

## **TERMS OF REFERENCE**

### **West Arthur Community Centre - Administrative Advisory Committee (WACCAAC) Terms of Reference May 2020**

#### **Mandate**

To act as community liaison between the Recreation & Culture Division and community residents with respect to the operation of the West Arthur Community Centre. Duties may include:

- Deliver activities and events
- Provide input into annual plans and budget
- Assist with setup for events & activities
- Be ambassadors for the Centre in the neighbourhood and community
- Assist with marketing and volunteer recruitment
- Work collaboratively with City staff

#### **Composition**

There will be 7 members of the WACCAAC. The Community Services Department will review applications, interview and appoint candidates.

The Sport & Community Development Supervisor or designate will be the staff liaison to the Committee (non-voting member).

#### **Appointment and Term**

Members of the inaugural committee will be appointed for a 2 year term beginning in September 2020.

In September 2022, 3 members will be appointed for a 1 year term and 4 members will be appointed for a 2 year term. Appointees will be eligible for appointment for a maximum of 3 terms.

Beginning in 2023, all terms will be two years.

#### **Advisory Committee Vacancies**

Vacancies occurring prior to the end of a committee member's term may be filled by an appointee of the Recreation & Culture Division.

#### **Chair**

Members shall elect from among the members a Chair and Vice-Chair. The terms for these positions shall be one year. A Chair & Vice-Chair may not serve more than 3 consecutive terms.

#### ***Duties of the Chair***

The Chair shall preside at all meetings of the Committee and provide instruction to any Sub-Committee Chairs. The Chair shall set meeting agendas in consultation with Recreation & Culture Division staff. The Chair shall represent the WACCAAC as requested by the Recreation & Culture Division.

#### *Duties of the Vice-Chair*

In the event of the Chair's absence, the Vice-Chair shall assume the role of the Chair.

#### **Conflict of Interest**

The Committee will be governed by the Municipal Conflict of Interest Act. **Dispute Resolution**  
In the event of a dispute, the situation shall be documented by the WACCAAC and directed to Recreation & Culture Division staff for resolution.

#### **Meetings**

A schedule of meetings shall be determined between Recreation & Culture and the Chair. A minimum of 6 meetings will be held annually. Additional special meetings may be called on an as needed basis.

Unless otherwise authorized by the Committee, the public shall only address the Committee when they are a scheduled delegation on the Committee agenda.

An agenda will be provided to the committee members in advance of the meeting date. Minutes shall be recorded in accordance with City of Thunder Bay procedures and guidelines.

#### **Sub-Committees**

The Committee may create such Sub-Committees as the business of the Committee may require on an as needed basis, each of which shall be in place and perform duties as directed by WACCAAC.

The Chair of the Sub-Committee shall be a member of the WACCAAC and at least one other Committee member is required to sit on each Sub-Committee. Recruitment and Selection of additional Sub-Committee members is at the discretion of the Committee.

#### **Orientation / Training**

New members on the WACCAAC shall receive an orientation to the practices of the committee, facilitated by a Recreation & Culture staff member. Each member shall receive an information package consisting of:

- WACCAAC Terms of Reference
- WACCAAC Code of Conduct
- Municipal Conflict of Interest Act
- Information about resources available to Administrative Advisory Committee Members
- Current contact list of Committee Members
- Past Meeting Minutes
- Orientation to Programs and Services at the Centre
- Other information as deemed pertinent

All appointees are required to attend the mandatory Orientation session prior to their participation on the Committee. All appointees are required to comply with City policies and procedures, Code of Conduct and remain in good standing. Non-compliance could result in removal from the committee.

#### **Compensation**

Membership on the WACCAAC is voluntary and without compensation. However, members shall be reimbursed for expenses that are a result of carrying out the duties of the Committee provided that such expenditures have received pre-approval at the discretion of the Recreation & Culture Division staff ex-officio member. Such expenses shall be funded through the City budget.

### **Termination**

Any WACCAAC member who is absent from 3 consecutive regular meetings without an approved leave of absence from the Committee or without reason satisfactory to the Committee or is no longer in good standing may be required to forfeit their membership. WACCAAC members may resign at any time with written notice to the Sport & Community Development Supervisor and/or the Chair of the Committee.

### **Recommendations and Decision-Making**

Recommendations to the City of Thunder Bay will be made by consensus.

- It is desirable that recommendations are acceptable to all Advisory Committee members; therefore the process should be continued until a consensus is achieved.
- If a consensus among the Advisory Committee cannot be reached on an issue that requires action by the City of Thunder Bay, the Sport & Community Development Supervisor or designate will be advised.
- Formal recommendations to the Recreation & Culture Division must be adopted by Committee resolution.

### **Quorum**

A majority of the appointed members shall form a quorum; provided that in no case shall a meeting to carry out business be held unless there are 3 members present.

### **Staff Support**

The City shall provide staff support to the Committee as follows:

- The ex-officio City staff member(s) of the Committee will function as the administration liaison to the Committee
  - Administrative support will be provided for the recording of meeting minutes

WACCAAC will not have the authority to assign tasks to designated City staff; however staff will work cooperatively with the WACCAAC and assume related duties as directed by the Recreation & Culture Division.

### **Amending the Terms of Reference**

The Terms of Reference may be reviewed by the Committee as necessary. The WACCAAC may propose amendments related to implementation process or clarification of intent at any time to the Recreation & Culture Division.