



MUNICIPALITY OF  
**ARRAN-ELDERSLIE**

## **Terms of Reference**

**Paisley Community Working Group**

March 24, 2025

# **Terms of Reference for the Paisley Community Working Group**

The Working Group shall be referred to as the Paisley Community Working Group. (the “Group” or PCWG).

## **1. Primary Purpose:**

The purpose of the Group is to provide a platform for business and community stakeholders, and local staff to share information, develop ideas, raise issues and concerns, and recommend solutions that will support economic development, and revitalization in downtown Paisley.

The mandate of this Group will be *“To support economic development and revitalization activity in Paisley that prioritises business attraction and retention, increases Paisley's capacity to compete, and works to develop a vibrant downtown.”*

## **2. Activities:**

The Group will:

- Meet on a regular basis to discuss ongoing matters, raise issues/concerns and offer solutions and, where applicable, make recommendations to Municipal Council regarding economic development activity in Paisley.
- The Group may form sub-Groups to concentrate on specific matters, which sub-Groups will report back to the Group as appropriate with findings/recommendations.
- Encourage and facilitate community involvement in matters and projects related to economic development.
- Identify opportunities to promote economic growth and downtown revitalization in Paisley.
- Provide a voice and forum for businesses, rural and urban communities,

beautification, and arts and culture in Paisley.

- Beautification projects such as murals, waste receptacles, and benches.
- Identify underutilized commercial space and develop strategic solutions in cooperation with property owners.
- Support the development of a vacant commercial space listing for the Municipal website, and the implementation of a vacant commercial space marketing package.
- Consult on the development of business attraction and retention strategies.
- Support projects identified in the Economic Development Strategic Plan.
- The Committee may be consulted by Council to comment on proposals, or decisions that may impact the downtown area of Paisley, including the review and consideration of bylaws.

### **3. Delegated Authority:**

The Group is a working Group and has no delegated authority except for the advocacy of best practices.

The Group has no authority to direct municipal staff, and any recommendations requiring implementation, reports, staff action, or a commitment to expend municipal funds must first be approved by Council before any action by staff may be taken.

### **4. Group Composition:**

The membership of the Group will be comprised of a variety of community representatives, council and staff numbering at least 5 members.

- Arran-Elderslie Staff:
  - Paisley Ward Councilor
  - Additional Member of Council
  - Economic Development and Communications Coordinator or staff designate
- Community Members:
  - Paisley service Groups,
  - Paisley business owners,
  - Paisley storefront owners,

- o Paisley community members,

Note: Community Group Representatives will be appointed following Council approval of the Terms.

Applications for Members of the Group may also be received throughout the term of the Group.

## **5. Procedures and Rules**

- i. As a formal committee of Council, the Group is subject to the Procedure By- Law of the Municipality of Arran-Elderslie which governs the procedures of Council and its Committees and Boards, the Municipal Code of Conduct, the Municipality's Harassment Policy and any other applicable policies and/or procedures.
- ii. The Chair will be elected from the Group members at least once per Council term. The expenditure of any municipal funds is to be approved by Council in accordance with the Municipal Procurement By-law and current budget.
- iii. All members, including the Chair, are responsible to:
  - Review meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration.
  - Work diligently to complete assigned activities.
  - Agree to describe, process, and resolve issues in a professional and respectful manner.
  - Provide input to help identify future projects or strategic priorities for future years' work.
  - Communicate activities of the Group to the community.
  - Attend Municipality of Arran-Elderslie and other community events and initiatives, where appropriate and available.
  - Communicate using inclusive and non-discriminatory language, respecting the spirit of the Ontario Human Rights Code and the Municipality of Arran-Elderslie Code of Conduct.
  - Respect all decisions made by the Group.
- iv. The Committee shall meet a minimum of four (4) times per year in an accessible location. The Committee will establish a meeting schedule at it's first meeting each year. A quorum of a majority of

members is required to hold a meeting. Additional meetings may be called as necessary.

- v. Meetings shall be conducted with an agenda that is prepared by Staff and reviewed by the CAO and/or Chair. Agendas and minutes will be posted to the Municipality of Arran-Elderslie website.
- vi. The Committee shall follow the Municipality of Arran-Elderslie Procedural By-law. All meetings of the Group will be open to the public, except as provided in the Procedural By-law and/or Municipal Act, 2001 and any other applicable legislation.
- vii. Members wishing to have items included on the agenda must provide items to the staff or designate on or before the Wednesday preceding the agenda going out.
- viii. Notice of meetings shall be issued via circulation of agenda to Committee members on the Friday preceding the meeting except in the event of extenuating circumstances.
- ix. Minutes shall be kept of all meetings. Adoption of meeting minutes will be included on the agenda of the next meeting and then posted to the Municipality of Arran-Elderslie website.
- x. Members having a pecuniary interest in any issue under consideration by the Committee shall declare the pecuniary interest at the beginning of the meeting or at the earliest time known.
- xi. For consistency of messages, media inquiries should be directed to the Committee Chair.

## **6. Conflict of Interest**

A conflict of interest may arise for Group members when their personal or business interests clash with the duties and decision of the Group. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 will apply to the Group.

If a Committee member discloses a pecuniary interest, that member shall remove themselves from the meeting for the duration of the discussion and voting (if any) with respect to that matter.

## **7. Council Role**

Council may, at its discretion, at least annually, review the composition of the working Group to ensure that it is representative of the community. Council can, with or without the advice of the Group, make changes to membership composition to ensure Committee effectiveness.

Date of Adoption of Terms of Reference: