



DASHWOOD COMMUNITY ADVISORY COMMITTEE

TERMS OF REFERENCE

Statement of Recognition:

The Dashwood Community Advisory Committee will provide recommendations in an advisory capacity in relation to the up-keeping and joint maintenance of the Dashwood Community Centre as a joint facility for the Municipalities of Bluewater and South Huron.

Overview:

Prior to amalgamation, both Hay and Stephen Townships traditionally funded the Dashwood Community Centre and in fact the title of the property shows joint ownership by both municipalities. South Huron has taken the lead role in operating these facilities based on an understanding that capital work would be funded at 54% and operating expenses would be funded at 50%. The capital funding percentage relates to the percentage of revenue received upon the sale of the Dashwood Hydro Utility.

Role of the Dashwood Community Advisory Committee

The mandate of the committee would include the following:

- Provide recommendations regarding the operation of the facilities
- Recommend capital improvement suggestions for the facilities
- Review and provide recommendations on the annual operating and capital budget for the operation of the facilities
- Suggests alternate revenue sources (fundraising, special events, etc.)

Composition of the Dashwood Community Advisory Committee:

The composition of the committee will include the following:

- Appointments will be advertised in local newspapers as per Municipality's procedures for Committees of Council.
- Committee Members will be appointed by South Huron Council.
- The term of a Committee Member is one (1) four year term in accordance with a Council term.
- Additional members may be appointed in a Council term and serve for the remainder of the term.
- The Committee will be composed of a minimum of (5) five committee members.
- A Committee Member may apply for a re-appointment for any number of consecutive or non-consecutive terms, in order to ensure transfer of knowledge and continuity amongst Committee Members.
- One member will be appointed by vote of the committee at the first meeting of each New Year to chair the meetings for that year. The committee will also, at this time, select a vice-chair for the same duration.
- One member will be an elected official of South Huron Council and an elected official of Bluewater Council, or their designate and the Mayor is an ex-officio member to the Committee.

Meetings of the Dashwood Community Advisory Committee:

The meetings of the Committee will include the following:

- The Committee will hold their regular meetings three times annually, or as required.
- The date and time of the regular meetings will be established at the first meeting of each year.
- Meetings will have a formal agenda.
- Agendas and information packages that will include the minutes from the previous meeting will be sent (via mail, e-mail, or fax) to Committee Members one (1) week prior to the next meeting.
- A majority of Council appointed Committee Members will constitute quorum for the transaction of business.
- The members may meet occasionally informally to discuss issues as warranted.

Role of Chair:

The Chair is responsible for insuring the smooth and effective operation of the Committee and its roles in accordance with the Municipality's meeting procedures. This will include responsibility for:

- Calling the meetings to order.
- The Chair is encouraged to create an informal atmosphere to encourage the exchange of ideas such as, using a roundtable format.
- Chairing the meetings.
- Acting as spokesperson.
- Representing the Dashwood Community Advisory Committee on other committees when necessary.
- The Chair shall conduct meetings in accordance with the South Huron Procedural By-law
- In the absence of the Chair, these responsibilities will be undertaken by a committee member designated as vice-chair.

Role of Members:

Membership on the Dashwood Community Advisory Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Members are required to:

- Attend all regular scheduled meetings. Members who miss two (2) or more meetings in a year without cause will be removed from the committee. Members are required to notify the Chair or the designated municipal staff liaison if they are unable to attend a meeting.
- Review all information supplied to them.
- Promote the Dashwood Community Centre, where possible.
- Offer input to committee reports to Council through Committee minutes.
- Committee Members are subject to the *Municipal Conflict of Interest Act* R.S.O., 1990, c.M50 and must disclose any direct or indirect pecuniary interest. The disclosure must be recorded in the minutes of the meeting.

Role of Municipal Staff:

Municipal staff from South Huron and Bluewater will provide assistance to the Dashwood Community Advisory Committee as follows:

- Maintain agendas and minutes for communication to Council(s), once received by the Committee.
- Act as an information resource.
- Orientation of members at the first meeting after Council appointment.
- Assist with the reporting to Council.
- Assist the Chair in carrying out the committee meetings in accordance with the Municipality's Procedure By-Law.

Reports to Council:

The Dashwood Community Advisory Committee is the resource base of information and knowledge for Council in regards to the Dashwood Community Centre. The Committee may advise and make recommendations to Council in accordance with its role. Reports must be submitted as follows:

- Verbally by a Council representative.
- Verbally by the Chair or the designated representative from the Dashwood Community Advisory Committee.
- Minutes from the meetings will be forwarded to the Clerk of Bluewater and South Huron for listing on the Council agendas for information and ratification (as required).