

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MOUNT FOREST AQUATICS AD-HOC ADVISORY COMMITTEE MEETING
SUPPLEMENTARY AGENDA
MARCH 30, 2021 @ 7:00 P.M.**

**PAGE
NUMBER**

ADOPTION OF THE AGENDA

Recommendation:

THAT the agenda and the supplementary agenda for the March 30, 2021 Mount Forest Aquatic Ad-Hoc Advisory Committee meeting be accepted and passed.

ITEMS FOR CONSIDERATION

- a. Mount Forest Pool Estimate

Recommendation:

THAT the Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee receive for information the Mount Forest Pool Estimate.

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- b. Mount Forest Aquatics Ad-Hoc Advisory Committee Terms of Reference

Recommendation:

THAT the Township of Wellington North Mount Forest Aquatics Ad-Hoc Advisory Committee receive for information the Committee Terms of Reference.

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MOUNT FOREST AQUATIC AD-HOC ADVISORY COMMITTEE
TERMS OF REFERENCE

MANDATE/ TERMS OF REFERENCE

The Mount Forest Aquatics Ad-Hoc Advisory Committee serves as an advisory body to the Recreation, Parks and Leisure Committee of the Township of Wellington North, for the Mount Forest Pool & Aquatic Centre.

- Providing community involvement and input
- Leading fundraising initiatives and seeking grant opportunities
- Providing design recommendations based on funding availability

To operate in accordance with the timeline to move forward with the mandate of the Committee as efficiently as possible.

TERM

The Terms of Reference are effective immediately, expiring on the completion of fundraising for the Pool and Aquatic Centre project.

COMMITTEE COMPOSITION/STRUCTURE

The Committee shall be comprised of the following:

- Minimum of one (1) member of Council
- Township of Wellington North Mayor (ex-officio)
- Maximum of eight (8) citizen members, representative of community stakeholders
 - 3 Lions Club Members
 - 5 Community Stakeholders
- Three (3) municipal staff representatives (non-voting)
 - Director of Operations
 - Manager of Recreation Services
 - Community Recreation Coordinator

Council may appoint an alternate Council Member Representative to attend meetings when the other council member is unable to attend. The alternate can only have voting rights in the absence of the other member.

Additional representatives may also be invited to join the Mount Forest Aquatics Ad-Hoc Advisory Committee or attend specific meetings as an expert resource to support discussion/decision making.

The Committee will conduct meetings consistent with the Recreation, Parks and Leisure Procedural By-Law.

Quorum for meetings is 50% of the membership plus one.

RESPONSIBILITIES OF THE CHAIR

The Chair holds the following responsibilities:

- Conduct meetings consistent with the Committee's Procedural By-law;
- Facilitate the meeting by identifying the order of proceedings and speakers according to the published agenda;
- Maintain decorum and ensure fairness and accountability;
- Assist recording clerk when possible or when requested;
- Responsible for calling the meeting, setting the location and time, and the preparation of the agenda;
- Represent the views of the committee and not personal views;
- Preside at all meetings of the Committee;
- Recess a meeting at any time for not more than 10 minutes;

- Adjourn the meeting when business is concluded;
- Adjourn the meeting, without question, in the case of grave disorder arising during the meeting.

If the Chair is absent for two (2) consecutive meetings through illness or otherwise, the committee may appoint an Acting Chair or a new Chair, as deemed appropriate. While presiding the Acting Chair shall have all the powers of the Chair.

INDIVIDUAL ROLES OF COMMITTEE MEMBERS

Committee members will represent the greater community.

Individual Committee members will:

- Strive to attend all scheduled meetings and advise in advance when unable to attend (to determine if there is going to be a quorum);
- Participate fully in the exchange of information and identification of issues of relevance
- Seek input from, and relay information to respective partners;
- Be genuinely interested in the initiatives and the outcomes being pursued;
- Perform their duties in a manner that maintains and enhances public confidence in the integrity, objectivity and impartiality of the Township;
- Adhere to the Municipal Conflict of Interest Act and clearly identify any items of pecuniary interest before they are discussed and refrain from discussing and voting on same;
- Be professional, courteous and respectful with other members, Council, staff and the general public. In doing so will not publicly criticize Elected Officials, staff or other members and respect the decisions of Committee and Council;
- Maintain confidentiality when necessary, and ensure personal information controlled by the Township is used or disclosed in compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- Understand the Committee's relationship to Recreation, Parks & Leisure Committee;
- Prepare for meetings by reading agendas and any background information supplied and by actively participating in the discussion and decision-making process;
- Respect that actions taken and/or recommendations shall reflect the majority view of the committee.

A Committee member shall be deemed to have resigned their appointment if they are absent from 3 consecutive meetings without a resolution of Council as recommended by the Recreation, Park and Leisure Committee. The appointment of a Committee member may be revoked by Council at any time with or without cause.

The success of the Mount Forest Aquatics Ad-Hoc Advisory Committee in achieving the noted objectives will be through partnership and collaboration.

AUTHORITY

The Committee shall adhere to the communications plan developed by the municipality to involve and receive public input and to keep the public informed on the progress of the plan. The Committee members shall only be appointed for the specific purposes of making a recommendation to the Recreation, Parks and Leisure Committee on fundraising for the Mount Forest Pool and Aquatic Centre.

BUDGET

The Committee is not authorized to expend or commit municipal funds to the recommendation. All Committee members are volunteer and will receive no remuneration for their time, outside of municipal employees.

REPORTING

The Committee shall report to the Recreation, Parks & Leisure Committee through recorded minutes under the signature of the Chair or designate. The Committee may appear before the Recreation, Parks & Leisure Committee as a delegation to present their recommendations upon written request.