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Corporation of the Township of Black River - Matheson
429 Park Lane
P.O. Box 601
Matheson, Ontario
P0K 1N0

RESOLUTION

DATE: January 7, 2019

NO: 2019 - _____

MOVED BY:

Councillor Dubien	Councillor Gibson	Councillor Cumming
Councillor De Marchi	Councillor Charlebois	Councillor Riach

SECONDED BY:

Councillor Dubien	Councillor Gibson	Councillor Cumming
Councillor De Marchi	Councillor Charlebois	Councillor Riach

THAT Council adopt the terms of reference for the Senior Advisory Committee and the Economic Development Committee.

CARRIED DEFEATED

MAYOR'S SIGNATURE

Recorded Vote-TO BE COMPLETED BY CLERK ONLY

	YEAS	NAYS
Councillor Dubien		
Councillor Gibson		
Councillor Cumming		
Councillor De Marchi		
Councillor Charlebois		
Councillor Riach		
Mayor Laderoute		

X

Cassandra Child
Clerk



**Township of
Black River – Matheson**
January 7th, 2019

**Report ADMIN-05-2019
Of the Deputy Clerk
For Consideration by Council**

RE: Action Report

OBJECTIVE: To adopt the Senior's Advisory Committee terms of reference

RECOMMENDATIONS:

1. THAT:
 - a. Council adopt the terms of reference for the seniors advisory committee
 - b. Council accepts this report as information

Respectfully submitted:
Katie Browne

A handwritten signature in black ink, appearing to be 'Katie Browne', written over a horizontal line.

Approved:

John Regan
Chief Administrative Officer / Dir.
Economic Development

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Cassandra Child
Director Corporate Services

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BACKGROUND:

The Senior's Advisory Committee is a new committee of council designed to enhance access and inclusion for seniors within the Township of Black River-Matheson.

This committee shall act as a liaison for senior residents within the Township of Black River-Matheson, and advise on ways to enhance the health and well-being of seniors within the community.

The committee will provide input and act as a public forum for issues that arise and directly affect seniors in the township. This will include, but not limited to, programs and community services and creating partnerships to educate, inform and improve quality of life for our senior residents.

DISCUSSION:

In 2018, council had directed staff to develop a Senior Advisory Committee and terms of reference. Administration did not have the opportunity to fulfill the wishes of council, however, it can now be addressed.

Seniors are the foundation of a community. It is important to hear their concerns on issues that impact their well-being and quality of life.

HIGHLIGHTS:

NIL

WORK PLAN:

Meeting shall be called as circumstances dictate and as required.

Quorum and rules of procedure will be in accordance with the Township of Black River-Matheson Procedural By-law.

COMMUNICATION PLAN:

In order to recruit for this new committee of council, an ad was placed in the newspaper, township website and Facebook. Applications were accepted until December 10th, 2018. Any applications or expressed interest are brought to the first regular council meeting of the new term of council. Councillor's will appoint both community members and council to this committee. Once all appointments have been made, staff will contact the successful applicants.

BUDGET/LEGAL IMPLICATIONS:

NIL

INTERDEPARTMENTAL IMPACTS:

If all positions are not filled after the application deadline, it is the responsibility of council to recruit participants from the community.

LINKS TO STRATEGIC PLANS:

This committee highlights key factors in the strategic plan i.e. vision, communication and engagement with residents.

ATTACHMENTS:

- Terms of reference

RECOMMENDATION:

It is the recommendation that council adopts the terms of reference for the Senior Advisory Committee.

REQUIRED AND RECEIVED COMMENTS FROM: Yes or Not applicable	
CAO	Yes
Clerk	Yes
Finance	Yes
Building Control & MLEO Department	No
Public Works & Environmental Department	No
Parks, Recreation & Facilities Department	Yes
Community Development and Tourism	No
Planning Department	No
Economic Development Department	No
Fire Department	No



Township of Black River-Matheson Seniors Advisory Committee Terms of Reference

PURPOSE

The Seniors Advisory Committee shall be responsible for enhancing access and inclusion for seniors within the Township of Black River-Matheson.

MEMBERSHIP

The Committee shall be comprised of four (4) appointed members of the public and 1 appointed Council member. The Manager of Community Services and Recreation, or designate, shall be a resource, and the Clerk or designate shall be the secretary to the Committee.

TERM OF OFFICE

Appointments to the Committee are made by Council. The term of office for all appointments shall be for the term of Council.

The Chair shall be selected by the Committee members at the first meeting. The Chair shall serve for no longer than two terms.

The Committee shall inform Council if a member misses three (3) consecutive meetings without justification. Council may consider the replacement of the member.

MEETINGS

Meeting shall be called as circumstances dictate and as required.

Quorum and rules of procedure will be in accordance with the Township of Black River-Matheson Procedural By-law.

DUTIES AND RESPONSIBILITIES

This committee shall act as a liaison for senior residents within the Township of Black River-Matheson, and advise on ways to enhance the health and well-being of seniors within the community.

The committee will provide input and act as a public forum for issues that arise and directly affect seniors in the township. This will include, but limited to, programs and community services, identifying barriers within the community and create partnerships to educate, inform and improve quality of life for our senior residents.

AUTHORITY

The Seniors Advisory Committee is created by and responsible to Council.



**Township of
Black River – Matheson**
January 7th, 2019

**Report ADMIN-06-2019
Of the Deputy Clerk
For Consideration by Council**

RE: Action Report

OBJECTIVE: To adopt the Economic Development Committee terms of reference

RECOMMENDATIONS:

1. THAT:
 - a. Council adopt the terms of reference for the Economic Development committee
 - b. Council accepts this report as information

Respectfully submitted:
Katie Browne

A handwritten signature in black ink, appearing to read "Katie Browne", written over a horizontal line.

Approved:

John Regan
Chief Administrative Officer / Dir.
Economic Development

A handwritten signature in blue ink, appearing to read "John Regan", written over a horizontal line.

Cassandra Child
Director Corporate Services

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BACKGROUND:

The Economic Development Committee is to consider and make recommendations to Council on economic development policies and programs, and assist the municipality in marketing the community.

This committee shall provide assistance in the development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals. This committee shall attract, promote and market growth and development opportunities in Black River-Matheson.

DISCUSSION:

Economic development is imperative for the growth and future of the municipality. It is also important to engage the residents to contribute to the vision of Black River-Matheson. With the perspective of the public and expertise from the Economic Development Director (EDD) and Economic Development Officer (EDO), this committee has potential to thrive.

HIGHLIGHTS:

NIL

WORK PLAN:

Meeting shall be called as circumstances dictate and as required.

Quorum and rules of procedure will be in accordance with the Township of Black River-Matheson Procedural By-law.

COMMUNICATION PLAN:

In order to recruit for this new committee of council, an ad was placed in the newspaper, township website and Facebook. Applications were accepted until December 10th, 2018. Any applications or expressed interest are brought to the first regular council meeting of the new term of council. Councillor's will appoint both community members and council to this committee. Once all appointments have been made, staff will contact the successful applicants.

BUDGET/LEGAL IMPLICATIONS:

NIL

INTERDEPARTMENTAL IMPACTS:

If all positions are not filled after the application deadline, it is the responsibility of council to recruit participants from the community or re-evaluate the need for the committee.

LINKS TO STRATEGIC PLANS:

This committee highlights key factors in the strategic plan i.e. vision, communication and engagement with residents.

ATTACHMENTS:

- Terms of reference

RECOMMENDATION:

It is the recommendation that council adopts the terms of reference for the Economic Development Committee.

REQUIRED AND RECEIVED COMMENTS FROM: Yes or Not applicable	
CAO	Yes
Clerk	Yes
Finance	Yes
Building Control & MLEO Department	No
Public Works & Environmental Department	No
Parks, Recreation & Facilities Department	Yes
Community Development and Tourism	No
Planning Department	No
Economic Development Department	No
Fire Department	No



Township of Black River-Matheson Economic Development Committee Terms of Reference

PURPOSE

The purpose of the Economic Development Committee is to consider and make recommendations to Council on economic development policies and programs, and assist the municipality in marketing the community.

MEMBERSHIP

The Committee shall be comprised of four (4) appointed members of the public and 1 appointed Council member. The CAO, or designate, shall be a resource, and the Clerk or designate shall be the secretary to the Committee.

TERM OF OFFICE

Appointments to the Committee are made by Council. The term of office for all appointments shall be for the term of Council.

The Chair shall be selected by the Committee members at the first meeting. The Chair shall serve for no longer than two terms.

The Committee shall inform Council if a member misses three (3) consecutive meetings without justification. Council may consider the replacement of the member.

MEETINGS

Meeting shall be called as circumstances dictate and as required.

Quorum and rules of procedure will be in accordance with the Township of Black River-Matheson Procedural By-law.

DUTIES AND RESPONSIBILITIES

This committee shall provide assistance in the development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals. This committee shall attract, promote and market growth and development opportunities in Black River-Matheson.

AUTHORITY

The Economic Development Committee is created by and responsible to Council.