

## **Rosseau Community Action Committee (RCAC)**

### **Terms of Reference**

**Vision Statement:** *The community of Rosseau has a proud past and a promising future. This committee is dedicated to providing service to the community in the areas of communication, recreation, culture and future planning.*

#### **Composition of the Standing Committee:**

Mayor as Ex-Officio

Ward 6 Councillor

Three village business owners

Six community residents, representing full time and seasonal residents, lake associations, user groups, service groups and community organizations, gender and age spectrum.

In addition, meetings will be attended by the following Township staff: the C.A.O. or designate, a Corporate Services - Administration Staff Member (minutes and motions) and other Township Staff as required.

#### **Terms of Appointment:**

That the term of the RCAC be two (2) years, unless otherwise determined by Council.

#### **Quorum and Voting:**

A majority of voting members constitutes a quorum.

#### **Duties and Functions:**

- To establish effective communication, maximizing participation and facilitating the flow of information between participants and the community as well as the whole of the Township;
- To make recommendations regarding community projects and programs;
- To coordinate community response and to encourage and manage projects as necessary;
- To inspire community groups, organizations, and citizens to develop and participate in community recreation, community functions and community projects;
- To encourage and develop funding opportunities from both private and public sector sources;
- To facilitate the effective use of community public facilities for the betterment of the Rosseau Area; and
- To provide advice and suggestions to the Township regarding the operations of the various public municipal facilities in Rosseau and provide an annual list of capital requirements for the five (5) year capital budget forecast.

#### **Authority:**

Following their appointment by Council, the RCAC will elect a Chair person from the appointed members who will act for the term of duty of the Committee. RCAC resignations will be filled by additional appointments by Council. Motions recommended to Council must be passed with

a majority and a quorum of members. Members must declare and adhere to conflict of interest guidelines.

The Rosseau Community Action Committee may strike sub-committees, without the approval of Council, in order to fulfill their mandate. For reporting purposes, at least one member of the *RCAC* must be a member of a sub-committee. Additional members may further be drawn from the *RCAC* as well as members of the Seguin community and may be appointed to sub-committee(s) without Council approval as long as sub-committee (s) appointed are so noted in the *RCAC* minutes to Council.

**Reporting Relationships:**

The Township will post the minutes of the *RCAC* meetings on the Township website. The minutes will be distributed by email or mail as requested to all stakeholder organizations in the community including but not limited to the following: Township Council, Rosseau Historical Society, Rosseau Horticultural Society, Branch 289 Royal Canadian Legion, Rosseau Women’s Institute, Rosseau and Area Business Association, the Rosseau Library, Rosseau and Area Nursing Station, Church Secretaries, the Rosseau Lake College Headmaster, Lake Joseph North Cottagers’ Association, Little Lake Joseph Association, Lake Rosseau North Association and the Three Lake Committee. An email contact list will be used for distribution of information.

**Remuneration:**

Will be in accordance with Township of Seguin Policy.

**Frequency:**

Meetings will be quarterly, or as determined by the Committee.