



TOWNSHIP OF  
**NORTH  
STORMONT** ✦  
A good place to grow

## **Community Improvement Advisory Committee**

### **Background:**

The Community Improvement Plan (CIP) provides grant funding for commercial businesses to undertake improvements to their existing businesses which includes planning and design studies, façade improvements, signage and awnings, accessibility and regulatory compliance. The intent of the CIP is to provide incentives to local businesses to undertake improvement projects as a means to beautify North Stormont's commercial areas and create a more accessible community. Funding will be established in the annual budget by Council.

The CIP was adopted by Council on February 12, 2019.

### **Mandate:**

The North Stormont Community Improvement Advisory Committee members ("the Committee") will be tasked with reviewing submitted applications and making recommendations to Council for awarding program dollars. The Committee will evaluate each application based on the criteria as established in the CIP.

The Committee will also be tasked with providing recommendations for changes to the CIP that may arise through the evaluation of application forms. Proposed changes should speak to clarifying eligibility criteria, program requirements and creating efficiencies within the CIP process. Committee term will be May 2019 through to the end of the term of Council (November 2022).

### **Membership:**

The Membership shall include:

- Two Members of Council
- Two Members of Administration
- One Member of the Public

A chair will be selected from the membership. The selection of Committee members will be based on applicable skills/experience in the area of community development and business.

The Committee service is voluntary. No remuneration is included in the budget for the work to be undertaken by the Committee.

**Meeting Procedures:**

The Committee will be governed by the Township of North Stormont's Procedural By-law No. 38-2015.

**Agendas and Reporting:**

The Community Planner/Economic Development Officer or their designate will be responsible for providing administrative tasks, provide support and resources for the agenda, including the agenda preparation, distribution and proceedings of the Committee. In addition, the Community Planner/Economic Development Officer shall prepare any reports for Council's consideration when recommendations are required for Council approval.

**Meetings:**

Committee meetings, in accordance with the *Municipal Act*, R.S.O. 2001, are open to the public but may be closed to the public to consider subject matters that fall under Section 239(2) of the Act.

**Notice of Meetings:**

The date and time of the Committee Meetings will be determined by consensus of the Committee Members. Meeting dates and time will be posted on the Township's website.

**Quorum:**

Including the Chair, the majority of members constitutes a quorum.

**Amendments to the Terms of Reference:**

The Committee Chair shall make recommendations to Council through a staff report from the Community Planner/Economic Development Officer for amendments of the Terms of Reference.

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