

## **OBIA Better Together Task Force Terms of Reference**

### **Mandate**

- The Better Together Task Force (Task Force) of the Orangeville Business Improvement Area (OBIA) will serve as a volunteer body to the OBIA Board of Management (Board) on matters related to the implementation of customer attraction initiatives as approved by the OBIA Board.
- The Task Force will consult externally with the membership, with a focus on member engagement in the Task Force initiatives and will work internally with OBIA staff to refine and progress Task Force initiatives, which includes offering ideas, feedback, and assisting with implementation.
- The Task Force will create an annual work plan and budget with the assistance of OBIA staff and approved by the OBIA Board. The Task Force will assist OBIA staff to execute the initiatives within the associated budget allocations as approved by the Task Force and the Board.

### **Goals**

- Brainstorm annual and longer-term customer attraction initiatives in consultation with OBIA staff.
- Develop a comprehensive annual Work Plan and Budget in consultation with OBIA staff and in keeping with the OBIA Board goals, the OBIA mandate and brand, and approved by the OBIA Board.
- Support implementation of the Work Plan in collaboration with OBIA staff.
- Identify and implement risk management best practices through research and consultation with OBIA staff.
- Provide advice, feedback, and make recommendations to OBIA staff on matters related to member engagement in Task Force initiatives.

### **Composition**

- The Task Force will have a maximum of nine (9) volunteer OBIA business members, including one OBIA Board of Management representative who shall serve as Chairperson.
- Community members may serve in an ex officio (non-voting) capacity.
- An OBIA staff member will be assigned to serve as the Task Force Recording Secretary.



- OBIA staff, through the General Manager, will provide administrative support and will implement approved Task Force initiatives with the assistance of Task Force members.
- Task Force members will serve for the for a four-year term aligned with the term of the OBIA Board of Management. Members may serve for multiple terms.

### **Governance**

- For all intents and purposes, the Better Together Task Force is a Sub-Committee of the OBIA Board of Management, and subject to the [Municipal Act](#), the [Town of Orangeville's By-law to Govern the Proceedings of Council](#), and [OBIA Constitution and OBIA Policies & Procedures](#).
- Minutes will be recorded and distributed in accordance with the [Town of Orangeville's By-law to Govern the Proceedings of Council](#) and OBIA Board practices.
- Members of the Task Force must adhere to the Task Force Terms of Reference, the [Town of Orangeville's Code of Conduct for Council, Committees, and Local Boards](#), and the [OBIA Constitution, Policies & Procedures, and Code of Conduct](#). The Board reserves the right to remove members from the Task Force who do not comply with these requirements as per the Section 14 of the OBIA Constitution.