

TERMS OF REFERENCE

BOARD/COMMITTEE:	Business Advisory Committee
TERM:	January 2023 – December 2024 (2 years)
APPOINTED BY:	Council of the Township of Asphodel-Norwood
COUNCIL REP.:	

Background:

The Business Advisory Committee was formed in 2023.

Purpose/Mandate:

1. Support local businesses and tourism;
 - a. Choose Local Campaign
 - b. Community Guide
 - c. Farmer's & Artisan Market
 - d. Business & Agricultural Appreciation
2. Identify Township opportunities for commercial growth;
3. Liaise / Work with local economic development partners including the agricultural community;
4. Continue to support Strategic Plan objectives;
5. Promote and support the Community Improvement Plan (CIP); and
6. Make recommendations to Council that will assist local businesses with economic well-being, sustainability, and prosperity.

Committee Composition:

There shall be a maximum of six (6) members on the Business Advisory Committee plus a minimum of one (1) member of Council.

The Committee shall appoint a Chair, Vice Chair, and Secretary.

Time Frame:

The Committee members shall be appointed for a two (2) year term.

Budget:

The Township Treasurer or designate shall provide treasury/accounting functions for the Committee.

**BUSINESS ADVISORY COMMITTEE
TERMS OF REFERENCE Continued**

The Committee shall submit an annual budget request to Council in November of each year requesting funding for the following year.

Meeting Protocols:

The Business Advisory Committee shall meet monthly or as often as deemed necessary at the call of the Chair, in a Township-owned facility/property.

Annually the Chair, Vice Chair, and Secretary positions may rotate.

An agenda shall be prepared and submitted to all committee members no later than three (3) days prior to the meeting by the Chair of the Committee. Meetings shall follow this written agenda and minutes shall be kept which accurately reflect the recommendation of the committee. Approved minutes shall be forwarded to the Township Clerk, or designate to be included in the Council package for consideration.

The Business Advisory Committee shall make decisions and recommendations based on consensus.

All committee members shall respect and adhere to the following Township policies:

- Code of Conduct;
- Health and Safety; and
- Workplace Violence and Harassment.

In accordance with the Township of Asphodel-Norwood Code of Conduct policy, all committee members must provide the Clerk with a document relating to them, obtained from the Ontario Provincial Police, known as a Vulnerable Sector Check within 60 days of appointment. Any fees associated in obtaining a police check will be reimbursed by the Township.

All committee members shall attend a mandatory orientation session at the beginning of each term.