



**VISION STATEMENT: THE TOWNSHIP OF ASPHODEL-NORWOOD IS A SAFE, GROWING COMMUNITY, RICH IN HERITAGE, OFFERING A RURAL LIFESTYLE.**

**TOWNSHIP OF ASPHODEL-NORWOOD  
ECONOMIC DEVELOPMENT AND BEAUTIFICATION  
ADVISORY COMMITTEE**

**TERMS OF REFERENCE**

**January 2019 – November 2022**

**BACKGROUND**

The Economic Development Advisory Committee was formed in 2013.

The Beautification Committee was formed in 2008

The Economic Development and Beautification Advisory Committee was formed in 2016, when the Economic Development Advisory Committee and the Beautification Committee merged.

Peterborough & the Kawartha's Economic Development (PKED) and Ontario Ministry of Agriculture, Food, Rural Affairs (OMAFRA) provides support to this Committee.

**PURPOSE/MANDATE**

The Economic Development and Beautification Advisory Committee shall act as an Advisory Committee to Council on issues and policies that may affect:

- Business, Economic Development, Tourism, Marketing and Promotion
- Support economic growth through the promotion of the business base including agriculture, to assist with sustainability
- Promote beautification and revitalization of the Township

## **COMMITTEE COMPOSITION**

There shall be a maximum of twelve members which shall include:

A maximum of two (2) Township Council representatives and a maximum of ten (10) members of the community of the Township of Asphodel-Norwood. Of the ten (10) members of the Township of Asphodel-Norwood, two (2) may be youth in the age range of 14-18 years. The committee shall appoint a Chair, Vice Chair, and a Secretary.

## **TIME FRAME**

The Economic Development and Beautification Advisory Committee members shall be appointed for the term of Council.

## **BUDGET**

The Township Treasurer shall provide treasury/accounting functions for the Economic Development and Beautification Advisory Committee.

The Economic Development and Beautification Advisory Committee shall submit an annual budget request to the Township Treasurer in November of each year requesting funding for the following year.

## **MEETING PROTOCOLS**

The Economic Development and Beautification Advisory Committee shall meet on the first Monday of the months of January, February, March, April, May, June, September, and November in a Township-owned facility, or at the call of the Chair.

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

If a member misses three consecutive meetings without authorized absence, the Economic Development and Beautification Advisory Committee shall put forward a request to Council to have the member removed from the Committee.

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 recommendations of the committee. Approved minutes shall be forwarded to the Township Clerk to be included in the Council package for consideration each month.

The Economic Development and Beautification Advisory Committee shall make recommendations based on consensus.

All committee members shall respect and adhere to the Township policies pertaining to Code of Conduct 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.