

Township of Centre Wellington

Terms of Reference

Healthy Communities Advisory Committee

Alignment to the Strategic Plan

- The advisory committee aligns with two Township Strategic Plan goals:
 - Improve the activity, health, and wellness of our community; and
 - Championing environmental stewardship.

Purpose

- Healthy Communities Advisory Committee will act as an advisory body to Council and the Managing Director of Community Services, and the Managing Director of Infrastructure Services.
- Two working groups, Activity, Health, and Wellness, and Active Transportation and Environment, will provide recommendations to the Healthy Communities Advisory Committee.
 - The purpose of the Activity, Health, and Wellness Working Group is to provide advice and recommendations on parks, recreation, arts, and culture matters. Additionally, comments on projects ranging from master planning, non-operational policy matters, marketing and promotion initiatives, and support of local arts and cultural events and programming.
 - The purpose of the Active Transportation and Environment Working Group is to provide strategies, programs, and policies to proactively promote sustainable modes of transportation and environmental conservation in the Township. A particular focus is on the implementation and promotion of active transportation and complete streets and provide advice to promote environmental sustainability, stewardship, and conservation in the Township.
- Recommendations from the Healthy Communities Advisory Committee will be presented to Council for final approval.

Scope

- Scope of Activities from the Activity, Health, and Wellness Working Group perspective include:
 - Provide comment on parks, recreation, arts, and culture matters and projects;
 - Raise the profile of Parks, Recreation, Arts, and Culture through positive support and promotion in the community;
 - Encourage, nourish, and support community organizations within the Township who provide leisure, special events, arts and culture services and facilities;
 - Promote, foster, and facilitate growth of arts and culture in the community;
 - Provide beautiful, safe, clean, and accessible facilities, open spaces, trails, and programs for the community;

- Identify concerns and present constructive solutions for the Township’s Parks, Recreation, Arts, Culture programs, facilities, open spaces, trails, and events; and
- To be environmental stewards in our community.
- Scope of Activities from the Active Transportation and Environment Working Group perspective include:
 - Provide advice in developing new policies, strategies, and programs;
 - Monitor the implementation of cycling and trails components on the Township’s Trails Master Plan and take action to influence progress;
 - Provide input into the Township’s capital plan and maintenance activities related to incorporating active transportation where appropriate;
 - Conduct education and outreach initiatives to promote active transportation as feasible modes of transportation in the Township;
 - Educate the community on the health benefits of active transportation;
 - Recommend improvements to the Township’s existing and proposed active transportation networks; and
 - Advise on tangible actions to advance Council’s strategic priorities related to the following:
 - Mitigate and adapt to the effects of climate change;
 - Encourage and facilitate the implementation of green infrastructure including the maintenance and expansion of the urban tree canopy;
 - Encourage water and energy conservation measures;
 - Facilitate the conservation and restoration of natural environmental features and functions; and
 - Protect groundwater and surface water quality and quantity.

Committee Membership and Composition

Chair & Vice-Chair

- The Chair and Vice Chair will be elected from among the members of the Committee ideally at the first meeting of each year. The Council representative to the Committee shall not be the Chair or Vice Chair. The Chair should be able to devote some time between meetings to working informally with Township staff when circumstances warrant.
- No Committee member may serve as Chair for more than two consecutive terms.

Membership

- Committee members will be appointed on the basis of community knowledge and involvement, communication, action-oriented, team player and availability to attend meetings. Citizen members shall be residents, property owners or business owners of Centre Wellington and at least 16 years of age.
 - Voting Members to include:
 - 1 Representative from a sports organization
 - 1 Representative from the arts community
 - 1 Representative from the senior community
 - 2 Representative from the community at large

- 2 Representatives with knowledge and interest in active transportation
- 2 Representatives with knowledge and interest in environmental stewardship
- Non-Voting Members to include:
 - Two (2) Members of Council and the Mayor ex officio;
 - CAO or designate as required;
 - Managing Director of Community Services and/or designate as required;
 - Managing Director of Infrastructure Services and/or designate as required;
 - Municipal Clerk or designate; and
 - Additional Township staff and representatives will be invited to attend meetings as needed to provide expertise related to a specific matter.

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.

Term of Office

- Members will sit for the term of Council of four (4) years with recruitment in the spring of 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.
- A member may serve two consecutive terms after which time they must take a leave of one term before reapplying. This requirement may be waived if there is an insufficient number of members, or it is in the best interest of the committee.

Meetings

- The Committee will meet on a monthly basis.
- The Committee may establish working groups for specific topics, issues or proposals as required on an ad-hoc basis. Working groups will report back to the full Committee and may include non-Committee members when additional expertise is required. Working groups will cease when the issue has been reported on or resolved.
- Minutes will be taken at each Committee meeting.

Agenda/Minutes

- Staff will be responsible for the development of the agenda, in consultation with the Chair and/or Vice-Chair, one week prior to the meeting.
- Staff will distribute the agenda and any accompanying material to all committee members by the Thursday prior to the meeting.
- The agenda and meeting minutes will be posted on the Township website.

- 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.
- The Committee shall forward copies of the meeting minutes and records to all members of the Committee, the Municipal Clerk, and the applicable Managing Director, as soon as possible after each meeting.

Delegations

- Delegations are asked to register with Legislative Services staff and provide written documentation and electronic documentation (if possible) relating to the matter to be discussed. Information must be received in time for circulation with the agenda.
- Delegations will be allowed five (5) minutes for individuals and ten (10) minutes for groups.

Closed Meetings

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

Committee Procedures

- Quorum will be a majority of the members, excluding Township Staff.
- Consensus is preferred for Committee decisions. However, a simple majority will suffice for decisions where consensus is not possible.
- The Township’s Procedural By-law governs Committee procedures and the conduct of individual members.
- A meeting can proceed without quorum for information exchange only, however, no decisions/recommendations can be made.
- All recommendations will be provided to Committee of the Whole or Council through the appropriate Managing Director within 30 days of the Committee meeting.
- The Committee will develop a work plan identifying projects and items (including timelines) that will be worked on over the course of 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, members should distinguish whether they are speaking on behalf of the Committee or presenting their personal views.

Expenses

- No member shall receive payment for any work or services performed for the Committee or Centre Wellington, except that, with the approval of the Committee, reimbursement may be made for travel or other expenses incurred in the performance of duties specifically requested by the Committee. Rates paid will be consistent with rates paid to Township of Centre Wellington employees in effect at the time expenses are incurred.

Conflict of Interest

- All members of the 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.