

The Corporation of the Municipality of Grey Highlands

By-law No. 2023-113

**A By-law to adopt the amended Terms of Reference
for the Community Development Advisory Committee
(CDAC)**

Whereas, Section 8 of the Municipal Act 2001, R.S.O. 2001, as amended provides that a municipality has the authority to govern its affairs as it considers appropriate and enables the municipality to respond to municipal issues; and

Whereas, Council approved the Terms of Reference for the Community Development Advisory Committee on February 20, 2019; and

Whereas, Council passed a resolution at the August 2, 2023 Council meeting to direct staff to bring forward a by-law to approve the draft Terms of Reference as presented.

Now Therefore the Council of the Municipality of Grey Highlands hereby enacts as follows:

That the Council of the Corporation of the Municipality of Grey Highlands hereby enacts as follows:

1. That the Terms of Reference for the Community Development Advisory Committee as attached hereto as Schedule 'A' is enacted and forms part of this by-law;
2. That this By-law comes into force and effect on the date of its passing
3. That all previous Community Development Advisory Committee Terms of Reference and associated resolutions and By-laws are hereby repealed.

Read a first, second and third time, and finally passed on August 16 2023.

The Corporation of the
Municipality of Grey Highlands

Original Signed By

Paul McQueen, Mayor

Original Signed By

Raylene Martell, Municipal Clerk

Community Development Advisory Committee

Terms of Reference

- Name:** Community Development Advisory Committee (CDAC)
- Support:** Community and Economic Development Department
- Type:** Advisory Committee of Council
- TOR Approved by Council:** 2019-02-20 – resolution 2019-87
Appendix 'A' Modified Feb 5, 2020 – resolution 2020-114
Appendix 'A' Modified Jun 7, 2023 - resolution 2023-423
2023-08-16 - Terms & Appendix updated

Purpose:

The Community Development Advisory Committee (CDAC) shall provide advice and recommendations to Council to support a coherent community service approach on matters associated with recreation, community programming, recreational activities, facilities, and general community development within Grey Highlands.

The CDAC will operate under the following principles:

- To enhance the quality of life for all residents in Grey Highlands;
- To ensure fair and equitable accessibility of community and recreational programming to all residents in Grey Highlands;
- To collaborate with each other to achieve common objectives for the good of all residents in Grey Highlands;
- To respect the mandates and roles of each sub-committee on the CDAC;
- To share best practices with members of CDAC and explore opportunities to leverage synergies across the Municipality for greater collective impact.
- To facilitate a centralized forum for information sharing between the sub-committees of CDAC as identified in Appendix 'A'.

Mandate:

The mandate of the CDAC will be to provide a holistic approach to programs and community-based initiatives within Grey Highlands. The CDAC will provide advice to Council through the Community and Economic Development Director with the assistance of the Facilities Manager on a range of community development activities including, but not limited to:

- Supporting and enhancing communications with residents on matters relating to community development activities in the Municipality;
- Supporting meaningful citizen and community engagement in the evaluation and delivery of community development programs;
- Supporting and enhancing recreational opportunities throughout the Municipality;
- Identifying new and emerging recreational and programming opportunities;
- Scoping and planning for community development programs;
- Encouraging cost efficiencies and providing advice on cost saving initiatives;
- Identifying and consulting with community stakeholders in relation to recreation and community development initiatives;
- Pursuing grants and joint purchase agreements for community development programs and initiatives in the Municipality;
- Providing advice to Council on fair guidelines for the use of Municipal facilities and services.

Delegated Authority:

The CDAC will receive reports from meetings of their sub-committees.

The CDAC has no delegated authority to act without Council direction unless otherwise provided for under the Delegation of Authority by-law in effect at the time.

Composition:

The CDAC will consist of:

2 members of Grey Highlands Council,

1 representative from each of the sub-committees listed in appendix A (if still active and in existence)

Council appointments will be appointed by Council for the term of Council. During an election year, current members will remain in place until a new term of Council commences and new term appointments are made by Council. Sub-committee representatives will be appointed by the relevant sub-committees. A letter from the Chair or Secretary of the sub-committees will be required to confirm the sub-committee appointment after consideration by the relevant sub-committee. Notification of sub-committee appointments shall be submitted to the Municipality who will notify Council.

Sub-committee representatives will remain in place until the sub-committee notifies staff otherwise. It is recommended that sub-committees confirm

their appointments to CDAC prior to the new term of Council commencing.

At the first meeting of each calendar year, CDAC will elect a Chair and Vice-chair for the committee.

Sub-committees:

CDAC will operate as an advisory committee reporting to Council.

CDAC will maintain numerous sub-committees as deemed appropriate by Council.

The current list of sub-committees is included in appendix A and may be amended from time to time by Council.

Council reserves the right to amend the sub-committee listing and/or the sub-committee appointments to CDAC at their discretion.

Each sub-committee shall supply the Municipality with the terms of reference and/or mandate for their respective sub-committee.

Overall membership of the sub-committees shall be at the discretion of each sub-committee, however membership lists of sub-committees shall be supplied to the Municipality and remain updated during the term of the sub-committee.

Each sub-committee shall approve the membership of 1 Council liaison to the sub-committee as determined by Council, with all voting and membership rights.

Each sub-committee must appoint 1 member of their committee to act as a representative on the CDAC who shall attend regular meetings. Sub-committees may also appoint 1 alternate member to attend in the absence of their member at any CDAC meeting. The alternate member only has membership rights at CDAC in the absence of the primary member.

The representative appointed from the sub-committee to CDAC is responsible for ensuring that a report from the sub-committee is forwarded to the committee secretary for CDAC in a timely manner for inclusion on the CDAC agenda and for bringing forward any relevant requests and concerns to CDAC. The reports from the sub-committees must provide an overview of their meetings, events, projects, updates, and financials of the sub-committee over the course of the recent term (or from the date of the last report). Individual meeting minutes are not required to be submitted.

Any time sensitive requests of Council from the sub-committee shall be submitted to the Municipality in letter format with all relevant information

attached.

Sub-committees shall provide an annual listing of meeting dates to the Municipality whenever possible. Subcommittee meetings are not required to be open to the public and no notice or staff support is provided by the Municipality.

The sub-committees shall operate under the umbrella of the Municipality as volunteers and shall not charge a fee or dues for membership on the sub-committees.

All sub-committee members shall be required to sign and abide by the Municipal Code of Conduct in place during the term of their membership and abide by all Municipal policies in place.

No sub-committee shall act as a forum to advocate to the Municipality on matters outside of the realm of their individual mandate. Any advocacy for joint initiatives, or GH community recreation initiatives shall be done through CDAC.

Consistent representation and reporting to CDAC is required for sub-committees to maintain their standing with the Municipality as sub-committees of CDAC and therefore deeming them to be "Committees of Council" for liability insurance purposes.

Lack of consistent representation and reporting shall be reported to Council to determine applicability in maintaining standing.

Administration

The sub-committees shall regularly report through CDAC.

The lead department to oversee CDAC will be the Economic and Community Development Department. There will be no individual staff attendance at sub-committee meetings, unless prior approval has been granted by the Director of Economic and Community Development.

Meeting management support for CDAC shall be provided by Corporate and Legislative Services for publishing and distributing documents for agendas and minutes and compiling relevant data from the sub-committees.

Schedule/Location of Meetings:

CDAC will endeavour to post a yearly schedule of meetings prior to January 1 of each year when possible; with up to 2 regular meetings scheduled per year. Additional meetings may be called as required to be determined by the

Director of Economic and Community Development.

Notice of CDAC meetings will be posted on the Municipal websites at least 48 hours in advance of the meeting and all meetings are open to the public.

Budget and Financial Report:

CDAC does not have access to municipal funds without approval from Council.

Special Considerations:

Many of the sub-committees included in Appendix A may have separate Memorandums of Understanding (MOUs) with the Municipality. These MOUs are separate from the committee structure and will be handled separately (and outside the scope of this Terms of Reference) between each sub-committee and the Municipality.

Appendix A

Modified Aug 16, 2023

- Eugenia District Community Improvement Association
- Flesherton Beautification and Improvement Committee
- Markdale Recreation Committee
- Maxwell Hall Board
- Osprey Recreation Committee
- Priceville Improvement Committee
- Friends of the Rocklyn Arena
- Feversham Park Committee