

Terms of Reference
Township of Centre Wellington
Community Services Advisory Committee

1. Name of Committee

- Community Services Advisory Committee (CSAC)

2. Purpose/Mandate/Scope

- CSAC will act as an advisory body to Council and the Managing Director of Community Services, which will provide advice and recommendations to Township Council on parks, recreation, culture & tourism matters.
- CSAC will provide comment on issues and projects as directed by Township Council. The following is an example of projects:
 - Parks, Recreation, Culture & Tourism Master Planning
 - Facilities, open space, and trail planning
 - Non-operational policy matters
 - Marketing & promotion initiatives
 - Support local arts and cultural events and programming
 - Fergus Grand Theatre
 - Fund raising co-ordination
- CSAC will participate in public information meetings on specific projects to provide community input into key parks, recreation, culture & tourism projects.
- CSAC will be the committee to administrate the municipal art program, review and make recommendations of the cultural grants, & act as the “Appeals Committee” for the violence free policy.
- All recommendations will be provided to the Committee of the Whole through the Managing Director of Community Services. CSAC acts in an advisory capacity and leaves the overall responsibility of operating the Department with Township Council.

3. Goals & Objectives

- To raise the profile of Parks, Recreation, Culture & Tourism through positive support and promotion in the community.
- To encourage, nourish, and support volunteer organizations within the Township who provide leisure, special events, arts, & culture services and facilities.
- To promote, foster, and facilitate growth of arts and culture in the community.

- To provide beautiful, safe, clean and accessible facilities, open spaces, trails, and programs for the community.
- To identify concerns and present constructive solutions for Centre Wellington's Parks, Recreation & Culture programs, facilities, open spaces, trails, and events.
- To be environmental stewards in our community.

4. Committee Membership

- Committee members will be appointed on the basis of experience, interest and availability to attend meetings. Citizen members shall be residents, property owners or business owners of Centre Wellington and at least 18 years of age, unless a youth representative.

Voting Members

- 1 Representative from a Community Cultural organization
- 1 Representative from a sports organization
- 1 Representative from the arts community
- 1 Representative from the senior population
- 1 Representative with Environmental/landscape planning expertise
- 1 Representative from the community at large
- 1 Representative from the youth community
- 1 Township Councillor

Non-Voting members

- Managing Director of Community Services
- Manager of Parks & Facility Operations
- Manager of Community Development, Festivals, Culture & Tourism
- Clerk or designate
- Other staff as required

5. Chair & Vice-Chair

- The Chair and Vice-Chair will be elected from among the members of the Advisory Committee at the first meeting of each calendar year. The Council representative to the Committee should not be the Chair or Vice Chair. In the event a member of the committee is unable to fulfil the duties of Chair or Vice Chair, the Council representative or staff may fulfill the duties on a temporary basis until they are chosen from the membership. The Chair and Vice-Chair should be able to devote some time between meetings to working informally with Township staff when circumstances warrant.

6. Selection of Members

- Council will be responsible for the appointment of all members of the Committee.
- The Municipal Clerk is responsible for administering the recruitment, selection and appointment process for new members.
- A member who is absent for three consecutive meetings without reasonable explanation may be subject to removal from office and replacement. The committee can recommend to council that a member not having fulfilled his or her obligations be removed. Council will appoint a new member to the committee.

7. Term of Office

- Members will sit for a term of four (4) years with recruitment in the spring in the year following a municipal election. In the event a member resigns or is unable to continue their membership on the committee, the vacancy shall be filled in a timely manner by Council.

8. Meetings

- CSAC will meet on a monthly basis, at 6:00 pm on the same day of the same month as determined by the committee at the last meeting of their term, except for the months of July and August, or at the call of the chair as required.
- CSAC will participate in public information meetings on specific projects to help provide community input into key Community Services projects.
- The Committee may establish sub-committees for various topics, issues or proposals as required. Sub-committees will report back to the main CSAC Committee. Sub-committees may include non-committee members.

9. Agenda/Minutes

- Staff will be responsible for the development of the agenda, in consultation with the Chair or Vice Chair, one week prior to the meeting.
- Staff will distribute the agenda and any accompanying material to all committee members by the Friday prior to the meeting.
- The CSAC agenda and meeting minutes will be posted on the Township web site.
- The Committee shall keep accurate minutes and records of its meetings and shall keep copies of all documents relating to the business of the Committee. All documents shall be open to the inspection of the members of Council or of any other person or persons appointed for that purpose by Council. The Committee shall forward true copies of the meeting minutes and records to all members of the Committee, the Clerk, and the Managing Director of Community Services, as soon as possible after each meeting

10. Delegations

- Delegations must register with the Clerk or designate and provide written documentation and electronic documentation (if possible) relating to the matter to be discussed. Information must be submitted for circulation with the agenda.
- Delegations will be allowed five (5) minutes for individuals and ten (10) minutes for groups. Extensions are at the discretion of the Chair.

11. Closed Meetings of Committees

- Advisory Committees of Council, with the exception of Standing Committees, do not usually consider business of a “Closed” nature; however, if circumstances arise, there must be strict compliance with the Township’s Procedural By-law and the Municipal Act.

12. Minutes of the Meeting

- The Municipal Clerk or designate will provide support for the taking minutes of the Committee meetings, the disposition of the minutes, and coordination of meetings.

13. Committee Procedures

- Quorum shall be of the majority the total voting membership. If there are conflicts of interest declared, the membership can go down as far as two members provided quorum was originally attained.
- The decisions of the Committee will be made by consensus.
- The Municipal Council By-law governs committee procedures and the conduct of individual members of the committee.
- All recommendations will be provided to the Committee of the Whole within 30 days of the committee meeting.
- A meeting can proceed without quorum for information exchange only, however, no decisions/recommendations can be made.
- CSAC will develop a work plan identifying projects and items (including timelines), they will be working on over their term and provide regular communications on this work plan to Council.
- The committee will appoint a spokesperson, normally the chair, to speak with the public and media on behalf of the committee. When the public and media approach members of the committee, they must be careful to distinguish whether they are speaking on behalf of the committee or presenting their personal views.

14. Expenses

- No member of the Advisory Committee shall receive payment for any work or services performed for the Committee or for the Centre, except that, with the approval of the Advisory Committee, reimbursement may be made for travel for other expenses incurred in the performance specifically requested by the Committee.

15. Conflict of Interest

- All members of committee shall adhere to the Conflict of Interest Policy for Advisory Committees approved by the Township of Centre Wellington.
- Members are expected to undertake their responsibilities on an impartial and objective basis. Any member whose financial interest could be in conflict with the interests of the Township is obliged to disclose same at the meeting. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest except in common with residents in the municipality.