



THE MAGNETAWAN COMMUNITY DEVELOPMENT COMMITTEE (MCDC) TERMS OF REFERENCE

February 22, 2017

1. GOAL

On behalf of the residents and guests of the Municipality of Magnetawan, the Magnetawan Community Development Committee will promote and develop strong programming in the areas of recreation, culture, and community development within the Municipality.

2. PRINCIPLES

The principles that guide the Magnetawan Community Development Committee include:

- a commitment to enhancing the quality of life for all Magnetawan residents and guests
- a commitment to ensuring the accessibility of Municipal programming to all residents and guests
- a commitment to collaboration and partnership to achieve common objectives

3. MANDATE

The Magnetawan Community Development Committee (MCDC) is an advisory committee providing recommendation to Council, and it may consult with the Recreation Supervisor and the Community Development Officer on a range of recreational, cultural and community development programming. The MCDC's mandate includes but is not limited to:

- supporting and enhancing existing community development and recreational opportunities and events, including:
 - Snow Carving Winter Carnival
 - Canada Day Celebration
 - Soap Box Derby
 - Public Art Project
 - Magnetawan River Project
 - Shop Local Campaigns
- identifying new and emerging community development opportunities
- maintain the inventory and steward the collection of Public Art in the Municipality
- supporting and enhancing communications with the residents of the Municipality on MCDC objectives and activities
- encouraging volunteerism and participation in MCDC activities and events through leading by example
- ensuring broad consultation with community stakeholder groups on MCDC issues and opportunities
- working with recreation and tourism providers and community organizations to enhance activities in the Municipality

- communicating and collaborating, where appropriate, with other Municipal Committees and Departments

4. MEMBERSHIP AND RESPONSIBILITIES

- 4.1. The MCDC shall consist of no fewer than three (3) members. The voting membership shall be comprised of members of the public.
- 4.2. A member of the public who is interested in becoming a MCDC member shall submit a letter of interest to the Clerk-Administrator. All MCDC members shall be appointed by resolution of Council.
- 4.3. Eligible members shall be residents or taxpayers of the Municipality of Magnetawan unless otherwise permitted by Council.
- 4.4. Members shall be appointed for a four-year term and concurrent with the term of Council. Members may be appointed for shorter more flexible terms in consideration of special circumstances (e.g.: student representatives, non-resident “experts”, or to fill out a premature vacancy.)
- 4.5. A Chair shall be elected by a majority vote among the members at the first meeting of every year. The Chair shall be responsible to:
 - preside over MCDC meetings, including but not limited to advancing MCDC business according to the meeting agenda and calling for votes on MCDC resolutions
 - encourage and enforce the observance of order and decorum upon members and guests
 - sign resolutions and minutes
 - make presentations relating to MCDC reports to Council at the request of the Clerk-Administrator
- 4.6. In the absence of the Chair, the members shall appoint an Interim Chair for that particular meeting, who shall be subject to all normal responsibilities and privileges of the Chair.
- 4.7. The Clerk-Administrator or their delegate shall act as Secretary, preparing meeting agendas, resolutions and minutes and organizing MCDC meetings.
- 4.8. The Recreation Supervisor and Community Development Officer may attend MCDC meetings in an advisory capacity as requested by the MCDC and may provide support to MCDC events and activities as requested.
- 4.9. All members shall devote time between meetings, as necessary, to work on matters before the MCDC, including the organization and running of MCDC events and activities.
- 4.10. In considering new appointments to the MCDC, Council may select members from any remaining applications received during the MCDC appointment periods. Council may also wish to advertise for new public applications from time to time, in accordance with the current municipal procedures.
- 4.11. Members shall make themselves aware of relevant municipal policies, programs and other initiatives in carrying out their activities. To assist in this regard, the MCDC may, from time

to time, request the Clerk-Administrator to provide information and to make staff and/or Municipal consultants available to advise the MCDC as deemed appropriate.

5. MEETINGS

- 5.1.** The MCDC shall meet at least once per month at the Magnetawan Community Centre, with the date and time to be determined by the membership and public notice provided as per Municipal policy.
- 5.2.** All meetings shall be open to the public unless otherwise required or permitted under the Municipal Act.
- 5.3.** Quorum for a full MCDC meeting shall be 50% of the current membership plus one (1).
- 5.4.** On matters requiring votes, the MCDC shall strive for consensus, and shall normally only communicate the consensus majority position to Council. On matters where there is significant lack of MCDC member consensus, minority positions may also be reported to Council, at the discretion of the Chair. The Chair, except where disqualified to vote, may vote on all questions, and when doing so, shall vote last.
- 5.5.** The MCDC may, from time to time, invite guest resources to attend a meeting.
- 5.6.** The MCDC may establish sub-committees for various topics, issues or proposals as required. Such sub-committees may include non-MCDC members, with the approval of the Chair, provided a MCDC member acts as Chairperson for the sub-committee. Sub-committees shall report to the MCDC through the sub-committee Chairperson.

6. REPORTING

- 6.1.** The MCDC is an advisory committee established by the Council of the Municipality of Magnetawan in accordance with these adopted Terms of Reference. MCDC members are bound by these Terms of Reference and are responsible to Council.
- 6.2.** MCDC reports and communications shall be directed to the Clerk-Administrator and then to Council where appropriate.
- 6.3.** As part of its ongoing reporting requirements, the MCDC shall prepare an Annual Report, which shall be submitted to the Clerk-Administrator in January of each year. The Report shall, among other things:
 - summarize the activities and achievements of the MCDC over the previous year;
 - describe ongoing activities and issues and identify any priorities/concerns; and
 - outline the MCDC's primary projects for the upcoming year, including anticipated budgetary needs.
- 6.4.** The Secretary shall keep minutes and records of every meeting and provide Council with a copy of same through the office of the Clerk-Administrator.

7. OPERATING BUDGETS

- 7.1.** Financial support for the MCDC shall be reviewed annually by Council during the Municipality's budget process. The MCDC may, from time to time, submit additional, special project funding requests to Council through the office of the Clerk-Administrator.
- 7.2.** MCDC members shall receive no remuneration for their involvement in MCDC activities unless otherwise granted by resolution of Council.

8. CONFLICT OF INTEREST

- 8.1.** Members of the MCDC having a conflict of interest in any matter under consideration by the MCDC shall declare the conflict of interest at the beginning of the meeting and shall not discuss, influence the discussion in any way, or vote on the matter.

9. REVIEW

- 9.1.** The MCDC shall review the Terms of Reference at least every four years at the beginning of each term of Council. The MCDC may make recommendations regarding amendments to Council through the office of the Clerk-Administrator.
- 9.2.** Amendments to the Terms of Reference shall only be made by resolution of Council.