

**CITY of WELLAND**  
**Market Square Advisory Committee**  
**Terms of Reference**

**1. Purpose**

- 1.1 To serve in an advisory capacity to City Council and staff on matters pertaining to the facilities, programs and services at the Market Square in the City of Welland.

**2. Objectives**

- 2.1 To act as an advocate for the Market Square facility, and advise City Council and staff on ways to enrich and enhance the function of Market Square operation.
- 2.2 To solicit input and act as a public forum for matters related to the Market Square.
- 2.3 To provide advice based on input received to improve Market Square programs, policies, and services provided to stakeholders.
- 2.4 To identify accessibility concerns at the Market Square and provide suggestions to eliminate barriers to seniors and people with disabilities.
- 2.5 To provide advice and guidance regarding the inclusion of Welland's cultural communities at the Market Square.
- 2.6 To prepare and submit an annual report and recommendations to Council for consideration.

**3. Membership**

- 3.1 The Committee shall consist of eleven (11) voting members:
- Five (5) Vendors from Welland Farmers' Market
  - Five (5) Members at Large
  - One (1) City Councilor
- 3.2 Any advisory support required by the Committee will be determined on an ad-hoc basis dependent on need and availability of resources. In addition, the Committee will engage non-voting resources that will serve in an advisory capacity:
- I. One City staff liaison from the Parks, Facilities and Leisure Services Department.
  - II. Staff support from various City departments as required.

III. Representatives from various community organizations and agencies as required.

- 3.3 Committee members shall be appointed by City Council.
- 3.4 The Committee is required to elect a Chair and Vice-Chair.
- 3.5 Any resignation from the Committee shall be tendered in writing to the Chair who will advise Council through City Staff. Council shall approve a replacement member.
- 3.6 Members will be appointed for a period to coincide with the term of the appointing City Council.

#### **4. Reporting**

- 4.1 The Committee will report to Council through the Community Services Committee.

#### **5. Meetings**

- 5.1 Quorum shall consist of a simple majority of the members holding office at the time of the meeting.
- 5.2 The Chair will establish a regular Committee meeting schedule. A meeting agenda will be prepared and distributed at least one week prior to the meeting. Minutes will be recorded and submitted for approval at a following meeting.
- 5.3 In order to maintain a high level of commitment, members may be asked to resign if they have been absent for three (3) consecutive meetings without good cause.

#### **6. Member Responsibilities**

- 6.1 Committee members shall become familiar with the Parks, Recreation and Culture Master Plan, City policies, procedures, by-laws and other relevant documents.
- 6.2 Each Committee member will serve as an independent community volunteer and will not represent the concerns of any particular community organization. Committee members shall work together as a team for the purpose achieving positive outcomes that will benefit the entire community.
- 6.3 Committee members are selected based upon their experience and knowledge and are expected to actively participate in committee meetings.
- 6.4 Committee members shall declare any situation that is, or has the potential to be a conflict of interest.