

**ATIKOKAN ECONOMIC DEVELOPMENT CORPORATION**

**DEVELOPMENT COMMITTEE**

**Minutes of Meeting - February 21, 1995**

**Present:** C. Viddal, E. MacKay, B. Miles, K. Sawchuk, G. Boileau, D. Elder, A. Hiebert, S. Speck, B. Hayes, T. Couch, M. Thurier

**Regrets:** S. Veran, D. Brown

**Absent:** M. McKinnon, B. Beyer

1. Meeting was called to order by C. Viddal at 11:55 a.m.
2. Approval of Agenda
3. Approval of Structure to date

**MOTION** by S. Speck and B. Miles that

“The Development Committee approve the structure proposed to date.”  
Carried.

C. Viddal and T. Couch went through the objectives of the committee and clarified or made changes as needed. It was felt that there must be a clause for an OATH OF CONFIDENTIALITY to be continued after a director's resignation. T. Couch is to check with the lawyer on the need for such as clause.

The Development Committee is to be made up of 15 members with 3 members on each sub-committee.

**MOTION** by B. Miles and K. Sawchuk that

“the aim of the Development Committee is the implementation of the Strategic Plan.”  
Carried.

Barb Hayes was introduced to the rest of the Board.

B. Miles as the Nominating Chair took a poll of the present members as to who would be willing to sit on the Corporation Board of Directors and who would sit on the Development Committee.

	Corporation Bd.	Development Committee
Dave Elder	1 year	1 year
Sally Speck	1 year	1 year
Art Hiebert	2 years	1 year
Elizabeth MacKay	No	No
Charlie Viddal	1 year	1 year
Ken Sawchuk	1 year	1 year
Graig Boileau	1 year	1 year

C. Viddal is to approach the rest of the Development Committee to see if they will serve on the Development Committee. The Committee agreed that C. Viddal is to act as Chair until the election of Development Committee officers.

5. The date of the scoping workshop will be between the 7th and 15th of April with Ted, E. MacKay, G. Boileau and B. Hayes to plan the agenda, who to invite and what date for the meeting.

6. The meeting adjourned at 1:00 p.m.

The Development Committee, hereafter called the Committee, of the Atikokan Economic Development Corporation, hereafter called the Corporation; identifies itself in accordance with the following:

**Mission Statement (Revised):**

**“To foster stability and growth in a community driven, sustainable and environmentally responsible manner.”**

**1. OBJECTIVES:**

- a) To insure future stability by establishing a strategic plan and facilitating its implementation.
- b) To mobilize and co-ordinate resources that cultivate the potential for stability and growth.
- c) To establish partnerships between local groups, including municipal and other authorities, necessary for community driven planning and development.
- d) To provide a single window approach for development and adjustment programs and services.
- e) to involve the private sector and all levels of government in the assessment of problems and the design of suitable remedies.
- f) To foster volunteerism as a means of ensuring community participation and cost effective initiatives.
- g) To actively promote the philosophy of community development and local initiative.
- h) For the purpose of the objectives set out in paragraphs 1a) through 1g), to do, deal with and otherwise perform such things as facilitate and are incidental to, conducive to, and otherwise, to the attainment of such objectives including, as authorized by the Corporation.
  - i) The borrowing of money and the opening and use of accounts in the name of the Corporation.
  - ii) The employment of, or the making of contracts with, any person or other entity and

- iii) The raising of money through subscriptions, rents, grants, memberships, donations and to receive donations, gifts, legacies, grants, bequests and otherwise.

## 2. MEMBERSHIP

A committee member must be at least eighteen years of age and a resident of the area served by the Corporation.

- a) The Committee will consist of not fewer than eight (8) and not more than sixteen (16) members, who will represent a cross-section of the community in order to bring a broad community perspective to the Committee. This in no way limits the composition of the Committee.

During its first year of operation the Committee will appoint members to one, two, and three year terms to ensure, to the greatest extent possible, its continuity over time. Save and except for its first year of operation all committee members shall be appointed by the committee and hold office for three years.

## 3. COMMITTEE RESPONSIBILITIES

### Financial Administration:

- (i) Prepare annual operating budgets.
- (ii) Approve disbursements regarding the operation of the Committee in accordance with approved budget.
- (iii) Formulate and recommend operating, procedural, and administrative policies.
- (iv) Formulate and approve short and long term objectives.
- (v) Formulate and approve any change in Committee structure.
- (vi) Approve all matters which are directly within the realm of responsibility of the Committee.
- (vii) Recommend approval of all contractual agreements.
- (viii) Recruit new members for the Committee.
- (ix) Remove non-contributors from the Committee.

- (x) Elect the Chair, Vice-Chair, and Secretary of the Committee.
- (xi) Appoint and abolish sub-committees.
- (xii) Define the powers of sub-committees.

#### 4. DUTIES OF COMMITTEE MEMBERS

- (i) To ensure that the Committee carries out its purpose and mandate.
- (ii) To attend the regularly scheduled Committee meetings.
- (iii) To attend the majority of special Committee meetings.
- (iv) To participate in sub-committees.
- (v) To participate in the initial and ongoing training programs for Committee members.
- (vi) To represent the Corporation in community relations.
- (vii) To represent the Corporation in public relations.
- (viii) To gain a knowledge of the issues brought to the Committee by reading material, contact with staff, clients, etc.
- (ix) To make informed decisions on issues based on skills and abilities brought to the Committee and by questioning, criticizing, and learning about Committee policy proposals.
- (x) To act as a consultant to the Executive Director, as required, and to offer advice and criticism in the best interests of the Corporation.
- (xi) To monitor the environment, and be receptive to development opportunities consistent with the goals of the Committee.
- (xii) To periodically assess one's own contribution as a Committee member and initiate discussions with the Chair to ensure that all actions taken by the Committee are in the best interest of development in the area.
- (xiii) To disclose to the Committee any decisions which it will make which could produce personal benefit to the member. This presents no problem if the Committee still decides the decision is in the best interests of the Corporation and the community.

5. **PERSONAL QUALIFICATIONS OF COMMITTEE MEMBERS**

- (I) Honesty and integrity.
- (ii) Success in own career.
- (iii) Credibility with community.
- (iv) Degree of interest in serving.
- (v) Amount of time available to devote.
- (vi) Willing to abide by Conflict of Interest Regulations as set out by the Board of Directors.
- (vii) Compatible personal style with Committee members.
- (viii) Interest in development.

6. **ADMINISTRATIVE SUB-COMMITTEE**

- a) The Administrative Sub-Committee will consist of three (3) members including the Committee Chair and Vice Chair.
- b) Election of the Administrative Sub-Committee shall be held annually.

7. **DUTIES OF ADMINISTRATIVE SUB-COMMITTEE**

- (I) Ensure appropriate representation on Ad Hoc sub committees.
- (ii) Provide advice and consultation to the Executive Director on matters with the scope of the Committee's responsibilities.
- (iii) Ensure that the Committee is represented at functions which are related and beneficial to the objectives of the Corporation.
- (iv) Identify and satisfy the Committee's needs for information regarding operations.
- (v) Review Committee performance against policies, objectives, and plans including the budget.
- (vi) Monitor the local economic, social and political environment.
- (vii) Propose changes in Committee direction.

- (viii) Monitor legal and ethical conduct of operations.
- (ix) Report to the Committee any identified need for change and/or improvement.
- (x) Review on an annual basis with the Executive Director
  - a) Staff Performance
  - b) Policies and procedures

8. Public Relations and Membership Sub-Committee will consist of

- (I) Chair and/or Vice-Chair of the Committee
- (ii) Other members of the Committee as appointed by the Administrative Committee.

9. Ad Hoc and Standing Committees will consist of

- (I) At least two (2) members of the Committee
- (ii) The Committee shall prescribe Terms of Reference for any Sub-Committee appointed.

10. Standing Sub-Committees shall include:

- (I) Administrative
- (ii) Public Relations and Membership
- (iii)
- (iv)

11. MEETINGS

- a) Meetings of the Committee shall be held on a regular monthly basis.
- b) An agenda for each meeting to be provided to Committee members in advance along with the minutes of the previous meeting.
- c) Minutes of all meetings shall be taken and provided to all Committee and Corporate members and Township Council and other interested parties.

- d) A staff person (s) shall be provided to the Committee by the Corporation for the purposes of
  - (i) The taking, typing and distribution of meeting minutes, agenda, correspondence and preparation of a draft budget and updates.
  - (ii) Advice and organization.
  - (iii) Project management and required reports and updates.
  - (iv) Co-ordination of Committee activities.
  - (v) Phoning.
  - (vi) Liaison with all levels of government, the Executive Director, other staff and the Corporation Board.

## 12. QUORUM

- a) A majority of the Committee membership, and not less than five members, shall be necessary to conduct business at a duly called Committee meeting.
- b) If possible each member should be contacted by phone prior to meetings to determine if a quorum may be present.

## 13. DUTIES OF THE COMMITTEE CHAIR

The Chair of the Committee shall

- i) preside at all meetings of the Committee when present.
- ii) be the Chair of the Administrative Sub-Committee.
- iii) be a signing officer for the Committee and must be approved the Corporation Board.
- iv) assist in preparing the agenda for Committee meetings.
- v) be an ex-officio member of all Sub-Committees.

## 14. DUTIES OF THE COMMITTEE VICE-CHAIR

The Vice-Chair of the committee shall



- I) in the absence of the Chair, carry out the duties of the Chair.
- ii) be the Vice-Chair of the Administrative Sub-Committee.
- iii) be a signing officer for the Committee.

In the absence of the Chair and Vice-Chair, their duties will be carried out by the remaining Administrative Sub-Committee member or the past Chair.

15. SIGNING OFFICERS

The signing officers of the Committee shall be any one of the members of the Administrative Sub-Committee along with the Executive Director of the Corporation. All bank accounts and signing officers must be approved by the Corporation Board.

16. REMUNERATION OF COMMITTEE MEMBERS

- a) Committee members shall receive no remuneration for acting as such.
- b) Expenses approved by the Committee or Corporation may be paid upon submission of an expense claim. Such claims shall be subject to the limitations established by the Corporation.

17. ORDER OF BUSINESS

Except as otherwise indicated, meetings will be conducted according to Robert's Rules of Order.

18. VOTING

- I) All questions shall be worded in a positive manner, i.e. that a bill be paid, that minutes be accepted, that an action be taken.
- ii) The Chair is entitled to one vote only and may use that vote to create or break a tie.
- iii) All Committee members shall be entitled to one vote and that vote may be made by a proxy. Written notification must be given of the proxy's appointment. The proxy need not be a member of the Committee but must meet membership qualifications.

- iv) Voting shall be by a show of hands unless a poll or secret ballot is requested by a member.
- v) If a quorum is not present and a speaker phone or suitable substitute is available a Committee member may be contacted by telephone and deemed to be present if:
  - a) The member is identified to the satisfaction of the Chair by voice or other procedure, and
  - b) The member is able to hear and participate in the discussion of all questions.

The member shall be entitled to a voice vote, in favour of or against, any question so discussed. The member may also abstain from voting and so indicate.

- vi) Any motion receiving the support of a majority of members present or present by proxy, will be carried. All other motions will be lost.

## 19. RESIGNATIONS

Committee members may resign by resignation in writing which shall be effective upon receipt of the resignation by the Committee.

## 20. ERROR OR OMISSION

Failure to give proper notice of a meeting shall not invalidate such meeting or make void any proceedings taken thereat.

## 21. PROTECTION OF COMMITTEE AND OFFICERS

Limitation of Liability - Except as otherwise provided in the Act, no Director or Officer for the time being acting on behalf of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other Director, or Officer or employee or for joining in any receipt or act for the conformity or for any loss, damage or expense happening to the Corporation or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the Corporation shall be invested or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the moneys, securities or effects of the Corporation shall be deposited or for any loss occasioned by any error of judgement or oversight on his part or for any other loss, damage or misfortune which may happen in the execution of the duties of his office or in relation thereto; provided that nothing herein shall

relieve any Director or Officer from the duty to act in accordance with the Act and Regulations or from liability for any breach thereof.

22. INDEMNITIES TO DIRECTORS AND OFFICERS

Every Committee member, when acting as an agent for the Corporation, and his heirs, executors, administrators and other legal personal representatives shall from time to time be indemnified and saved harmless by the Corporation from and against

- a) any liability and all costs, charges and expenses that he sustains or incurs in respect of any action, suit or proceeding that is proposed or commenced against him for or in respect of anything done or permitted by him in respect of the execution of the duties of his office; and
- b) all other costs, charges and expenses that he sustains or incurs in respect of the affairs of the Corporation.

## **POSSIBLE SUB-COMMITTEES (STRATEGIC PLAN)**

- 1) MUNICIPAL GOVERNMENT
- 2) RECREATION
- 3) HEALTH
- 4) SOCIAL SERVICES
- 5) HOUSING
- 6) TOURISM
- 7) BUSINESS?
- 8) EDUCATIONAL SERVICES
- 9) APPEARANCE
- 10) INFRASTRUCTURE

## **OTHER POSSIBLE SUB-COMMITTEES**

- A) SERVICE CLUBS
- B) CHURCH GROUPS
- C) LODGES
- D) ETC.

## DEVELOPMENT COMMITTEE

### 1) What groups should or could be represented?

- |                                  |                           |
|----------------------------------|---------------------------|
| a) Waterfront development        | q) Township Council       |
| b) QuAERI                        | r) Sports Days            |
| c) AMA                           | s) FACS                   |
| d) Atikokan Not For Profit       | t) AGH                    |
| Housing                          | u) AGS                    |
| e) ANFC                          | v) Northwest Health Unit  |
| f) Energy Centre                 | w) Proboard               |
| g) Community Counselling         | x) Seine Chain            |
| h) Social Services               | y) NOTO                   |
| i) ADADS                         | z) AFP                    |
| j) Daycare (Rainbow Centre)      | 1) C of C                 |
| k) Crisis Housing                | 2) Board of Ed            |
| l) Sun Dog Toy Lending           | 3) Ski Club               |
| Library                          | 4) MNR                    |
| m) General Public (non attached) | 5) FOQ                    |
| n) Sno-Ho                        | 6) Cross Country Ski Club |
| o) URDA                          | 7) Telecommunications     |
| p) Sportsmen's Club              | 8) Labour                 |
|                                  | 9) Pioneer Centre         |

NOTE: Obviously, unless there are a number of members representing more than one group, this would make a large committee.

Is there a method of bringing groups similar in nature together to discuss development issues i.e. Social Services - could involve FACS, Home Support, Community Counselling, ADAMR, AGH etc.

This group would then communicate with the Development Committee through one member.

The other possibility is to appoint a certain number of members and give each member an area of responsibility. The member responsible for social services would design a method of input that best suits that group. The design might range from holding joint meetings of representatives of each organisation to having the Development Committee member attend the meetings of each organisation in his charge.

These organisations could be grouped according to interest in the strategic plan.

# ATIKOKAN ECONOMIC DEVELOPMENT CORPORATION

## DEVELOPMENT COMMITTEE

### Minutes of Meeting - January 31, 1995

Present: B. Beyer, C. Viddal, E. MacKay, B. Miles, D. Elder, A. Hiebert, S. Speck,  
D. Brown, G. McKinnon, M. Thurier

Regrets: K. Sawchuk, S. Veran, Barb Hayes

Absent: M. McKinnon, G. Boileau

1. Meeting was called to order by C. Viddal at 11:52 a.m.
2. Approval of minutes

MOTION by B. Beyer and A. Hiebert that

"the minutes of the meeting of January 17, 1995 be adopted as  
circulated."

Carried

3. Future Direction of Development Committee - CONTINUED DISCUSSION ON  
FUTURE DIRECTION - Revised mission statement was okay with committee  
members. D. Brown has a concern about the Committee improving the tax  
base of the Community. It was decided to leave that concern to the  
Corporation board. - **see attached notes (DRAFT - FOR DISCUSSION PURPOSES)**

5. The date of the next meeting will be Tuesday, February 21, 1995 at 11:45 a.m.
6. The meeting adjourned at 12:55 p.m.

a) **Mission Statement - M/S by G. Boileau and D. Brown**

"To achieve an effective co-ordination and mobilization of resources and talents to achieve stability and growth within a framework set by the communities themselves, in a sustainable and environmentally responsible fashion".

The Development Committee, hereafter called the Committee, of the Atikokan Economic Development Corporation, hereafter called the Corporation; identifies itself in accordance with the following:

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## **6. ADMINISTRATIVE SUB-COMMITTEE**

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- (ix) Report to the Committee any identified need for change and/or improvement.
- (x) Review on an annual basis with the Executive Director
  - a) Staff Performance
  - b) Policies and procedures

8. Public Relations and membership sub-committee will consist of
  - (I) Chair and/or vice-chair of the committee
  - (ii) Other members of the committee as appointed by the Administrative Committee.
9. Ad Hoc and Standing Committees will consist of
  - (I) at least two (2) members of the Committee
  - (ii) the Committee shall prescribe Terms of Reference for any sub-committee appointed.
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  - (ii) Public Relations and Membership
  - (iii)
  - (iv)

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The chair of the Committee shall

- i) When present preside at all meetings of the Committee
- ii) be the chair of the Administrative sub-committee
- iii) be a signing officer for the Committee
- iv) assist in preparing the agenda for committee meetings.
- v) be an ex-officio member of all sub-committees.

## **14. DUTIES OF THE COMMITTEE VICE-CHAIR**

The Vice-Chair of the committee shall

- i) in the absence of the chair, carry out the duties of the chair
- ii) be the vice-chair of the Administrative sub-committee
- iii) be a signing officer for the committee

In the absence of the chair and vice-chair, their duties will be carried out by the remaining Administrative sub-committee member or the past chair.

## **15. SIGNING OFFICERS**

The signing officers of the Committee shall be any one of the members of the Administrative Sub-Committee along with the Executive Director of the Corporation.

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- b) Expenses approved by the Committee or Corporation may be paid upon submission of an expense claim. Such claims shall be subject to the limitations established by the Corporation.

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- ii) The chair is entitled to one vote only and may use that vote to create or break a tie.
- iii) All Committee members shall be entitled to one vote and that vote may be made by a proxy. Written notification must be given of the proxy's appointment. The proxy need not be a member of the Committee but must meet membership qualifications.
- iv) Voting shall be by show of hands unless a poll or secret ballot is requested by a member.
- v) If a quorum is not present and a speaker phone or suitable substitute is available a committee member may be contacted by telephone and deemed to be present if:
  - a) The member is identified to the satisfaction of the chair by voice or other procedure, and
  - b) The member is able to hear and participate in the discussion of all questions.

The member shall be entitled to a voice vote, in favour of or against, any question so discussed. The member may also abstain from voting and so indicate.

- vi) Any motion receiving the support of a majority of at least four members present or present by proxy, will be carried. All other motions will be lost.

## **19. RESIGNATIONS**

Committee members may resign by resignation in writing which shall be effective upon receipt of the resignation by the committee.

## **20. ERROR OR OMISSION**

Failure to give proper notice of a meeting shall not invalidate such meeting or make void any proceedings taken thereat.

## **21. PROTECTION OF COMMITTEE AND OFFICERS**

Limitation of Liability - Except as otherwise provided in the Act, no director or officer for the time being acting on behalf of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other director, or officer or employee or for joining in any receipt or act for

the conformity or for any loss, damage or expense happening to the Corporation or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the corporation shall be invested or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the moneys, securities or effects of the corporation shall be deposited or for any loss occasioned by any error of judgement or oversight on his part or for any other loss, damage or misfortune which may happen in the execution of the duties of his office or in relation thereto; provided that nothing herein shall relieve any director or officer from the duty to act in accordance with the Act and Regulations or from liability for any breach thereof.

## 22. INDEMNITIES TO DIRECTORS AND OFFICERS

Every Committee member, when acting as an agent for the Corporation, and his heirs, executors, administrators and other legal personal representatives shall from time to time be indemnified and saved harmless by the Corporation from and against.

a) any liability and all costs, charges and expenses that he sustains or incurs in respect of any action, suit or proceeding that is proposed or commenced against him for or in respect of anything done or permitted by him in respect of the execution of the duties of his office; and

b) all other costs, charges and expenses that he sustains or incurs in respect of the affairs of the Corporation.

#### POSSIBLE SUB-COMMITTEES (STRATEGIC PLAN)

- 1) MUNICIPAL GOVERNMENT
- 2) RECREATION
- 3) HEALTH
- 4) SOCIAL SERVICES
- 5) HOUSING
- 6) TOURISM
- 7) BUSINESS?
- 8) EDUCATIONAL SERVICES
- 9) APPEARANCE
- 10) INFRASTRUCTURE

#### OTHER POSSIBLE SUB-COMMITTEES

- A) SERVICE CLUBS
- B) CHURCH GROUPS
- C) LODGES
- D) ETC.

## DEVELOPMENT COMMITTEE

- 1) What groups should or could be represented at scoping workshop?
  - a) Waterfront development
  - b) QuAERI
  - c) AMA
  - d) Atikokan Not For Profit Housing
  - e) ANFC
  - f) Energy Centre
  - g) Community Counselling
  - h) Social Services
  - i) ADAMR
  - j) Daycare (Rainbow Centre)
  - k) Crisis Housing
  - l) Sun Dog Toy Lending Library
  - m) General Public (non attached)
  - n) Sno-Ho
  - o) URDA
  - p) Sportsmen's Club
  - q) Township Council
  - r) Sports Days
  - s) FACS
  - t) AGH
  - u) AGS
  - v) Northwest Health Unit
  - w) Proboard
  - x) Seine Chain
  - y) NOTO
  - z) AFP
  - 1) C of C
  - 2) Board of Ed
  - 3) Ski Club

NOTE: Obviously, unless there are a number of members representing more than one group, this would make a large committee.

Is there a method of bringing groups similar in nature together to discuss development issues i.e. Social Services - could involve FACS, Home Support, Community Counselling, ADAMR, AGH etc.

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# ATIKOKAN FUTURE INCENTIVES CORPORATION

## Minutes of Meeting - January 17, 1995

Present: B. Beyer, C. Viddal, D. Elder, A. Hiebert, S. Speck, D. Brown, S. Veran,  
G. Boileau, G. McKinnon, T. Couch, M. Thurier,

Regrets: K. Sawchuk, M. McKinnon, J. Vibert, Barb Hayes

Absent: M. Metsala

1. Meeting was called to order by C. Viddal at 5:15 p.m. A target adjournment time was set for 6:30 p.m. The agenda was approved by B. Beyer and S. Speck.  
Carried.

2. Approval of minutes

MOTION by B. Beyer and G. Boileau that

"the minutes of the meeting of December 20, 1994 be adopted as circulated."

Carried

3. Financial Statements to December 31, 1994

MOTION by S. Speck and D. Brown that

"the Financial Statements for the period ending December 31, 1994 be noted as received and filed."

Carried

MOTION by D. Elder and G. Boileau that

"the Cash Disbursements Journal for December 31, 1994 in the amount of \$2,491.07 be approved. "

Carried

4. Future Direction of Development Committee - **see attached notes (DRAFT - FOR DISCUSSION PURPOSES)**
5. The date of the next meeting will be **Tuesday January 31, 1995 at 11:30 a.m.** The **February meeting will be on Tuesday, February 21, 1995 at 7:00 p.m.**
6. The meeting adjourned at 6:30 p.m.

a) **Mission Statement - M/S by G. Boileau and D. Brown**

"To achieve an effective co-ordination and mobilization of resources and talents to achieve stability and growth within a framework set by the communities themselves, in a sustainable and environmentally responsible fashion".

The Development Committee, hereafter called the Committee, of the Atikokan Economic Development Corporation, hereafter called the Corporation; identifies itself in accordance with the following:

**Mission Statement (Revised):**

**"To foster stability and growth in a community driven, sustainable and environmentally responsible manner."**

**1. OBJECTIVES:**

- a) To insure future stability by establishing a strategic plan and facilitating its implementation.
- b) To mobilize and co-ordinate resources that cultivate the potential for stability and growth.
- c) To establish partnerships between local groups, including municipal and other authorities, necessary for community driven planning and development.
- d) To provide a single window approach for development and adjustment programs and services.
- e) to involve the private sector and all levels of government in the assessment of problems and the design of suitable remedies.
- f) To foster volunteerism as a means of ensuring community participation and cost effective initiatives.
- g) To actively promote the philosophy of community development and local initiative.

- h) For the purpose of the objectives set out in paragraphs 1a) through 1g), to do, deal with and otherwise perform such things as facilitate and are incidental to, conducive to, and otherwise, to the attainment of such objects including, as authorized by the Corporation.
- i) The borrowing of money and the opening and use of accounts in the name of the Corporation.
- ii) the employment of, or the making of contracts with, any person or other entity and
- iii) the raising of money through subscriptions, rents, grants, memberships, donations and to receive donations, gifts, legacies, grants, bequests and otherwise.

## **2. MEMBERSHIP**

A committee member must be at least eighteen years of age and a resident of the area served by the Corporation.

- a) The committee will consist of not fewer than eight (8) and not more than sixteen (16) members, who will represent a cross-section of the community in order to bring a broad community perspective to the committee. This in no way limits the composition of the committee.

During its first year of operation the Committee will appoint members to one, two, and three year terms to ensure, to the greatest extent possible, its continuity over time. Save and except for its first year of operation all committee members shall be appointed by the committee and hold office for three years.

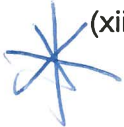

## **3. COMMITTEE RESPONSIBILITIES**

### **Financial Administration:**

- (i) Prepare annual operating budgets.
- (ii) Approve disbursements regarding the operation of the Committee in accordance with approved budget.
- (iii) Formulate and recommend operating, procedural, and administrative policies.
- (iv) Formulate and approve short and long term objectives.
- (v) Formulate and approve any change in committee structure.
- (vi) Approve all matters which are directly within the realm of responsibility of the committee
- (vii) Recommend approval of all contractual agreements.
- (viii) Recruit new members for the committee.
- (ix) Remove non-contributor from the committee.

- (x) Elect the Chair, Vice-chair, and Secretary of the Committee.
- (xi) Appoint and abolish sub-committees.
- (xii) Define the powers of sub-committees.

#### **4. DUTIES OF COMMITTEE MEMBERS**

- (I) To ensure that the Committee carries out its purpose and mandate.
- (ii) To attend the regularly scheduled Committee meetings.
- (iii) To attend the majority of special Committee meetings.
- (iv) To participate in sub-committees.
- (v) to participate in the initial and ongoing training programs for Committee members.
- (vi) To represent the Corporation in community relations.
- (vii) To represent the Corporation in public relations.
- (viii) To gain a knowledge of the issues brought to the Committee by reading material, contact with staff, clients, etc.
- (ix) To make informed decisions on issues based on skills and abilities brought to the Committee and by questioning, criticizing, and learning about Committee policy proposals.
- (x) To act as a consultant to the Executive Director, as required, and to offer advice and criticism in the best interests of the Corporation.
- (xi) To monitor the environment, and be receptive to development opportunities consistent with the goals of the Committee.
-  (xii) To periodically assess one's own contribution as a Committee member and initiate discussions with the ~~Chairman~~ to ensure that all actions taken by the Committee are in the best interest of development in the area.
- (xiii) To disclose to the Committee any decisions which it will make which could produce personal benefit to the member. This presents no problem if the Committee still decides the decision is in the best interests of the Corporation and the community. 

#### **5. PERSONAL QUALIFICATIONS OF COMMITTEE MEMBERS**

- (I) Honesty and integrity.
- (ii) Success in own career.

- (iii) Credibility with community.
- (iv) Degree of interest in serving.
- (v) Amount of time available to devote.
- (vi) Willing to abide by Conflict of Interest Regulations as set out by the Board of Directors.
- (vii) Compatible personal style *with committee members*
- (viii) Interest in development.

## **6. ADMINISTRATIVE SUB-COMMITTEE**

- a) The Administrative Sub-Committee will consist of three (3) members including the Committee Chair and Vice Chair.
- b) Election of the Administrative sub-committee shall be held annually.

## **7. DUTIES OF ADMINISTRATIVE SUB-COMMITTEE**

- (i) Ensure appropriate representation on Ad Hoc sub committees.
- (ii) Provide advice and consultation to the Executive Director on matters with the scope of the Committee's responsibilities.
- (iii) Ensure that the Committee is represented at functions which are related and beneficial to the objectives of the Corporation.
- (iv) Identify and satisfy the Committee's needs for information regarding operations.
- (v) Review Committee performance against policies, objectives, and plans including the budget.
- (vi) Monitor the local economic, social and political environment.
- (vii) Propose changes in Committee direction.
- (viii) Monitor legal and ethical conduct of operations.
- (ix) Report to the Committee any identified need for change and/or improvement.
- (x) Review on an annual basis with the Executive Director
  - a) Staff Performance
  - b) Policies and procedures

8. Public Relations and membership sub-committee will consist of
  - (I) Chair and/or vice-chair of the committee
  - (ii) Other members of the committee as appointed by the Administrative Committee.
9. Ad Hoc and Standing Committees will consist of
  - (I) at least two (2) members of the Committee
  - (ii) the Committee shall prescribe Terms of Reference for any sub-committee appointed.
10. Standing sub-committees shall include the
  - (I) Administrative
  - (ii) Public Relations and Membership
  - (iii)
  - (iv)

#### **11. MEETINGS**

- a) Meetings of the Committee shall be held on a regular monthly basis.
- b) An agenda for each meeting to be provided to Committee members in advance along with the minutes of the previous meeting.
- c) Minutes of all meetings shall be taken and provided to all Committee and Corporate members and Township Council and other interested parties.
- d) A staff person (s) shall be provided to the Committee by the Corporation for the purposes of
  - (I) The taking, typing and distribution of meeting minutes, agenda, correspondence and preparation of a draft budget and updates.
  - (ii) Advice and organization.
  - (iii) Project management and required reports and updates.
  - (iv) Co-ordination of Committee activities.
  - (v) Phoning.
  - (vi) Liaison with all levels of government, the executive director, other staff and the Corporation Board.

## 12. QUORUM

- a) A majority of the Committee membership, and not less than five members, shall be necessary to conduct business at a duly called Committee meeting.
- b) If possible each member should be contacted by phone prior to meetings to determine if a quorum may be present.

## 13. DUTIES OF THE COMMITTEE CHAIR

The chair of the Committee shall

- i) When present preside at all meetings of the Committee
- ii) be the chair of the Administrative sub-committee
- iii) be a signing officer for the Committee
- iv) assist in preparing the agenda for committee meetings.
- v) be an ex-officio member of all sub-committees.

*(must be approved by AEDC board)*

## 14. DUTIES OF THE COMMITTEE VICE-CHAIR

The Vice-Chair of the committee shall

- i) in the absence of the chair, carry out the duties of the chair
- ii) be the vice-chair of the Administrative sub-committee
- iii) be a signing officer for the committee

In the absence of the chair and vice-chair, their duties will be carried out by the remaining Administrative sub-committee member or the past chair.

## 15. SIGNING OFFICERS

The signing officers of the Committee shall be any one of the members of the Administrative Sub-Committee along with the Executive Director of the Corporation

*+ signing officers approved by the Board.*

*all bank a/c's*

## 16. REMUNERATION OF COMMITTEE MEMBERS

- a) Committee members shall receive no remuneration for acting as such.
- b) Expenses approved by the Committee or Corporation may be paid upon submission of an expense claim. Such claims shall be subject to the limitations established by the Corporation.

## DEVELOPMENT COMMITTEE

1) What groups should or could be represented at scoping workshop?

- a) Waterfront development
- b) QuAERI
- c) AMA
- d) Atikokan Not For Profit Housing
- e) ANFC
- f) Energy Centre
- g) Community Counselling
- h) Social Services
- i) ADAMR
- j) Daycare (Rainbow Centre)
- k) Crisis Housing
- l) Sun Dog Toy Lending Library
- m) General Public (non attached)
- n) Sno-Ho
- o) URDA
- p) Sportsmen's Club
- q) Township Council
- r) Sports Days
- s) FACS
- t) AGH
- u) AGS
- v) Northwest Health Unit
- w) Proboard
- x) Seine Chain
- y) NOTO
- z) AFP
- 1) C of C
- 2) Board of Ed
- 3) Ski Club

F.O.Q.  
Ski Club  
Cross Country Club  
Telecommunications  
Labour  
Pioneer Centre

MNR.

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These organisations could be grouped according to interest in the strategic plan.



## 17. ORDER OF BUSINESS

Except as otherwise indicated meetings will be conducted according to Robert's Rules of Order.

## 18. VOTING

- i) All questions shall be worded in a positive manner. i.e. that a bill be paid, that minutes be accepted, that an action be taken.
- ii) The chair is entitled to one vote only and may use that vote to create or break a tie.
- iii) All Committee members shall be entitled to one vote and that vote may be made by a proxy. Written notification must be given of the proxy's appointment. The proxy need not be a member of the Committee but must meet membership qualifications.
- iv) Voting shall be by show of hands unless a poll or secret ballot is requested by a member.
- v) If a quorum is not present and a speaker phone or suitable substitute is available a committee member may be contacted by telephone and deemed to be present if:
  - a) The member is identified to the satisfaction of the chair by voice or other procedure, and
  - b) The member is able to hear and participate in the discussion of all questions.

The member shall be entitled to a voice vote, in favour of or against, any question so discussed. The member may also abstain from voting and so indicate.

- vi) Any motion receiving the support of a majority of ~~at least four~~ members present or present by proxy, will be carried. All other motions will be lost.

## 19. RESIGNATIONS

Committee members may resign by resignation in writing which shall be effective upon receipt of the resignation by the committee.

*- Clause for confidentiality to continue after resignation.*

## 20. ERROR OR OMISSION

Failure to give proper notice of a meeting shall not invalidate such meeting or make void any proceedings taken thereat.

## 21. PROTECTION OF COMMITTEE AND OFFICERS

Limitation of Liability - Except as otherwise provided in the Act, no director or officer for the time being acting on behalf of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other director, or officer or employee or for joining in any receipt or act for

the conformity or for any loss, damage or expense happening to the Corporation or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the corporation shall be invested or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the moneys, securities or effects of the corporation shall be deposited or for any loss occasioned by any error of judgement or oversight on his part or for any other loss, damage or misfortune which may happen in the execution of the duties of his office or in relation thereto; provided that nothing herein shall relieve any director or officer from the duty to act in accordance with the Act and Regulations or from liability for any breach thereof.

## 22. INDEMNITIES TO DIRECTORS AND OFFICERS

Every Committee member, when acting as an agent for the Corporation, and his heirs, executors, administrators and other legal personal representatives shall from time to time be indemnified and saved harmless by the Corporation from and against.

a) any liability and all costs, charges and expenses that he sustains or incurs in respect of any action, suit or proceeding that is proposed or commenced against him for or in respect of anything done or permitted by him in respect of the execution of the duties of his office; and

b) all other costs, charges and expenses that he sustains or incurs in respect of the affairs of the Corporation.