

TERMS OF REFERENCE

BOARD/COMMITTEE:	Business Advisory Committee
TERM:	January 2025 – November 2026 (2 years)
APPOINTED BY:	The Council of the Township of Asphodel-Norwood
COUNCIL REP.: ALTERNATE:	

Background:

The Business Advisory Committee was formed in 2022.

Purpose/Mandate:

1. Support local businesses and tourism;
 - Choose Local Campaign
2. Identify and attract new businesses (or growth opportunities);
3. Liaise / Work with local economic development partners;
4. Continue to support Strategic Plan objectives;
5. Promote and support the Community Improvement Plan (CIP); and
6. As an advisory Committee, the group shall make recommendations to Council aimed at enhancing the economic well-being, sustainability, and prosperity of local businesses.

Committee Composition:

There shall be a maximum of eight (8) members on the Business Advisory Committee, which shall include a maximum of two (2) Township Council representatives and a maximum of six (6) appointed members of the Community of the Township of Asphodel-Norwood.

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

A designated member of Township staff will serve as the Committee Secretary, if required.

Time Frame:

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

Budget:

The Township Treasurer, or their designate, shall provide treasury and accounting functions for the Committee and deliver regular financial updates.

Business Advisory Committee
TERMS OF REFERENCE Continued

Budget continued

The Committee shall work with the Treasurer to submit an annual budget request to Council for the upcoming fiscal 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.

In consultation with the Committee Secretary, 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.

Approved and signed minutes shall be forwarded to the Township Clerk, or designate, for inclusion in the Council Meeting agenda materials.

If sub-committees are formed their meetings shall follow the aforementioned format. The minutes shall also be forwarded to the Township Clerk for inclusion in a future Council agenda package.

If a member misses three (3) consecutive meetings without authorized absence, the Business Advisory Committee shall put forward a request to Council to have the member removed from the Committee.

The 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.

Committee members must provide the Clerk with a Criminal Record and Judicial Matters check from the Ontario Provincial Police (OPP) within 60 days of their appointment. The Township will reimburse any fees associated with obtaining this police check. Police checks will be required every four years, in alignment with the term of Council. Returning Committee members will need to complete a declaration form confirming that there have been no changes to their criminal record since their last police check.