

Municipality of Whitestone

Terms of Reference for Community Development Committee

Purpose: To advise Council on matters relating to the purpose for which the Committee was formed.

The Committee shall generate new ideas and explore new innovations in order to create economic growth, which will enable our Municipality to increase the infrastructure at low cost and generate revenue. This revenue will help offset current tax rates, while realizing development should not have a negative impact on current business establishments.

The Committee will work with the community to develop and implement new ideas and initiatives.

Mechanics of Operation:

Appointments:

- Members of the Committee will be appointed by Council.
- Council will determine the number of members to sit on the Committee.
- Council will also determine the term of office.
 - most appointments will be for 4 years and consideration will be given to staggering these so there is not a total change-over in membership at any one time.

Liaison:

- a staff member will be assigned to serve in a liaison capacity and to attend meetings.

Meetings:

- shall be held on a regular basis and Council notified of the schedule.
- additional meetings may be called at the discretion of the Committee and any Council members who have indicated an interest shall be notified of such meetings.

Minutes:

- a staff member shall record the proceedings and decisions of each meeting.
- the minutes can be typed by the recorder and/or the liaison staff person.
- the minutes shall be provided to Mayor and Council.
- it shall be the duty of the staff liaison person to forward any recommendations from the Committee to the appropriate body for consideration and action.

Budget:

- annual budget to be set and recommended to Council for consideration.
- supporting reasons shall be provided for each item.

Chairperson:

- the Committee shall appoint a chair on an annual basis at the first meeting in the year.

Quorum:

- a quorum shall consist of 50% plus one (1) of the membership.

The Committee:

- meetings will be open to all for public input.
- may set out a specific list of goals and objectives for Council's approval.
- recognize that Council will only act on recommendations in the form of resolutions made by the Committee.
- recognize that Council ultimately has the discretion of approving, amending or defeating a recommendation.

Council:

- undertakes to refer related matters to the Committee for comment unless there is a valid reason not to do so.

As of March 3, 2011