

CORPORATION OF THE TOWN OF RENFREW
BY-LAW NO. 6-2023

Being a by-law to approve Terms of Reference for the Mayor's Task Force on Growth Readiness & Highway Expansion; Inclusive, Age-Friendly and Barrier-Free Community Working Group; Signature Events Working Group.

WHEREAS, pursuant to by-law 95-2022, 'Procedure By-Law' as amended, Council establishes the rules and procedures under which Council and Committees of Council are to operate; and

WHEREAS, the Procedural by-law defines Task Force to mean a body appointed by Council with Terms of Reference formed to provide advice and recommendations on matters within its mandate.

WHEREAS, the Procedural by-law defines Working Group to mean an internal coordinating body created for a specific project, program, or process.

WHEREAS, each established Task Force and Working Group functions within an established mandate and terms of reference framework;

NOW THEREFORE, the Council of the Corporation of the Town of Renfrew enacts as follows:


1. THAT Council approve the *Mayor's Task Force on Growth Readiness & Highway Expansion* mandate and Terms of Reference attached hereto (Appendix A) and forming part of this By-Law be adopted.
2. THAT Council approve the *Inclusive, Age-Friendly and Barrier-Free Community Working Group* mandate and Terms of Reference attached hereto (Appendix A) and forming part of this By-Law be adopted.
3. THAT Council approve the *Signature Events Working Group* mandate and Terms of Reference attached hereto (Appendix C) and forming part of this By-Law be adopted.
4. THAT this By-Law is effective on the date of approval and adoption below.

Read a first and second time this 17th day of January, 2023.

Read a third time and finally passed this 17th day of January, 2023.



Tom Sidney, Mayor



Victoria Charbonneau, Clerk

Appendix A - Town of Renfrew

Mayor's Task Force on Growth Readiness and Highway Expansion

Mandate

The Mayor's Task Force on growth readiness and Highway Expansion is mandated to ensure the Town of Renfrew is positioned and ready for growth, including Town planning for the expansion of Highway 17 from Gillan Road to Bruce Street. The Task Force will also make recommendations regarding the attraction of additional housing to Renfrew and the development potential of Town-owned lands.

Membership

Membership of the Mayor's Task Force on Growth Readiness and Highway Expansion shall consist of the following:

- Mayor Tom Sidney, Chair
- Reeve Peter Emon
- Councillor Jason Legris
- Robert Tremblay, Chief Administrative Officer
- Eric Withers, Director of Planning & Development
- Michel Asselin, Director of Infrastructure & Public Works
- Dan Laverdure, Economic Development Officer
- Up to seven representatives of various business sectors recommended by the Mayor.

General Responsibilities

The Mayor's Task Force on Growth Readiness and Highway Expansion shall:

1. Make recommendations from time to time to the Economic Development, Planning & Tourism Standing Committee and Council on areas within its broad mandate.
2. Review vacant Town-owned lands for potential sale and development.
3. Assess growth readiness, including potential programs and partnerships.
4. Evaluate housing policy and regulations with the assistance of Planning to determine potential joint initiatives and programs.
5. Act as a sounding board for the Town's Official Plan Review and secondary planning initiatives.
6. Ascertain the Town's Community Improvement Plan and Business Retention & Expansion Program and recommend enhancements and new programs.
7. Liaise with different business sectors, including industrial, commercial, residential, multi-residential, institutional, retail, accommodation, services, home-based businesses, etc.
8. Provide feedback regarding Town services and programs as it relates to attraction.
9. Monitor federal and provincial legislation and grant opportunities that may impact or encourage growth.
10. Monitor 417 highway expansion from Gillan Road to Bruce Street, including Connecting Links projects.

11. Review necessary infrastructure to support growth and associated Development Charges.
12. Serve as a focus group for a future Economic Development Strategy and any Town branding and marketing initiatives.
13. Examine skills development and initiatives for newcomers to Canada.
14. Initiate contact and collaboration with economic development and tourism organizations including, but not limited to, Entreprise Renfrew County, Ottawa Valley Tourist Association, Ontario Highlands Tourism, Renfrew Business Improvement Area, Renfrew & Area Chamber of Commerce, and Renfrew County Community Futures Development Corporation.
15. Explore opportunities for growth with adjoining municipal partners.

Meetings

The Task Force will meet at the call of the Chair and/or CAO. Meeting support will be provided by the Planning & Development Team. Minutes will be in the form of action items. Any recommendations and regular updates will rise to the Economic Development, Planning & Tourism Standing Committee for review and recommendation to Council.

Appendix B - Town of Renfrew Inclusive, Age-Friendly and Barrier-Free Community Working Group

Mandate

The Inclusive, Age Friendly and Barrier-Free Community Working Group is primarily a sounding board for the Town of Renfrew to hear from community members, leaders, and partners to address systemic barriers to participation. The Working Group has a specific mandate to meet and engage with the community to foster a caring and inclusive community. It will also support an accessible Renfrew and age-friendly initiatives.

Membership

Membership of the Inclusive, Age Friendly and Barrier-Free Community Working Group shall consist of the following:

- Councillor Andrew Dick, Chair
- Councillor Jason Legris
- Mayor Tom Sidney
- Robert Tremblay, Chief Administrative Officer
- Victoria Charbonneau, Town Clerk
- Kelly Thompson, Library CEO
- Jo-anne Caldwell, Program Developer
- Representatives from the OPP or other strategic partners, as required.

General Responsibilities

The Inclusive, Age Friendly and Barrier-Free Community Working Group shall:

1. Make recommendations to the Strategic Priorities & Corporate Services Standing Committee and Council on areas within its broad mandate.
2. Take note and foster a better understanding of protected grounds under the Ontario Human Rights Code as they relate to Town operations, specifically:
 - Age
 - Ancestry, colour, race
 - Citizenship
 - Ethnic origin
 - Place of origin
 - Creed
 - Disability
 - Family status
 - Marital status (including single status)
 - Gender identity, gender expression
 - Receipt of public assistance in housing

- Record of offences in employment
 - Sex (including pregnancy and breastfeeding)
 - Sexual orientation.
3. Examine systemic barriers to participation and inclusion in Town policies, programs, services, and practices.
 4. Review accessibility plans, programs, and initiatives.
 5. Foster age-friendly initiatives in collaboration with strategic partners to promote Renfrew as an all-ages community for children, youth, families, and seniors.
 6. Examine resident attraction initiatives, including welcoming newcomers to Canada.
 7. Provide feedback on areas associated with financial barriers to participation based on income.
 8. Review training and orientation programs for the Town specifically geared to inclusion, equity, and diversity.
 9. Recommend programs, projects, and community events that support inclusion.
 10. Monitor grant opportunities to support areas within the Working Group's mandate.
 11. Initiate contact and collaboration with community social service partners and agencies.
 12. Explore opportunities for collaboration with other municipal partners.

Meetings

The Working Group will meet at the call of the Chair and/or CAO. Meeting support will be provided by the Clerk's Team. Minutes will be in the form of action items. Any recommendations and regular updates will rise to the Strategic Priorities & Corporate Services Standing Committee for review and recommendation to Council.

Appendix C - Town of Renfrew Signature Events Working Group

Mandate

The Signature Events Working Group plans, delivers, and promotes the Town's Signature Events to support tourism and visitor attraction. The Working Group is charged with volunteer management for the events.

Membership

Membership of the Signature Events Working Group shall consist of the following:

- Councillor Clint McWhirter, Chair
- Councillor John McDonald
- Reeve Peter Emon
- Dan Laverdure, Economic Development Officer
- Jenna McEwen, Communications & Marketing Coordinator
- Jordan Wall, Director of Parks & Recreation
- Up to five members of the public with experience in event planning and delivery.

General Responsibilities

The Signature Events Working Group shall:

1. Make recommendations to the Economic Development, Planning and Tourism Standing Committee and Council on areas within its broad mandate.
2. Plan, deliver, and promote signature tourism events for the Town of Renfrew.
3. Foster volunteer involvement in these special events.
4. Build on the past success of the Bluegrass Festival and Craft Brew Festival.
5. Develop a third signature event.
6. Help coordinate in-kind support for the Ontario Winter Games and other regional, provincial, national, or international events occurring in Renfrew.
7. Ensure the financial sustainability of the events through careful budgeting and planning.
8. Monitor grant opportunities to support tourism and events.
9. Initiate contact and collaboration with area businesses and strategic partners in support of signature events.
10. Explore opportunities for collaboration with other municipal partners.

Meetings

The Working Group will meet at the call of the Chair and/or EDO. Meeting support will be provided by the Planning & Development Team. Minutes will be in the form of action items. Any recommendations and regular updates will rise to the Economic Development, Planning & Tourism Standing Committee for review and recommendation to Council.