

# **Birch Hills County Community Engagement Committee**

## **Terms of Reference**

### **Purpose**

\* The purpose of the Community Engagement Committee is to guide, advise and support the Community Engagement Director who will report to the Chief Administrative Officer in providing advise to Birch Hills County Council on community engagement opportunities.

### **Mandate**

\* The mandate of the Community Engagement Committee is to explore short and long term engagement opportunities and strategies; to share with the committee and the Community Engagement Director to determine abilities and opportunities for the County to pursue.

### **Objectives**

\* The Community Engagement Committee will assist the Community Engagement Director with establishing an organizational strategy for community engagement activities.

\* The Community Engagement Committee will assist in developing an environment for planning community engagement within the municipality and region of Birch Hills County.

\* The Community Engagement Committee will work with the Community Engagement Director to establish a communication system for the promotion and celebrating of the County's engagement achievements.

\* The Community Engagement Committee will additionally assist the Community Engagement Director and County Council to ensure there are adequate resources to complete activity plans that are established.

\* The Community Engagement Committee will work with the Community Engagement Director to identify economic and tourism opportunities in the County..

### **Administration**

\* The Community Engagement Committee shall work within the policies and mandate established and provided by Birch Hills County.

### **Membership**

\* The Community Engagement Committee shall be comprised of a six member committee and will consist of one member Birch Hills County Council.

\* The five remaining members shall be made up of one members at large from each of the County's hamlets of Watino, Eaglesham, Tangent and Wanham and one rural resident.

\* The Chief Administrative Officer will sit as an ex-officio.

### **Meetings**

1. At the inaugural meeting and subsequently on a yearly basis, the Committee shall select a chairperson and a vice-chairperson.

2. Meetings of the Committee shall be on a regular basis at such a time to be set by resolution of the Committee.

3. Quorum shall be four members plus the Community Engagement Director or the Chief Administrative Officer.

3. Meeting procedures shall be conducted in accordance with good meeting practices and decisions will be made by consensus.

### **TERM OF OFFICE**

1. Each citizen-at-large shall be appointed to the Committee for a term of one, two or a three (3) year term commencing upon the date of their appointment by resolution of Council.

2. Members of the Committee may serve for up to two consecutive three year terms. Members having served two consecutive terms shall not be reappointed without the absence from the Committee for at least one year. Council shall have the right to waive the required absence by special resolution;

3. Any member may resign from the Committee at any time upon sending written notice to the Council to that effect.

4. Council may terminate a member's appointment to the Committee at any time, and particularly when the member fails to attend three consecutive meetings of the Committee

5. The Council representative shall be appointed by the council annually at the Organizational meeting.