

GREATER MIRAMICHI REGIONAL SERVICE COMMISSION



COMMISSION DE SERVICES RÉGIONAUX DU GRAND MIRAMICHI

Community Development Department

Community Development and Transportation Advisory Committee

Terms of Reference

February 7, 2023

Vision: Healthy, vibrant, self-sufficient, and involved communities within the Greater Miramichi Regional Service Commission (GMRSC)

Mission: The GMRSC Community Development Advisory Committee will encourage participation from all sectors from our communities to overcome and alleviate poverty and increase social capital.

1. **Membership:**

- Appointed by the GMRSC Board the Advisory Committee is made up of business, community organizations, citizens and government representatives who live and/or work within the Region, such as the following:
 - Department of Social Development
 - Department of Justice and Public Safety, Community Capacity and Resiliency
 - School Food program
 - Food bank
 - Mental Health and Addiction services
 - Representation of Sport, recreation and leisure activities
 - Representation of Regional Transportation
 - Non-profit organisation/citizens
 - someone living or experience poverty.
 - Department of Public Health

- One Board member of the GMRSC will serve on the Advisory Committee for a period of two years. The GMRSC Board member shall serve as the Chairperson of the Advisory Committee.
- A commitment of 3-4 years is recommended for members with between 6-8 representatives forming the Advisory Committee. Commitments can be renewed.
- Quorum will be 60% of current membership for any decision making. Vote to be led by chairperson; if there is a tie, it will be divided by the chairperson's vote.
- Members that fail to attend three consecutive meetings without proper notification will be unable to make informed decisions and therefore asked to resign.
- The terms of office of the committee members are as follows:
 - 3 - 4 members chosen for a 3-year term
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- GMRSC Community Development Department Coordinator (ex-officio)
- GMRSC Community Transportation Coordinator (ex-officio)

2. Meetings

- a. Meetings will normally be held at minimum every month (a minimum of four meetings per year shall be held) and will be led by a chairperson. Minutes will be recorded and circulated by the Community Development Coordinator.
- b. Meeting agendas and meeting materials shall be circulated one week in advance of the monthly meetings. Meeting materials can be distributed to the members via email or regular post.
- c. A schedule will be established in advance.

3. Responsibilities:

- Bring community, business, government, voluntary and non-profit sectors together to develop a Community Development Regional Action Plan and work together to empower groups to create programming tailored to meet local needs.
- Share information and create awareness related to the multi facets of poverty, poverty reduction initiatives and strategies that have demonstrated success.
- Promote a collaborative community approach to the creation and management of projects and initiatives. This, while favoring the theories and strategies of Asset Based Community Development.
- Ensure continuous dialogue around poverty reduction, community development and transportation in all regions of the county and encourage action.
- When participating in priority networks or community groups, keep the Advisory Committee updated on progress, challenges, and activities and provide oversight and coordination to said committees.

- Review proposals sent to the Community Development Department and make recommendations in order to determine what applications should be sent on to ESIC.
- Provide support and leadership to the Community Development Department Coordinator and Transportation Coordinator.
- Communicate and promote poverty reduction, community development, transportation, and the activities of the Community Development Department.
- Recruit representation of new or different voices from our communities. This might include indigenous people, people with different skills, assets and networks needed by the Community Development Department. Advisory Committee members are tasked with identifying potential members and bringing possibilities to the entire group for discussion.

4. Reporting

- Report at least two (2) times per year to the Standing Committee on Economic and Community Development.
- Provide Staff reports to the GMRSC Board every two months. Reports must provide details on activities, projects, and client contacts. These reports shall then be shared by the GMRSC with its member local governments and the Rural District.
- In addition, the Committee shall prepare a summary of its activities, results and deliberations on a yearly basis that shall then be summarized and incorporated into the RSC's Annual Report
- The Chair and Coordinator to attend the GMRSC Annual Meeting and report on previous year's activities.

5. Committees (as needed):

- Executive Committee (Chair and vice-chair)
 - Make recommendations to the Advisory Committee on decision making, relationship with ESIC, media relations and budget recommendations for Board consideration.
- Event/Activity Committee
 - With the Community Development Coordinator and Transportation Coordinator, plan and prepare events that can highlight the purpose of the Community Development Department, Transportation, the Regional Action Plan, and encourage community involvement.

6. Priority Networks:

- The Community Development Department is connected to groups that focus on each of the priority areas (*school food programs, social enterprise, Transportation, sport, recreation and leisure activities, mental health, and addictions services*). Each group should have a Advisory Committee member who can champion the issue and report back on progress and development.

7. Guiding Principles:

- We will have open and respectful dialogue.
- We will support an environment that encourages collective and creative thinking.
- We believe everyone brings valuable experience to the table.
- We honour and respect the opinions, issues, accomplishments, commitments, and investments made by previous and ongoing members.
- We understand that each member has many obligations beyond the Advisory Committee but to move forward please be prepared for all meetings by reading minutes and any additional information.

8. STAFF SUPPORT:

- The Community Development Advisory Committee shall be supported by the Community Development Coordinator of the GMRSC. This individual will be responsible for:
 - a. Preparing and circulating the agendas (in collaboration with the Committee Chair),
 - b. Preparing and circulating meeting minutes.
 - c. Ensuring meeting follow-up actions are undertaken; and
 - d. Liaising with committee members, ESIC and other organizations and agencies as may be required to support the work of the committee.

9. Expenses:

- Expenses associated with Advisory Committee members attending meetings or sessions with ESIC will be eligible for reimbursement as per GMRSC policies.

10. Revision of Terms of Reference:

- Terms of References are to be reviewed on a yearly basis or as needed

Last Revised: February 7, 2023