, as outlined in the DARP, and report progress to Council to determine the need for continuation.
4. Report to City of Lloydminster Executive Leadership Team and subsequently Council semi-annually about the progress and support requirements for completing the implementation plan.

#### Composition

##### Members and Terms

##### Public

- The Committee values diversity and inclusion, committee representation may include representation from the following:
  - Business Support (e.g. Chamber of Commerce);
  - Two Downtown Business;
  - ~~Two General Business;~~
  - Downtown Resident;
  - Indigenous;
  - Senior;
  - Social Services;
  - Youth; and
  - ~~Two Members at Large.~~

Representatives must be appointed by a selection Committee. Twelve (12) seats shall be selected through an application process with a Committee of Council and Administration reviewing and bringing forward the recommendations for final selection. Public Committee members may be appointed on two (2) and four (4) year terms. Seats may be held by the same person for no more than two (2) consecutive terms. Seats are not transferable

until a term is completed unless the seat holder fails to uphold the obligations outlined in this Terms of Reference or resigns from the seat. Seats may be held for two (2) and four (4) year terms.

#### Administration

One (1) City of Lloydminster Council member.

Appointed annually through Council's Organizational Meeting.

One (1) City Economic Development Administrative Representative.

Executive Leadership Team will be active participants at the Committee meetings.

Other City representatives may be present at meetings as required or requested by the Committee to provide input and expertise.

#### Sub-Committees

Sub-Committees may be formed for initiatives, at the full discretion of the City. These sub-Committees may include individuals and representatives that do not formally sit on the Committee. They are intended for task orientated projects.

#### Termination

Council may, at the request of the Committee, ask for the resignation of any member should he/she/they not uphold the duties of the Committee as outlined in the Terms of Reference, including regular attendance (no more than three (3) absences unless approval is voted on by the Committee).

Council may terminate the committee as a whole with a resolution of Council after reviewing the effectiveness of the committee.

#### Structure

The Chair and Vice-Chair shall be elected from the Committee as a whole by the Committee annually at the first meeting of the year.

The Chair shall preside over each meeting and determine points of order as they arise. Additionally, the Chair is responsible for the conduct and order of the meetings, determining speaking order, and calling a vote on all matters to determine a resolution.

Chair and/or Vice Chair shall be involved in the selection process of the incumbent for a new term, including application screening, interviews, evaluation of the public seats, and presenting recommendations to Council to vote for official approval.

In the absence of the Chair, the Vice-Chair shall act as the Chair during meetings and take on the responsibilities and duties for which the Chair would otherwise be responsible.

#### Remuneration

Committee members shall not be remunerated for their participation on the Committee. However, all expenses related to travel, accommodations, and registrations for conferences, trainings, events, and tradeshow will be covered by City of Lloydminster. City of Lloydminster Council members appointed to this Committee fall under the City's business expense and travel expense policies.

## Duties

### Roles and Responsibilities

The Councillor appointed to the Committee acts as a conduit between County Council and the Committee. This involves ensuring Council's adopted Strategic Plan, Bylaws and Policies are considered in Committee discussions and recommendations for implementation of the Downtown Area Redevelopment Plan (DARP), and to update Council and keep them informed of the Committee's activities, and advocate for and support Committee recommendations brought to Council for deliberation and decision.

The Committee will provide an annual report (or as requested by Council) of activities of the Committee; the Chair and/or Vice-Chair will work with Administration for creation and presentation of this report.

The Committee members are ambassadors and consultants to Council and the City in relation to the implementation of the DARP. Advising, prioritizing and assisting with execution of the implementation action plan of the DARP. This shall be done in coordination with City Administration through existing processes.

The Committee will identify and liaise with stakeholders and necessary partners to complete the execution of the implementation plan, and work with other groups and the community to complete the action items. They will promote the impact of the redevelopment of downtown in the community and region.

Each Committee member will participate in an orientation and familiarize themselves with the DARP document and agree to the conduct and ethics.

The Committee does not have financial decision-making authority and shall operate under the Administration budgetary responsibilities of the City of Lloydminster Economic Development and Land Division.

The Committee will not direct Administration or Council on specific projects or direction but provide advice and endorsement only. No member of the Committee will act or speak on behalf of City of Lloydminster or use the Committee for personal gain or advocate on a pre-determined agenda.

The Committee will advise City of Lloydminster Council on implementation of the DARP, and implementation related activities.

Provide annual reports to Council, regarding DARP initiatives and activities of the Committee.

### Conduct and Ethics

Adopting the Economic Development Association of Canada Code of Ethics is a commitment of Economic Developers and supporting organizations. As such, to provide competent and ethical service to the City of Lloydminster in relation to downtown area redevelopment, all members of the City of Lloydminster Economic Development Committee must sign the Terms of Reference in acknowledgment of agreement to uphold the conduct and ethics as outlined.

Members are expected to provide impartial and objective advice for the greater good of the downtown Lloydminster community. Members must recuse themselves from any conversations, initiatives, or other professional activities carried out by this advisory Committee that a reasonable observer may deem the individual to hold an interest in or ability to influence.

Committee members are obligated to conduct themselves with a high level of ethics, setting and raising the example of the standards of conduct in the City. This includes but is not limited to treating other Committee members and community members with respect and consideration, conducting themselves in a professional manner, keeping confidence matters that are not available to the public, etc.

### Conflict of Interests

DARC Members shall disclose any perceived or actual conflicts of interest relative to any matters under discussion, prior to the discussion occurring.

### Meetings

The Committee shall hold a minimum of four quarterly meetings per year and maximum of twelve meetings (monthly) per year at times, dates, and locations selected by the Committee. Sub-Committee meetings may occur between these meetings. Virtual attendance for meetings is permitted unless the meeting requires in-person participation. ~~Those participating virtually will not be considered part of quorum in case connection is lost.~~ Notice of two (2) business days must be provided to ensure a virtual attendance capability are available.

Appointed Committee members are expected to attend every meeting in person or virtually through agreed-upon electronic methods. Absence of three (3) consecutive meetings of any Committee member terminates their appointment on the Committee unless there is an agreement in place and a valid reason for the absence.

Committee members are expected to come to the meeting prepared and reviewed all information provided in advance.

Notice of a meeting called outside of the regular meeting schedule must be called with majority of the Committee members agreeing to the meeting and Council and City Administrative representation present. This must be done through the Chair, provided not less than two (2) working days notice is provided to each member.

### Administrative Support

Administrative support shall be by the City to the Committee for coordination purposes. Coordination of Committee meetings including location and set up; meeting minutes and agenda creation; circulation of agenda packages four (4) working days prior to the scheduled meeting(s); processing of Public Committee members expense claims; and providing background and context for discussion to ensure understanding.

All meetings will be followed up with draft minutes that will be distributed to the Committee via email, and all public content will be posted on the city website after the Committee has reviewed and agreed that the minutes are accurate.

All financial requests or projects shall be presented to City of Lloydminster Council in the form of business cases to be reviewed by Administration and approved by Council.

### Governance

Although there are no formal voting powers, all members are provided an opportunity to vote on a matter, including the Chair. In the event of a tie, the matter is defeated.

In addition to the annual report to Council the Chair and Vice-Chair may determine additional reporting as required.

Quorum consists of fifty per cent (50%) of the membership plus the Councillor. There must be majority agreement for a matter to be brought to Council through Administration. Should quorum not be met, the meeting will be rescheduled.

The Terms of Reference shall be reviewed annually by the Committee and approved by the City of Lloydminster.

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**Acknowledgement and Acceptance.** The assignee hereby acknowledges and accepts the CITY OF LLOYDMINSTER DARC TERMS OF REFERENCE as of this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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