



South Huron Centralia Community Park Advisory Committee Terms of Reference

Purpose

The purpose of the Centralia Community Park Advisory Committee is to assist the Municipality by providing recommendations for the development of the Centralia Community Park.

Mandate

The mandate of the Centralia Community Park Advisory Committee (Committee) is to work with assigned Staff and make recommendations to South Huron Council regarding the following:

- Review and assess the needs for the Centralia Community Park moving forward as an overall master plan with multiple phases;
- Review and assess needs from multiple lenses i.e. including and not limited to children, youth, seniors, accessibility, inclusivity and diversity and good environmental practices;
- To include the following considerations when assess including: heritage, efficiency, current and projected use, budget, architectural and landscape design, environmental impact, aesthetics, active transportation principles, accessibility guidelines, municipal policy and building code issues.
- Make recommendations to Council that are sustainable and viable
- To set out clear goals for the committee for the term.
- To liaise with other committees or organizations with overlapping roles and responsibilities

Membership Composition

The Committee shall be composed of a minimum of four (4) members, one of which will be a member of Council.

Membership on the Committee will consist of the following:

- One (1) Councillor representing Ward 1
- Three (3) members of the Centralia Community at large

Quorum and Voting

A majority of Council appointed Committee Members (3) will constitute quorum for the transaction of business, a tie vote means the motion is defeated. Only members appointed by Council to the Centralia Community Park Advisory Committee are able to vote.

Vacancy

Vacancies for citizen appointments will be advertised as per the Municipality's procedures for Committees of Council.

Term

The term of a Committee Member is concurrent with the term of Council. Additional members may be appointed throughout the term. One member will be appointed by vote of the Committee at the first meeting of each term to Chair the meetings for that term. At this time, they will select a vice-chair for the same duration.

Meeting Schedule and Location

The Committee will hold their regular meetings at least four (4) times annually. The date and time of the regular meetings will be established at the first meeting of each year. Additional meetings may be held through a special meeting request to the Chair and dependent on availability of Committee members.

Meetings will have a formal agenda and agendas and information packages (including previous meeting minutes) will be sent electronically to Committee Members prior to each meeting and posted on the municipal website in accordance with the Municipality's Procedural By-Law.

Role of the Chair

The Chair is responsible for ensuring the smooth and effective operation of the Committee and its roles. This will include responsibility for:

- Calling the meetings to order.
- Encouraging an informal atmosphere to encourage the exchange of ideas.
- Creating an agenda in consultation with staff.
- Chairing the meetings to ensure business is carried out efficiently and effectively.
- Acting as spokesperson.
- Representing the Committee on other committees when necessary.
- The Chair shall conduct meetings in accordance with the Municipality's Procedural By-Law.
- In the absence of the Chair, these responsibilities will be undertaken by the Vice-Chair.

Role of Members

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

- Attend all regularly scheduled meetings. Members shall notify the Chair or staff liaison if they are unable to attend a meeting.
- If a member has an unexplained absence of 3 or more consecutive meetings then their seat on the Committee shall be declared vacant.
- Review all information supplied to them.
- Prepare information for use in the development of materials for the Committee.
- Promote the role of the Committee and its decisions made.
- Offer input to committee reports to Council.
- Attend training as required to effectively perform their role as a committee member.

Role of Municipal Staff

Staff liaison role will be the Community Services Manager, providing technical support, policy advice and guidance, as needed.

Reports to Council

The Committee shall report to Council through the Council Liaison by presenting the unapproved minutes to Council. The committee shall also prepare an annual report to Council reviewing their goals, objectives and success on their work plan in the first quarter of each year. This process shall be led by the Chair of the Committee and may include a presentation to Council. The substance of the report shall be prepared by the Committee members, with administrative assistance and policy advice given by Staff.

Remuneration

Members shall serve without remuneration.

Procedures and Rules

As a formal Committee of Council the Committee is subject to the Procedure By-Law which governs the procedures of Council and its Committees and Board, Rules of Procedure for Committees, Code of Conduct and any other applicable policies and/or procedures.

Municipal Conflict of Interest Act

Advisory 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. Members should be cognizant of any conflict of interest or perceived conflict in terms of issues which may serve to benefit them personally.

Where a Member, either on their own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a Committee meeting at which the matter is considered, the Member,

- Shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- Shall not take part in the discussion of, or vote on any question in respect of the matter;
- Shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

Where the interest of a Member has not been disclosed by reason of the Member's absence from the meeting, the Member shall disclose the interest, and comply with the requirements listed above, at the first Committee meeting attended by the Member after the meeting at which the matter was considered.

Every declaration of interest and the general nature thereof shall be recorded in the minutes of the meeting by the Secretary of the Committee.

Municipal Freedom of Information and Protection of Privacy Act

Committee Members will act to protect the privacy of individuals with respect to personal information contained in application forms and information circulated to the Committee and to ensure that personal information is used solely for the purposes that it was collected.

Amendments to the Terms of Reference

The non-statutory provisions of this Terms of Reference may be eliminated or amended in any way by Council at its full and final discretion. Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

The Clerk or designate is delegated the authority to make administrative changes to this Terms of Reference that may be required from time to time due to legislative changes or if, in the opinion of the Clerk, the amendments do not change the intent of the Terms of Reference.

Indemnities to Committee Members and Others

Committee members shall be covered by the municipality's general liability insurance policy as it relates to Committees of Council activities.

Appendix “A” to Terms of Reference

Note: There are changes from the previous consolidation in the layout, index and section numbers.

Administrative Amendments:

Date of Amendment (YYYY-MM-DD)	Section of Terms of Reference	Details	Approvals
2023-03-20	Committee Term	Amended to allow the work to continue in building future phases into the Centralia Park Master Plan and that staff work with one of the Council members on the Committee and bring back to Council.	Council
2024-11-08	Role of Municipal Staff	Updated from Community Relations Manager to Community Services Manager.	CAO