



# **TOWNSHIP OF HORNEPAYNE**

## **COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

#### **PURPOSE**

The purpose of the Community Development Advisory Committee (CDAC) is to provide a forum for the Public and other stakeholders to liaise with the Township of Hornepayne and provide input and perspectives to Council on community development matters.

#### **MANDATE**

The mandate of the Community Development Advisory Committee is to advise and assist Council on matters associated with community development within the community, including but not limited to:

- Providing a forum for the exchange of ideas and actions on programs and initiatives related to community development, tourism and culture;
- Reviewing, providing feedback and participating in improving the areas of community development, tourism and culture;
- Engaging, supporting and working collaboratively with partners in the area of community development, tourism and culture with local stakeholders;
- Advising on the development of consultation strategies regarding community development issues and opportunities, which could be carried out by Staff;
- Creating and supporting community development opportunities within the community;
- Organizing community events, such as Winterfest, Canada Day, Triathlons, etc.; and,
- Organizing fundraising activities.

#### **MEMBERSHIP AND RESPONSIBILITIES**

Membership shall be appointed by Council Resolution, and consist of the following:

- Two (2) Members of Municipal Council
- One (1) Municipal Staff
- Four (4) Members from the Community

Council may appoint alternates for Community Member positions.

The Chair (Member of Municipal Council) will be expected to be available to report to Council and provide presentations, as needed, on CDAC activities. In the absence of the Chair, the quorum will appoint, from its Members, a Chair for that meeting, who shall be subject to all normal responsibilities and privileges assigned thereto.

Membership for Community Member positions shall correspond with the term of Council. At the end of each term, Community Members will be asked to consider their interest in remaining for an additional term.

By majority vote, the CDAC may recommend the removal and/or replacement of any member who misses three (3) consecutive meetings without reasonable cause or explanation.

In considering new appointments or filling a vacancy on the Committee, Council may advertise for applications, or may select from any remaining applications received during prior advertisements.

Members shall contribute time, knowledge, skill, and expertise to the fulfillment of the Committee's mandate and commit to attending regular meetings. Members will be expected to be aware of relevant Municipal policies and other regulatory requirements in carrying out their activities.

Community members may present a proposal or project to the CDAC, following the process outlined in the Procedural By-Law.

The Committee may establish sub-committees for various topics, issues, or proposals, as required. Such sub-committees may include community members and representatives from relevant disciplines and shall include a minimum of two (2) CDAC members, with the approval of the Chair. A regular Community Development Advisory Committee member shall be the Chair of the sub-committee and shall report progress to the main Committee.

## **REPORTING**

The Community Development Advisory Committee is a Standing Committee of Council established by Council in accordance with the *Municipal Act* and these adopted Terms of Reference.

As part of its ongoing reporting requirements, the CDAC shall prepare an annual Status Report, which shall be submitted to Council, via the CAO/Clerk, in January of each year. The Report shall include among other things:

- A summary of the activities and achievements of the CDAC over the previous year;
- A description of ongoing activities and issues, identifying any priorities/concerns; and
- An outline of the Committee's primary projects for the upcoming year.

Sub-committees shall meet more frequently than the CDAC and shall provide updates on progress to the CDAC at full Committee meetings.

The Committee Secretary shall keep proper Minutes and records of every meeting and provide Council with a copy of approved Minutes for the Council Agenda.

## **STAFF LIAISON AND SUPPORT SERVICES**

Administrative support, such as fulfilling the role of Secretary, shall be provided by the Township, through the Chief Administrative Officer, or delegate.

## **MEETINGS**

Meeting dates must be determined such that they take into account business needs and the schedule of Council.

Quorum shall consist of a majority of the Committee members.

On matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus majority position to Council and the CAO/Clerk. On matters where there is significant lack of Committee consensus, minority positions may also be reported to Council, at the discretion of the Chair. The Chair, except where disqualified to vote, may vote on all questions, and when doing so, shall vote last.

## **BUDGET**

Budget requirements shall be brought to Council to be addressed, should the need arise.

## **GOVERNANCE OF ORDER AND PROCEDURE**

The Township of Hornepayne Procedural By-Law shall be followed for all matters not specifically addressed within this document.

Amendments to the Terms of Reference can only be made by Council.

With the guidance of the Chair, the CDAC may wish to request a review of the Terms of Reference, from time to time, and make recommendations to Council through the office of the Chief Administrative Officer regarding amendments.