

Community Development Advisory Committee Terms of Reference

1. Mandate

The Community Development Advisory Committee's (CDAC) purpose is to focus on long-range development as it relates to the respective areas in the Community Development area (economic development, land use planning, building and property standards, fire and emergency services, legal services and provincial offences courthouse).

2. Composition of "Committee"

The composition of the committee will be:

- three (3) Councillors
- four (4) members of the general public (not elected)

for a total of seven voting members.

Since members of Council will not comprise of over 50% the membership of this committee, the *Municipal Act* does not require this committee to follow open/closed rules for its meetings.

3. Membership Eligibility and Term of Membership

The CDAC will be appointed for the term of Council. The Chair will be elected from the Committee's membership at the first meeting of the term.

Replacement of members of the committee will follow the Chatham-Kent Local Boards and Committees of Council Policy.

Members shall serve without remuneration; however, expenses such as mileage will be reimbursed in accordance with municipal policy.

4. Role of "Committee" Members and Meeting Procedure

The role of the CDAC is to assist Community Development on areas within the Community Development Department's purview

The Committee will make recommendations to Council and staff on strategic matters affecting the department and its primary areas of responsibility. These will include:

1. Economic Prosperity. Development of our community requires attracting and growing businesses. Businesses require supporting infrastructure, land, buildings, and labour. A balancing of competing priorities is required by government to encourage economic development in a way that is financially responsible, complies with provincial and federal legislation, and shows good stewardship of both people and natural resources.
2. Land Use Planning. This committee would be authorized under the Planning Act as an advisory committee. The committee would review and advise Council on planning applications and provide advice on land use planning and future larger planning initiatives.

3. Fire and Emergency Services. A compassionate and safe community requires fire and paramedic services. It also requires planning and resource coordination for larger scale emergencies. Providing these services within the framework of provincial regulation and limited fiscal resources requires a balancing of competing interests. The Committee will want to support and listen to first responders in addition to community members, experts and leaders.

Other areas of focus are on policy regarding Legal Services and Provincial Offences Court and Building and Property Standards.

This is an advisory committee of Council. Council has final decision-making authority. The recommendations from this committee are advice and are not binding. Recommendations forwarded to Council must be of the majority view of the Committee.

Meeting protocol will follow the Municipal Council Procedural By-law.

The CDAC meetings will be held at least three times per year. The Chair may call additional meetings as required.

5. Staff Support

The following administration will provide support at each meeting:

- Administrative staff to serve as Committee Clerk
- General Manager of Community Development

The Director of Planning Services, Fire Paramedic Chief, Director of Building and Development Services, Director, Economic Development, and Manager of Legal Services will participate as needed.

6. Reports to Council

Minutes, after committee approval, will be forwarded to Council. Reports to Council will be submitted on an as needed basis.