

**Terms of Reference
Township of Centre Wellington
Belwood Community Development Committee**

1. Name of Committee

- Belwood Community Development Committee (BCDC)

2. Purpose/Mandate/Scope

- BCDC will act as a working group of the Manager of Community Development, which will provide input to the Township on beautification, capital projects, community development and communication.
- BCDC will provide comment on issues and projects as directed by the Township. The following is an example of possible projects:
 - Programming
 - Tourism strategy
 - Use of Belwood Hall
 - Centre Wellington wide events, for example, Culture Days.
- BCDC may participate in public information meetings on specific projects to provide community input into key initiatives.
- All recommendations will be provided to the Committee of the Whole through the Manger of Community Developent. BCDC acts in an advisory capacity and leaves the overall responsibility of operating the Department with Township Council.

3. Goals & Objectives

- To increase communication between the residents of Belwood and the Township.
- To encourage, nourish, and support the Belwood community to provide leisure, special events, arts, & culture services and facilities.
- To promote, foster, and facilitate growth in the community.
- To provide beautiful, safe, clean and accessible facilities, open spaces, trails, and programs for the community.
- To identify concerns and present constructive solutions for Belwood’s Township run programs, facilities, open spaces, trails, and events.
- To steward a relationship with the GRCA in hopes of maintaining a partnership focused on the water and water safety

4. Committee Membership

- Committee members will be appointed on the basis of experience, interest and availability to attend meetings. Voting members shall be Belwood residents, property owners, business representatives or service club/association members and at least 18 years of age.

Voting Members (Executive)

- 3 Representatives from the business community
- 2 Belwood residents
- 3 Representatives from a Belwood Service Club or Association
- 1 Representative from the youth community (18+)

Non-Voting members

Manager of Community Development

Other contributors

Other staff as required
Community at Large

5. Chair & Vice-Chair

- The Chair and Vice-Chair will be elected from among the members of the Committee at the first meeting of each calendar year. A Council member of the Committee should not be the Chair or Vice Chair. In the event a member of the committee is unable to fulfil the duties of Chair or Vice Chair, a staff member may fulfill the duties on a temporary basis until they are chosen from the membership. The Chair and Vice-Chair should be able to devote some time between meetings to working informally with Township staff when circumstances warrant.

6. Selection of Members

- A multi departmental staff working group will be responsible for the appointment of all members of the Committee.
- The Manager of Community Development is responsible for administering the recruitment, selection and appointment process for new members.
- A member who is absent for three consecutive meetings without reasonable explanation may be subject to removal from and replaced. The committee can recommend that a member not having fulfilled his or her obligations be removed. The Multi departmental staff working group will appoint a new member to the committee, from the existing list.

7. Term of Office

- Members will sit for a term of two (2) years with recruitment in the spring in the year following a municipal election. In the event a member resigns or is unable to continue their membership on the committee, the vacancy shall be filled in a timely manner by Staff with the assistance of the Committee Executive.

8. Meetings

- BCDC will meet on a monthly basis, at 7:00 pm on the same day of the same month as determined by the committee at the last meeting of their term, except for the months of July and August, or at the call of the chair as required.
- BCDC will participate in public information meetings on specific projects to help provide community input into key Community Services projects.
- The Committee may establish sub-committees for various topics, issues or proposals as required. Sub-committees will report back to the main BCDC Committee. Sub-committees may include non-committee members.

9. Agenda/Minutes

- Staff will be responsible for the development of the agenda, in consultation with the Chair or Vice Chair, one week prior to the meeting.
- Staff will distribute the agenda and any accompanying material to all committee members by the Friday prior to the meeting.
- The Committee shall keep accurate minutes and records of its meetings and shall keep copies of all documents relating to the business of the Committee. All documents shall be open to the inspection of the members of Council or of any other person or persons appointed for that purpose by Council. The Committee shall forward true copies of the meeting minutes and records to all members of the Committee and the Manager of Community Development, as soon as possible after each meeting

10. Delegations

- Delegations must register with the Manager of Community Development or designate and provide written documentation and electronic documentation (if possible) relating to the matter to be discussed. Information must be submitted for circulation with the agenda.
- Delegations will be allowed five (5) minutes for individuals and ten (10) minutes for groups. Extensions are at the discretion of the Chair.

11. Minutes of the Meeting

- A designate will provide support for the taking minutes of the Committee meetings, the disposition of the minutes, and coordination of meetings.

13. Committee Procedures

- Quorum shall be of the majority the total voting membership. If there are conflicts of interest declared, the membership can go down as far as two members provided quorum was originally attained.
- The decisions of the Committee will be made by consensus.
- A meeting can proceed without quorum for information exchange only, however, no decisions/recommendations can be made.

14. Expenses

- No member of the Committee shall receive payment for any work or services performed for the Committee.

15. Conflict of Interest

- All members of committee shall adhere to the Conflict of Interest Policy for Advisory Committees approved by the Township of Centre Wellington.
- Members are expected to undertake their responsibilities on an impartial and objective basis. Any member whose financial interest could be in conflict with the interests of the Township is obliged to disclose same at the meeting. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest except in common with residents in the municipality.