



NEIGHBOURHOOD FORUM LEADERS MEETING WITH ADMINISTRATORS CHARTER

Purpose

This meeting provides an opportunity for community leaders to meet with Council's Administrators and Senior Management staff.

Aims and Objectives

The Community Leaders' Meeting with Administrators aims at facilitating open discussion between Neighbourhood Forum Chairs and Co-Chairs, Council Administrators and Senior Management staff by offering a regular community consultation opportunity in an informal setting.

Membership and Representation

- Council Administrators
- Council's Senior Management Staff
- Neighbourhood Forum representatives

Format

- Meetings will be held quarterly.
- Members will be notified of date, time and venue of the meetings by Council.
- Members must RSVP and submit their questions for discussion one week prior to the meeting.
- The meeting format will be reviewed every two years

Accountability

- Meeting participants will be required to act in accordance of the Council's Code of Conduct.

Administrative Support

- This is an informal meeting for Neighbourhood Forum Chairs and Co-Chairs to meet with Council Administrators and Senior Management Staff. Meeting minutes will not be recorded, however, there may be actions recorded in certain circumstances.