

# Village of Merrickville-Wolford Community Development Coalition

## Terms of Reference

### A. Mandate

The mandate of the Coalition is to advise the Council concerning community development matters in an attempt to enhance the Village's position as a preferred location to live, work and play.

The role of the members include:

- Establishing a three-year community development strategic plan, to be reviewed annually;
- Monitoring the Villages community development activities to ensure that they are consistent with the development strategy;
- Provide updates and recommendations to Council on related matters;
- Promoting the goals of the Village, and act as ambassadors for the community;
- Provide recommendations to increase private sector participation in community programs;
- Fostering co-operation among local stakeholders concerned with community development;
- Monitoring public response to the programs and policies which assist in community development.

### B. (i) Appointment

Council will appoint ten members representing the following sectors:

- Library Services (1)
- Accessibility (1)
- Recreation (1)
- Sustainability (1)
- Events (1)
- History and Heritage (1)
- Natural Environment (1)
- Health and Well Being (1)
- Service Organizations (2)

The CAO of the Village of Merrickville-Wolford will sit as an ex-officio member in a supportive role and report the activities of the Coalition to Council on a regular basis.

### (ii) Criteria

The following criteria will be used in the appointment of members.

- Exhibit a strong commitment to the community through demonstrated involvement and leadership.
- Represent the Village of Merrickville-Wolford business, social and cultural interests and diversities.
- Exhibit a broad interest and give priority to issues of significance throughout the Municipality.
- Volunteer significant time to ensure full participation and interest.

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### (iii) Attendance

The Chairperson of the Coalition will require the resignation of any member who fails to attend two consecutive meetings without notice or reason or maintain less than 50% attendance at meetings in a calendar year.

(iv) A member of the Coalition will be appointed for a term of two (2) years, which may be repeated.

### C. General

#### Chairperson and Vice-Chairperson

The Chairperson and Vice Chairperson will be selected by the Coalition from within its membership at the commencement of each calendar year.

#### (i) Meetings

Meetings will be held bi-monthly or at the call of the Chairperson. An agenda for the meeting will be circulated in advance and a record of the proceedings will be maintained.

#### (ii) Report to Council

A report outlining the activities and suggestions of the Coalition to Council will be provided on a bi-monthly basis.

#### (iii) Quorum

A quorum for Coalition Meetings will consist of 50% plus one, of the membership. A majority vote of members present will be used to reach a decision on the matter.

#### (iv) Sub-Committee

The Coalition may establish sub-committees or special project task forces as required. The sub-committees may utilize volunteers from outside of the committee membership to provide additional expertise and support as may be required.