



# The LINK Advisory Committee (TLC)

## Terms of Reference

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### 1. Purpose

1. The Link Advisory Committee of Council (“TLC” or “Committee”) is established for the purpose of providing advice to Council regarding business models, management strategies, funding opportunities, building design, budget, governance structure, licensee selection process, communications, marketing and phased implementation plan for operations.

### 2. Meetings

1. The Committee shall meet a minimum of eight (8) to a maximum of ten (10) times per year.
2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. Members of the Committee who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.

### 3. Responsibilities

1. To elect and appoint a Chair and Vice Chair;
2. Provide advice to Town Council regarding business models, management strategies, funding opportunities, building design, budget, governance structure, licensee selection process, communications, marketing, and phased implementation plan for operations;
3. Make routine business decisions as identified under the Delegation of Routine Powers and Duties By-law related to project development, future operations and maintenance of The Link within those parameters and funding envelopes determined by Council from time to time, relying on the technical and business expertise provided by the Town’s Recreation and Culture, Operations and Engineering and Planning and Building Departments;
4. Provide recommendations to Town Council regarding the business and governance structures for the management and operations of The Link.

- iv. Confer and liaise with other non-profit organizations, businesses and granting agencies with respect to potential partnerships and cost sharing arrangements that may arise;
4. Assist in leveraging additional funding through grant writing, donations, sponsorships, etc. that will be used to assist in fulfilling the vision and mission of the facility;
5. Research market opportunities and best practices related to community hubs, shared spaces, non-profit centres, cultural centres, business accelerators, business incubators, community kitchens, and other related facilities and organizations; and
6. Establish sub-committees as may be directed by The Link Advisory Committee.

#### **4. Term & Membership Composition**

1. Appointed by Council, the Committee shall consist of eleven (11) members composed of:
  - a. Three (3) members of Council;
  - b. Three (3) community members;
  - c. One (1) Georgina Chamber of Commerce Representative;
  - d. One (1) Southlake Community Futures Development Corporation representative;
  - e. Three (3) 'Founding Members' consisting of
    - i. One (1) Georgina Community Food Pantry Representative;
    - ii. One (1) Georgina Trades Training Inc. Representative;
    - iii. One (1) Hospice Georgina Representative;

Organizational representatives shall be nominated by their respective governing boards and said nominations shall be submitted to the TLC in writing.

To be eligible to make application and to serve on this Committee, an individual must be a resident of the Town of Georgina and over the age of 18 years of age.

2. Under the direction of the Director of Recreation and Culture, secretarial and other support services will be provided by the Town of Georgina as required.
3. Resignations from the Committee must be in writing.

4. The Committee shall be appointed for the term of Council, but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council.
5. The office of a member becomes vacant if the member is absent from the meetings for three successive meetings without being authorized to do so by a resolution of the Committee.
6. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

## **5. Remuneration**

1. \$40.00 per meeting, not to exceed ten (10) paid meetings per year.

## **6. Member in Good Standing**

1. The rules governing the procedure of Council and the conduct of members shall be observed by this Committee. All members should reflect appropriate conduct when attending meetings and/or representing the TLC.

## **7. General Conduct**

1. All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

## **8. Budget**

1. The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures.
2. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval.
3. The budget will be administered by the Director of Recreation and Culture. Other funds may be requested of Council for special projects or undertakings.
4. The approval of funding requests for amounts greater than \$5000.00 will be granted by Council.

## **9. Use of Town Logo/Letterhead**

1. The Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, to carry out its mandate. However, the nature and information shall be

approved by the Communications Manager and shall not bind the Town. The Committee shall adhere to the Town logo policy in carrying out the mandate of the Committee.

## **10. Authority**

1. The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference. The Committee has no decision-making authority. Recommendations to Council in the form of resolutions are required. Any information or action that binds the Corporation will require Council's approval.

## **11. Confidentiality**

1. The *Municipal Act, S.O. 2001, c. 25*, shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the *Act*, which pertain to the conduct of officials.

## **12. Procedural By-Law**

1. The rules and regulations contained in the Town of Georgina Procedural By-law shall be observed in all proceedings of the Committee and shall be the rules and regulations of the dispatch of business by the Committee.

History: Amended by Council on August 15, 2018