



**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.

**CONFIDENTIAL INFORMATION AGREEMENT**

The Appointed Volunteer acknowledges that certain materials and information made available to Appointed Volunteers by the Municipality in the performance of his or her duties (the "Confidential Information") will be of a confidential nature. The Appointed Volunteer recognizes that the Confidential Information is the sole and exclusive property of the Municipality and the Appointed Volunteer shall use his or her best efforts and exercise utmost diligence to protect and maintain the confidentiality of the Confidential Information. The Appointed Volunteer shall not, directly or indirectly, use for himself or another any Confidential Information, whether or not acquired, learned, obtained or developed by the Appointed Volunteer alone or in conjunction with his or her position or as may be consented to in writing by the Municipality.

The Confidential Information is and shall remain the sole and exclusive property of the Municipality regardless of whether such information was generated by the Appointed Volunteer or by others, and the Appointed Volunteer agrees that upon termination of this Agreement he or she shall deliver promptly to the Municipality all such tangible parts of the Confidential Information marketing or sales information, computer programs, equipment or other documents or property which are in the possession or under the control of the Appointed Volunteer without retaining copies thereof.

Each of the foregoing obligations of the Appointed Volunteer by Council in this clause shall also apply to any confidential information of customers, joint venture parties, contractors and other entities, of any nature whatsoever, with whom the Municipality or any associate or affiliate of the Municipality has business relations.

Notwithstanding the foregoing provision of this clause, the Appointed Volunteer shall not be liable for the disclosure or use of any of the Confidential Information to the extent that:

- 1) The Confidential Information is or becomes available to the public from a source other than the Appointed Volunteer and through no fault of the Appointed Volunteer, or
- 2) The Confidential Information is lawfully obtained by the Appointed Volunteer from a third party or source outside of this Agreement.

The covenants and agreements contained in this clause shall survive the termination of this Agreement and the appointed position relationship with the Appointed Volunteer.

The terms of the above Agreement for appointed volunteers are agreed to and accepted by

\_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**MUNICIPALITY OF WHITESTONE**

PER: \_\_\_\_\_  
Tammy Wylie, CAO-Clerk-Treasurer

PER: \_\_\_\_\_  
Chris Armstrong, Mayor

\_\_\_\_\_  
APPOINTED VOLUNTEER (Signature)

\_\_\_\_\_  
Print Name of Appointed Volunteer

PRINT NAME OF COMMITTEE: \_\_\_\_\_