



CORKTOWN NEIGHBOURHOOD ASSOCIATION

Planning and Development Subcommittee

TERMS OF REFERENCE

Structure

The Planning and Development Subcommittee was established by the Executive Committee of the Corktown Neighbourhood Association (NA). It came into effect January 11, 2018 and will remain an active committee until it is dissolved in the same manner, or if there are either fewer than two (2) committee members, or no one on the Executive Committee is willing to act as Chair.

The Subcommittee must be chaired by a member of the Executive Committee. The Subcommittee will be governed by the NA's mission, vision, and values. It will follow the NA's [Code of Conduct](#) and act according to NA procedure, as outlined in the NA's [Terms of Reference](#) with respect to voting and decision making.

Mission

The mission of the Subcommittee is to represent and act in the interest of the Corktown Neighbourhood Association with respect to planning and development in the neighbourhood. The Subcommittee will seek to coordinate with similar committees in other neighbourhood associations where mutual benefit is identified.

Mandate

Members of the Planning and Development Subcommittee will attend and facilitate events, meetings, and other gatherings that relate to or have an impact on planning and development in the Corktown neighbourhood, Ward 2 and greater Hamilton area. Subcommittee members will rotate or share duties as deemed appropriate, and will share information with the NA Executive Committee, and distribute to the community in a timely manner, where relevant.

Reporting

The Subcommittee will report to regular meetings of the Executive Committee, scheduled monthly, and at Community and Annual General Meetings.

Limitations

The Subcommittee will not make decisions on behalf of the Corktown Neighbourhood Association, and members will not act as representatives of the NA without the Executive Committee's authorization. All decisions made by the Subcommittee will be submitted to the Executive Committee for ratification.