

## **ROLES AND RESPONSIBILITIES**

### *draft for discussion at next meeting*

#### **Mayor and Council Representatives**

##### Role(s):

- receive advice
- liaison to city staff
- resource for committee members where appropriate

##### Responsibilities

- Be a good meeting participant
- Take action on follow up items tasked by the MWEACAC in a timely way
- Assist in accessing information and resources from city staff and as required by MWEACAC
- Act as a resource for MWEACAC in relation to specific areas of individual expertise

#### **City Staff**

##### Role(s):

- information resource

##### Responsibilities:

- respond in a timely manner to requests from Mayor and/or council liaisons for information or other expertise required by MWEACAC.

#### **Committee Members**

##### Role(s):

- advise Mayor

##### Responsibilities:

- Be a good meeting participant
- Take action on follow up items tasked by the MWEACAC in a timely way
- Develop and maintain a list of community priorities for the West End.
- Meet with developers proposing re-zonings in the West End prior to community open houses to ensure these proposals are informed by current community priorities.
- Provide advice to the Mayor's Office on further initiatives to increase linkages between the West End and the City in relation to development and policy.

- no members of the committee may meet with developers or representatives of formal organizations that stand to benefit from a specific development on behalf of the committee without sanctioning from full committee

## Co-Chairs

The motion that established WEMAC appointed two co-chairs for the committee, one from the Council liaisons and one chosen by the committee from the community appointees. The committee has also chosen to elect an alternate co-chair from their membership with duties as outlined below

### *Council Co-Chair*

#### Role & Responsibilities

- liaison to staff, Mayor and Council
- assist with access to city resources the committee needs to complete its duties
- follow up with staff and committee members, where appropriate, to ensure commitments are followed up on in a timely way
- meet with Community Co-Chair to develop agendas, monitor workplan progress and ensure the committee has what is needed to complete its work
- disseminate information to the committee as required

### *Community Co-Chair*

#### Role & Responsibilities

- chair meetings
- meet with Council Co-Chair to develop agendas, monitor workplan progress and ensure the committee has what is needed to complete its work
- follow up with committee members, where appropriate, to ensure commitments are followed up on in a timely way
- disseminate information to the committee as required
- TBD: voting procedures for chair in the event of a tie vote; spokesperson responsibilities

### *Alternate Community Co-Chair*

#### Role & Responsibilities

- chair meetings in the absence of the chair
- assist the Community Co-Chair as required