

Terms of Reference for Community & Economic Development Committee

Purpose: The Committee shall generate new ideas and explore new innovations in order to create economic development and promote the Municipality of Whitestone. The Committee will advise Council on such matters.

And working with our 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.
- Committee members shall consist of up to two (2) Members of Council as non-voting members and all Members at Large.

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 on the Council agenda.

- 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% of voting members plus one (1) of the membership.

The Committee:

- 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.