

CITY of WELLAND
Welland Community Wellness Complex Advisory Committee
Terms of Reference

1. Purpose

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

2. Objectives

- 2.1 To solicit public input on matters related to the Welland Community Wellness Complex.
- 2.2 To provide advice intended to enhance the facilities, programs and services offered at the Welland Community Wellness Complex.
- 2.3 To provide advice intended to eliminate barriers to people of all ages and abilities at the Welland Community Wellness Complex.
- 2.4 To consider the following factors when making recommendations:
- (a) The impact on all potential users;
 - (b) The requirements for health, safety and risk management;
 - (c) The availability of resources;
 - (d) The social benefits to the community as a whole.
- 2.5 To present an annual report to City Council summarizing the work of the Committee.

3. Membership

- 3.1 The Committee shall consist of nine (9) voting members:
- One (1) representative from the Accessibility Advisory Committee
 - One (1) representative from the Arts & Culture Advisory Committee
 - One (1) representative from the Mayor's Youth Advisory Committee
 - One (1) representative from the Senior Citizens Advisory Committee
 - One (1) representative from the Rose City Seniors Foundation
 - Three (3) Members-at-Large
- (Priority consideration for (1) one member-at-large position will be given to a qualified applicant that is a current Senior Passholder)
- One (1) City Councilor

- 3.2 Committee members must be active Welland Community Complex Passholders in good standing.
- 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. Manager of Recreation & Culture or designate.
 - 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 will 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 City Council in the Agencies, Boards, Commissions and Committees section of the Council meeting agenda.

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, a member may be considered withdrawn from the Committee if they are absent for three (3) consecutive meetings without 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 of achieving positive outcomes that will benefit the entire community.

- 6.3 Committee members are selected based upon their relevant 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.