



MUNICIPALITY OF LAMBTON SHORES

Grand Bend Community Centre Ad-Hoc Advisory Committee Terms of Reference

Purpose, Mandate and Duties

The purpose of the Ad-Hoc Advisory Committee is to assist the Municipality of Lambton Shores in developing a feasibility study for a new community centre in Grand Bend.

To fulfill this mandate, the Ad-Hoc Committee shall:

- Oversee the solicitation of a consulting firm through the Municipal Purchasing Policy.
- Liaise with the preferred consulting firm to develop a feasibility study for a new community centre in Grand Bend, which includes:
 - A comprehensive public consultation program
 - A needs assessment to determine the types of recreational infrastructure required to meet community needs
 - A site review to determine the most appropriate location for a new community centre
 - Identification of possible partnerships
 - Estimated capital cost projections for the new facility
 - Financial operating cost projections

Committee Structure

Recruitment and appointment of committee members will follow Lambton Shores Recruitment and Appointments to Committees, Advisory Boards and Ad Hoc Committees. The composition will be as follows:

Elected Officials:

3 Elected Official as appointed by Council.

Public Stakeholders:

Council shall appoint 3 public stakeholders to the Committee.

Administration

The Ad-Hoc Advisory Committee is subject to the control and direction of Council. All meetings of the Committee are open to the public, and rules governing the procedure for Council meetings shall be observed by the committee insofar as they are applicable.

All appointed members will be voting members, and a quorum of the committee shall be the majority of those appointed by Council as members of the committee.

At the first meeting of the year, the members shall appoint a Committee Chairperson,

and determine the preferred date and time for Committee meetings.

If the committee refuses or neglects to give due consideration to any matter assigned to it or before it, it may, by Council resolution, be discharged of its responsibilities.

Role of Council Representatives

- The Council Representatives are participating voting members of the Committee
- The Mayor may sit on the Committee as ex-officio and shall have voting rights in accordance with the Municipal Procedural By-law.

Role of Committee Chair

- Be appointed by vote of members present at the first meeting.
- Preside at all meetings in accordance with the Municipal Procedural By-law.
- Control proceedings and discussion to ensure smooth transition of the business as listed on the agenda
- Work co-operatively with Committee Staff representative in the preparation of the agenda.
- Vote on all matters requiring a formal motion.

Role of Committee Members

The committee members shall:

- Report to the Chair any issues that they feel should be addressed by the Committee.
- Attend and participate in Committee meetings;
- Contribute time, knowledge, skill and expertise during meetings in order to fulfill the committee's mandate and report their concerns and issues to the committee;
- Abide by the procedural decisions made by the Chairperson;
- Agree to disclose any pecuniary interests to the Chair in advance of a discussion on matters for which there may be financial gain for him/herself, partners or spouses or minor children.
- Shall actively participate in carrying out the responsibilities of the Ad-Hoc Advisory Committee

Role of Staff

- Corresponding with members of the Committee.
- Is without voting privileges.
- Act as the Committee Secretary, including Meeting Package preparation.
- Prepare Meeting Packages in co-operation with the Chair.
- Give Notice of Meetings and prepare all associated correspondence.
- Preserve all records and correspondence in accordance with the Municipal Records Retention By-law.
- Act as a resource personnel for municipal policies and procedures.

Reporting Requirements

After approval, Committee minutes are to be provided to the Clerk for insertion on the Council agenda. Recommendations for Council's consideration are to be presented to Council in a report format.

Finance

Ad-Hoc Advisory Committee members shall not receive payment for meeting attendance or for work or services performed for the Committee or for the Municipality.

The financial requirement for the consultant, will be identified and included in the 2023 operating budget.

Frequency of Meetings

The Committee will meet a minimum of quarterly.

The term of the Grand Bend Community Centre Ad-Hoc Advisory Committee will expire once Council adopts the Feasibility Study.