



Rural Municipality of Lac du Bonnet  
Cottage Association & Development Committee  
Terms of Reference



**COTTAGE ASSOCIATION &  
DEVELOPMENT COMMITTEE**  
**TERMS OF REFERENCE**



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## **1. BACKGROUND**

The R.M. of Lac du Bonnet is formed of many Cottage Associations & Developments within the municipality. The Cottage Associations & Developments, through their members, elect executives and boards that represent the view of the ratepayers within those sub-divisions. Historically, there has been no streamlined avenue for communication between the Cottage Associations and the Municipality, which has proven challenging over the years.

## **2. PURPOSE AND MANDATE OF THE COMMITTEE**

Communication is an integral part of the R.M. of Lac du Bonnet's strategic plan where the municipality strives to continually inform the public about municipal projects, services, safety, relevant news and to seek input from the public.

The Cottage Association & Development Committee (CADC) will serve to enhance the municipalities communication strategy plan by creating an efficient avenue for improved communication between the R.M. of Lac du Bonnet Council, administration and the CADC. The committee will also serve to build stronger and more trusting relationships between the CADC and the municipality.

The purpose of the CADC is for the representing Council members to share municipal related information to the Committee and for the Cottage Association members to share concerns, suggestions, and feedback to the representing Council members to bring back to Council and the Chief Administrative Officer.

## **3. MEMBERSHIP**

3.1 The Committee shall consist of two (2) members of the R.M. of Lac du Bonnet Council and two (2) members from each Cottage Association with the secondary persons serving as back-up members.

3.2 The Council member representatives shall be appointed by Council resolution.

3.3 The Cottage Association members shall be appointed through the Cottage Associations board.



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3.4 The R.M. of Lac du Bonnet Emergency Management Coordinator may sit on the Committee in an advisory capacity.

#### **4. TERM**

4.1 CADC members shall serve for a two-year term.

4.2 No member shall serve more than three consecutive terms.

#### **5. CHAIR**

5.1 Committee meetings will be co-chaired by:

- R.M. of Lac du Bonnet Council member (1), and;
- Cottage Association member (1).

5.2 The CADC Cottage Association co-chair shall be elected based on a majority, non-recording, vote from the Cottage Association members. If there is no consensus for the appointed Cottage Association chairperson, then, through consultation with the R.M. of Lac du Bonnet CAO, a chairperson shall be appointed.

#### **6. COMMITTEE MEMBER'S CONDUCT**

Members of the CADC shall be bound by and will be expected to abide by the following principles:

- Confidentiality
- Respect
- Leader
- Trust
- Integrity
- Accountability
- Due Diligence
- Objectivity
- Honesty
- Transparency



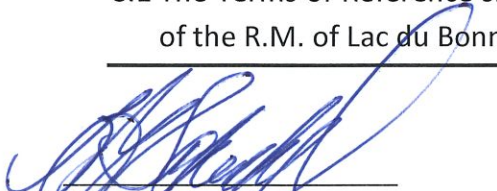
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**7. REGULATIONS**

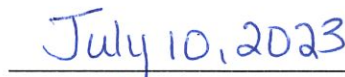
- 7.1 The Committee shall meet semi-annually in the Spring and Fall, unless otherwise deemed necessary by the Chairperson(s).
- 7.2 A Committee member may request a Special Meeting, which may be held at the call of the Chairperson(s) upon approval by both Chairs.
- 7.3 Regular Committee meeting agendas and minutes shall be the responsibility of the Chairperson(s).
- 7.4 Committee meeting minutes shall be kept by the committee but are not required to be approved by the R.M. of Lac du Bonnet Council.
- 7.5 The R.M. of Lac du Bonnet Council co-chair will provide a report, verbal or written, to the RM of Lac du Bonnet Council and CAO twice a year or following any special committee meeting.
- 7.6 The Committee may provide requests to the R.M. of Lac du Bonnet Council in the form of a Request for Decision (RFD) or through a delegation to Council, if the Committee requires additional action/commitment from the R.M. of Lac du Bonnet Council. Recommendations from the Committee requiring no additional action/commitment from the RM Council shall be accompanied by a committee report stating the rationale.

**8. REVIEW**

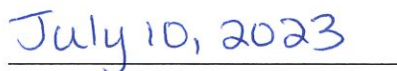
- 8.1 The Terms of Reference shall be reviewed every two years by the Chief Administrative Officer of the R.M. of Lac du Bonnet.

  
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Signed by Reeve

  
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Signed by CAO

  
\_\_\_\_\_  
Date:

Resolution #: 2023 0332

  
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Date: