

Township of North Kawartha

Terms of Reference

Community Improvement Plan Committee

Name:

Community Improvement Plan Review Committee

Type:

Committee

Background:

To review applications made to the Community Improvement Fund and to make recommendations to Council for annual programs.

Mission:

The mission of the Community Improvement Review Committee is to:

- Recommend to Council the programs applicable for the CIP;
- Review applications to bring forward for Council's approval;
- Determine measures of success for programs

The Committee will have due regard for the following:

- Township of North Kawartha Community Improvement Plan
- Township of North Kawartha Strategic Plan
- Applicable Township of North Kawartha Policies and Procedures
- Township Official Plan and Zoning By-Laws
- Township Procedural By-Law
- Available resources

Measurable Objectives:

The Committee will be responsive to the needs of the Township of North Kawartha and its stakeholders. In order to do this, the Council will:

- Identify key success factors, risks, barriers, and challenges to timely implementation of key initiatives and develop appropriate mitigating strategies. The Committee may request Council to consider alterations to the measurable objectives.
- Communicate and collaborate with other municipalities and organizations as approved by Council.

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- Make recommendations to Council about funding however, neither the Chair nor any member of the Community Planning Committee will commit any funds or resources (including in-kind resources) on behalf of the Municipality.
- Communicate recommendations and information to Council but no Committee Member will speak on behalf of the Council or the Municipality.

Term:

The term of the Committee shall be the term of this Council.

Composition:

The Committee shall be composed of one (1) member of Council, and one (1) member of Staff, (1) member of the Public, three (3) in total.

The Secretary for the Committee shall be a member of the Committee elected to be Secretary.

Municipal Staff Resource for the Committee shall include the Chief Administrative Officer and other County or Municipal Staff as may be required.

Remuneration:

Council and Committee Members will be paid based on the in-effect By-Law to Establish Rates of Remuneration for Council and its Boards and Committees of the Township of North Kawartha. Staff will be paid as per their regular salary arrangement. Mileage will be provided at the current mileage rate at the Township of North Kawartha.

Reporting Relationships

The Committee will report to Council through the Chair. The Committee shall make recommendations to Council. A copy of the minutes of each meeting shall be submitted to Council for information.

Reports:

Reports will be provided to Council at their regular meeting monthly / quarterly or as determined by Council.

Meeting Procedures:

The Committee shall meet regularly at a time and location deemed appropriate by members of the Committee and all meetings will be posted on the Township

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website and at the Municipal Administrative Building and the North Kawartha
Public Library.

The Committee shall adhere to the in-effect Township of North Kawartha
Procedural By-Law.

Meetings shall not be open to the public but will have reports and
recommendations made public through Council meetings.

Public Delegations and input shall be encouraged by the Committee.

The Committee shall make recommendations to Council.

The Committee shall have due regard and consideration for any delegations or
professionals that Council may deem appropriate.

Agendas and minutes shall be prepared for all meetings as set out in the
Municipality's Procedural By-law. All Committee minutes and recommendations
shall be provided to Council at the next reasonable meeting of Council.
Recommendations to Council will not be acted upon until approved by motion of
Council.

Roles, Responsibilities and Resources:

Role of the Chair

"Committee Chair" shall mean the Chairperson of any committee and the
Committee Chair shall have the same powers during a Committee Meeting of
Council as Head of Council during Council Meetings whether or not the Chair is a
voting member (as per the Procedural By-Law)

The Chair of the Committee / Task Force is responsible for the following:

- Determining the business to be discussed and approving Agendas for meetings.
- Ensuring that the mission, objectives and outcomes for the Committee are clearly defined and that their achievement is well documented.
- Chairing the meetings.
- Reporting to Council on the recommendations of the Committee / Task Force.

Role of the Co-Chair

The Co-Chair shall assume the Role of the Chair in the Chair's absence.

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Role of the Secretary

The Secretary for the Committee shall maintain minutes of the meetings, prepare and circulate agendas to members of the committee and submit a copy of the minutes of each meeting to Council for information. The Secretary will submit all agendas and minutes to the Chair for review and approval prior to distribution.

Role of Committee Members

Committee Members will fully participate in the discussion at meetings, will research and contribute information, provide new information, make decisions within the ability of the Committee, complete tasks as assigned and make recommendations to Council as necessary.

To support full participation, a member who misses three consecutive meetings without prior approval from the Chair will be removed from the Committee / Task Force.

Conflict of Interest

Members are subject to the provisions of the Municipal Conflict of Interest Act and shall declare any direct or indirect pecuniary interest in a matter before the Committee and refrain from participating in any discussion or votes pertaining to the matter that they may have an interest in.

Decision Making

The following principles shall guide the decision-making of the Committee:

- 1) The Committee shall operate in a non-judgmental manner, respecting individual rights and confidentiality, employing no fault discussion and reaching consensus.
- 2) The Committee will strive for consensus with consensus being defined as being able to live with and support a decision, which does not necessarily require total agreement.
- 3) At any meeting of the Committee, a quorum shall consist of a presence of the majority of all members of the Committee.
- 4) The Chair shall allow for and control participation in discussion by all members in attendance.
- 5) When a matter is put to a vote, all voting members of the Committee shall vote unless prohibited by Statute. A decision can only be passed a majority of the voting members present vote in favour.

Municipal Resources

Sub-Committees/Working Groups:

The Committee may establish sub-committees/working groups to support a specific scope of work. Public Members of the sub-committee/working group shall be selected in accordance with the current by-law to adopt a policy for public appointments to North Kawartha Boards and Committees. Members shall be accountable through the Committee to Council.

Budget and Procurement:

\$20,000.00 for successful applicants.

Errors / Omissions:

The accidental omission to give notice of any meeting of the Committee to its members, or the non-receipt of any notice by any member, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any member of the Committee may at any time waive notice of any meeting.