

## **Grimsby Development Industry Liaison Task Force Terms of Reference**

### **REPORTS TO:**

This committee is a liaison task force only, with a reporting relationship to GEDAC.

### **PURPOSE:**

To establish a collaborative solution-based approach with development industry stakeholders in order to provide clarity on how to continuously support Town building (approvals, processes, and policy initiatives) in a timely manner to enhance customer service delivery.

### **MANDATE:**

1. To provide a roundtable for communication and feedback between the Town of Grimsby and active development industry stakeholders. It is not intended that issues affecting specific developers and builders, specific planning applications or specific parcels of land will be the subject of these meetings, although these may be raised as examples of concerns or issues being discussed.
2. DILTF meetings will foster open and informal discussion of:
  - Roles, responsibilities and membership of development industry stakeholders, and Town departments and staff,
  - Professional and industry standards,
  - Proactive information sharing and feedback on both Town and Development Industry public policy priorities and processes,
  - Advance information about upcoming Town consultations or Town policies impacting planning, housing or development in the very early stages of policy development to solicit initial feedback and ideas,
  - An open forum for discussion to identify potential issues (short or long term) and approaches for addressing or mitigating potential impacts,
  - Building strong and effective working relationships between Town of Grimsby staff and development industry stakeholders,

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- Identification of common or recurring issues that do not require council consideration and can be resolved cooperatively,
- Principles, processes and strategy, including service delivery and customer experience,
- Cooperative Town building that will contribute to the achievement of the Town's Strategic Objectives and result in improvements within Grimsby for the broader community.

### **DILTF CHAIR**

The meeting shall be chaired by the Director of Planning and Building, the Director of Public Works and the Economic Development Officer. The Chair position will rotate between meetings among the Town of Grimsby and a development industry stakeholder representative (alternating between the NRHA and WE HBA).

### **ROLE OF CO-CHAIRS:**

1. Conduct an effective meeting.
2. Ensure that items on the Liaison Committee's agenda are considered and that the mandate of the Liaison Committee is upheld throughout the meeting.
3. Assist Town staff as required in preparing the meeting agenda and reviewing the resulting action items of the meeting.

### **DECISION MAKING**

DILTF is not a decision-making committee nor is it an advisory committee of Council and is not intended as anyone's formal position on an item proceeding to Committee and Council.

## **Appendix A**

### **MEETINGS**

An annual schedule of meetings will be confirmed for each calendar year. Unless notified otherwise, all meetings are intended to be hosted by Town of Grimsby at Town Hall when possible, or alternatively held virtually. These meetings are generally intended not to exceed two hours.

### **QUORUM**

A quorum is not required for DILTF meetings.

### **AGENDA**

Agendas for each meeting shall be the responsibility of the Town of Grimsby staff and reasonable efforts will be made to ensure that the agendas capture existing and anticipated future Planning initiatives (Town of Grimsby projects) that may impact the development industry stakeholders. In preparing the agenda, input from the WE HBA and NRHA will be obtained.

Agendas include matters of interest to all stakeholders, as well as to any individual that requests them from the Planning Department and shall be made available on the Town of Grimsby's Website at least 72 hours prior to the meeting.

The Town may provide follow up related to any agenda item with the purpose of providing additional information on a topic.

### **MINUTES**

Meeting minutes including a list of action items will be prepared by the Town of Grimsby, for each meeting to accurately reflect the discussions and actions. In finalizing the minutes and action items, input from WE HBA and NRHA will be obtained and reflected.

### **COMMITTEE COMPOSITION**

The members of the Development Industry Liaison Task Force will include development industry stakeholders and Town of Grimsby staff, including:

- 1 - West End Home Builders' Association (WE HBA);
- 1 - Niagara Region Housing Association (NRHA);

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- 3 - Town of Grimsby staff from Planning and Building Department, Public Works Department, and Economic Development Department; and other department heads as needed.

Town of Grimsby representatives from various disciplines (Legal, Building, Planning & Buildings, Engineering Services, Parks and Recreation, etc.).

Due to the large group size, members vs. non-members are asked to respect the intention that the primary participants in the meeting discussions are the members noted in the committee composition listed above. Other members of the development industry stakeholders, members of Town Council and Town of Grimsby staff are welcome to attend to observe DILTF meetings.

### **COMMUNICATION**

Meeting dates, agendas, and the minutes will be provided to the specific representatives listed above, those who have requested meeting notices, and will also be made available on the Town's website.

### **SUNSET/REVIEW DATE:**

Fall 2026

### **ROLE OF MEMBERS:**

1. Provide agenda items to any of the Co-Chairs.
2. Bring current and emerging development related information to the meeting in keeping with the mandate outlined in the Terms of Reference.
3. Work cooperatively in meetings to identify and propose solutions to resolve development, policy or administrative related issues and concerns.