

# CK Plan 2035 Advisory Committee

Terms of Reference  
Approved by  
Council  
October 1, 2018

## 1. Background

The Municipality of Chatham-Kent was created on January 1, 1998 by order of the provincial government. The municipality is led by a Council of 18 members and has an extensive management team and staff support for all service departments/divisions. Twenty-three former communities in a 2,500 square kilometer area make up the Municipality of Chatham-Kent, the second largest municipality in Ontario by geographic area.

The Strategic Priority Advisory Committee of Council, now called the CK Plan 2035 Advisory Committee, has been involved in a number of projects including:

- Strategic Priority Alignment Project
  - Engaged and consulted with 14 communities and 24 community groups to identify their priorities and align with Council's strategic directions.
  - A series of three reports were created and presented to Council.
- Framework for Strategy Development of a Chatham-Kent Plan
  - Created and presented this framework to Council laying the groundwork for the establishment of the CK Plan 2035.
- Reviewed, and supported the CK Plan 2035

## 2. Mission and Vision

The committee operates under the Mission and Vision statements of the Municipality of Chatham-Kent

- Mission Statement: The Corporation of the Municipality of Chatham-Kent is a proud, proactive, progressive team committed to innovation and leadership through *the provision of services enhancing the quality of life in our community.*
- Vision Statement: A welcoming, healthy, prosperous community that is culturally rich and naturally innovative.

## 3. Committee Accountability

The CK Plan 2035 Advisory Committee of Chatham-Kent Council is accountable to Council and is required to report to Council.

## 4. Committee Role

Within the context that Council is responsible to establish and maintain a dynamic strategic plan, the role of the committee is to:

- Identify opportunities to advance the CK Plan 2035
- Advocate for, and support strategic thinking
- Monitor strategic progress
- Assist with community awareness of the CK Plan 2035

## 5. Organization Of The Committee

The CK Plan 2035 Advisory Committee is composed of community members and Chatham-Kent Council.

- 5.1 The Committee will be composed of up to a maximum of eight members which includes the Mayor and three members from Chatham-Kent Council
- 5.2 Committee members will be appointed by Chatham-Kent Council

- 5.3 The term of a Committee member is four years (notwithstanding that all terms coming to an end at the end of a Council term).
- 5.4 The Mayor and three members from Chatham-Kent Council will be appointed to the Committee as voting members.
- 5.5 A Committee member may apply for reappointment to the Committee upon completing a four year term for an additional term. The Committee member, after serving his/her maximum two terms must take a leave from the Committee. Council may, at its discretion, waive this requirement if an insufficient number of community volunteers apply to the Committee.
- 5.6 One member will be chosen by vote of the Committee at the first meeting of every other year to chair the meetings for a two-year period. The Committee will also at this time select a vice-chair for the same duration. The chair and vice-chair are able to stand for re-election and fulfill those roles for another two years.
- 5.7 A municipal staff person(s) will provide support to the Committee.
- 5.8 Committee members act in the capacity of volunteers to the Municipality.
- 5.9 The CK Plan 2035 Advisory Committee meets a minimum of six meetings per year. Members who miss three or more meetings in a year without cause will be removed. Members are required to notify the Chair or the designated municipal staff liaison if they are unable to attend a meeting.

## **6. *Committee Members Role***

Membership on the CK Plan 2035 Advisory Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

- 6.1 Adhere to the Municipal Code of Conduct and Conflict of Interest policies. Members will disclose any conflicts of interest at the beginning of meetings.
- 6.2 As Council appointees, committee members do not have any individual authority or responsibility, and the exercise of power is only through the CK Plan 2035 Advisory Committee.
- 6.3 All members are expected to contribute to the development of the annual work plan.
- 6.4 Council members shall also:
  - Advise the committee on all matters as it pertains to the Committee and Council business relevant to the committee's key responsibilities.
  - Advocate, endorse, and/or support reports from the committee back to Council as a whole.

## **7. *Municipal Staff Role***

The CK Plan 2035 Advisory Committee, by its nature and purpose, effects and is affected by many different municipal departments. Municipal staff support of the CK Plan 2035 Advisory Committee is the responsibility of the Chief Administrative Office.

Municipal staff are responsible for supporting the Committee from organizing meetings, being the deputy clerk at meetings to ensure procedures are followed, and to act as a resource during and after meetings to support the role and work of the Committee.

Members of municipal staff do not have a vote on the Committee.

**8. *Terms Of Reference Review***

The Terms of Reference will be reviewed every four years.