

# **Champlain Community Improvement Steering Committee Terms of Reference**

## **Mandate**

The committee's objective is to advance, promote, maintain, assist, establish and support by any means whatsoever the development of a community improvement plan (CIP) for Champlain Township.

The committee members will be responsible for providing advice and guidance to council and Champlain Township on a number of specific elements the community improvement plan (CIP) including the project's outline, goals, schedule, background reports, studies, financial incentives, tools. The committee will help ensure that the plan responds to local needs and priorities.

## **Membership**

The committee shall be composed of five (5) council members, two (2) resident members, (2) two representatives from local businesses, and two (2) representatives from external agencies.

Mayor	Norman Riopel
Councillor	Sarah Bigelow
Councillor	Troy Carkner
Councillor	Jacques Lacelle
Councillor	Michel Lalonde

Council committee members invite and appoint resident, business and external agency representatives to the committee.

Resident #1	TBD
Resident #2	TBD
Local Business Representative #1	TBD
Local Business Representative #2	TBD
UCPR Planning and Forestry	TBD
UCPR Tourism Representative	TBD
Vankleek Hill Business and Merchants Association	TBD

## **Term**

Appointment of the Committee shall be concurrent with the term of council and shall expire upon the adoption of the community improvement plan or the end of this council term whichever occurs sooner.

## **Quorum**

Presence from 4 council members appointed to the committee shall constitute quorum.

## **Meeting Schedule**

Meetings shall occur monthly. The meetings shall generally be scheduled on the second Tuesday of the Month at 4:00pm. The meeting will be hosted electronically in accordance with the Township of Champlain COVID 19 electronic meeting format.

**Committee Chair**

The committee chair will be the Mayor of Champlain Township. If the chair is absent, the committee may appoint another member to act as temporary chair. The chair may also appoint a staff member from Champlain Township to act as chair as required.

**Meeting Records**

The meeting chair shall appoint a staff member from the Township of Champlain as recording secretary for the meeting. The recording secretary will be responsible for drafting meeting minutes and keeping a separate record of the discussion notes for the committee's reference.

The committee meetings are advertised in the community calendar. The committee's agenda, meeting minutes and reference material will be posted on the Township of Champlain's website. The meetings will not be recorded.