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**Subject:** Village of Stouffville Advisory Committee Terms of Reference

**Staff Report No.** CPS-020-24

**Department/Commission:** Corporate Services Commission

**Date:** October 16, 2024

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**Recommendation:**

- 1) That Council direct staff to bring forward a by-law to amend Council Appointed Committees Procedural By-law 2024-117-RE to establish a Terms of Reference for the Village of Stouffville Advisory Committee; and
- 2) That Council direct staff to bring forward a special levy by-law that will be used to support the initiatives of the Village of Stouffville Advisory Committee.

**Report Highlights**

- To establish a Terms of Reference for the Village of Stouffville Advisory Committee.

**1. Purpose:**

This report seeks approval from Council to establish the Terms of Reference for the Village of Stouffville Advisory Committee.

**2. Background:**

At the September 25, 2024, Council Meeting, Council considered Report No. CPS-013-24, BIA Board of Management and directed the Clerk to bring back a report with information pertaining to a Committee of Council overseeing the Stouffville Village area.

At the October 2, 2024, Council Meeting, Council considered Report No. CPS-019-24, The Village of Stouffville Advisory Committee and directed staff to take the necessary

steps to establish a Village of Stouffville Advisory Committee including preparing the Terms of Reference.

### **3. Analysis:**

The Council Appointed Committees (CAC) Procedural By-law governs the organization, proceedings, and administration of CAC's, as well as establishing the Terms of Reference for each Committee.

The proposed mandate of the Village of Stouffville Advisory Committee (VSAC) states that the committee shall work to identify opportunities and barriers that contribute or detract from the Village of Stouffville as a vibrant place to live, work and play, while promoting it as a shopping, dining, cultural, and tourism destination through various avenues. The Committee shall act as a strategic advisor to facilitate visioning, planning, and coordination on projects and/or events within the area.

The VSAC shall consist of seven (7) members, two (2) of which shall be the ward Councillors within the Village of Stouffville. The additional five (5) members of the Committee shall be public members, with preference given to the Village of Stouffville business and property owners, then to residents living within the Village of Stouffville and public-at-large. The Mayor is an Ex-Officio member.

There is no remuneration being recommended for the members of this Committee which is consistent with the Town's other advisory committees.

The establishment of the VSAC will require resources to support the operations, a staff member from the Legislative Services division will serve as the secretary and the main Staff Liaison from the Economic Development division. Other divisions will provide support to the Committee as needed include Corporate Communications, Community Services, Engineering & Public Works, Financial Services, and Fire & Emergency Services.

### **4. Options:**

#### **4.1 Option A (Recommended)**

Staff recommends that Council direct staff to bring forward a by-law to amend CAC Procedural By-law 2024-117-RE to establish a Terms of Reference for the Village of Stouffville Advisory Committee.

### **5. Financial Implications:**

There are no financial implications related to this report.

Staff recommend that the existing special service levy in place for Downtown Stouffville be transferred to this Committee. An annual workplan and budget for Council approval would be required to support the use of the levy.

## **6. Alignment with Strategic Plan:**

1. A Town that Grows  
A Town that grows in support of complete communities
2. An Engaging Town  
Increase Community Engagement & Outreach
3. Good Governance  
Provide Good Governance
4. Organizational Effectiveness  
To Elevate our Organizational Effectiveness

## **7. Attachments:**

Attachment No. 1 – Map of the Village of Stouffville boundary

## **8. Related Reports:**

October 2, 2024 – Report No. CPS-019-24 The Village of Stouffville Advisory Committee

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**For further information on this report, please contact the Department Head:** Becky Jamieson at 905-640-1900 or 1-855-642-8697 ext. 2224 or via email at [becky.jamieson@townofws.ca](mailto:becky.jamieson@townofws.ca)