

# **Community Improvement Plan Advisory Committee**

## **Terms of Reference**

### **Purpose**

The Township of South Glengarry's Community Improvement Plan (CIP) is intended to stimulate business development, revitalize and beautify the villages and main streets, encourage consistency in facades, promote adaptive reuse; and enhance the quality of life in South Glengarry.

A key component of the CIP is the creation of an Advisory Committee. This Committee will serve to implement the CIP by evaluating the applications received and by making a recommendation to Council to approve or refuse the application. The Community Improvement Plan Advisory Committee (CIPAC) will also make recommendations to improve the CIP when required and suggest priorities for future programs.

### **Authority**

Authority of the CIPAC is limited to the range of matters described in this Terms of Reference.

1. The CIPAC shall not communicate externally on behalf of the Township or the participating parties except in a capacity related to the undertaking of its mandate.
2. The CIPAC reports to the Council of the Township of South Glengarry (Council) through motions and minutes of the meetings.
3. A motion of the CIPAC to recommend to Council to approve or refuse a CIP application shall be deemed sufficient for the Council to consider a decision.

### **Composition**

1. Membership:

The CIPAC shall consist of the following members:

#### 1.1 Voting Members:

- a. Two (2) members of Council of the Township of South Glengarry
- b. Four (4) members of the public that are South Glengarry residents and/or business owners.

### 1.2 Absence:

Any member who is absent from three (3) consecutive regular meetings without leave of absence or without a satisfactory reason shall forthwith cease to be a member and the Recording Secretary/Technical Advisor shall advise the Clerk.

### 1.3 Resignation of Members:

Any member wishing to resign shall provide their resignation in writing to the Chair with a copy to the Clerk.

### 1.4 Filling Vacancies:

Vacancies shall be filled per the Council as soon as possible with another suitable representative.

### 1.5 Term:

This Committee shall be appointed for a term of six (6) months expiring on April 1, 2019 or will expire sooner upon the appointment of this Committee by Council for the term of the upcoming Council expiring in 2022.

## **Structure**

The CIPAC shall appoint a Chair which may be a member of Council; all members of the Committee are eligible to be Chair. The Chair will be a voting member. All meetings shall be called through the Chair and the Chair will be responsible for chairing the meeting. In the absence of the Chair, an acting Chair may be appointed by the Committee as needed.

## **Advisors**

CIPAC resources shall consist of the General Manager of Community Services and the Economic Development and Tourism Coordinator. These advisors shall provide primary administrative support to the Committee and guidance of the CIP. The Economic Development and Tourism Coordinator will prepare agendas and packages for the CIPAC and will act as the Recording Secretary with the General Manager of Community Services being the alternate when required.

## **Procedures**

1. In conducting its business, the CIPAC shall at all times abide by any and all prescribed legislation (federal, provincial and municipal).
2. The CIPAC shall meet at the call of the Chair.

3. A quorum of members must be present at all times to conduct business of the CIPAC.
4. The Recording Secretary will provide a digital copy of the agenda to CIPAC members a minimum of 5 (5) days prior to a meeting. Minutes will be taken and circulated to the members within fourteen (14) days of a meeting.
5. The CIPAC shall generally evaluate applications on the consensus of its members using the standardized score sheets or criteria.