

Corporation of the Township of Hamilton

Cold Springs Memorial Hall Advisory Committee



Terms of Reference

Mandate:

- To advise and make recommendations on the utilization of the Cold Springs Memorial Hall.
- To carry out fundraising activities and make recommendations regarding the development and long term planning for the Cold Springs Memorial Hall.

Objectives:

The Township of Hamilton Cold Springs Memorial Hall Advisory Committee has been established by Council, as an advisory body to make recommendations to the Parks and Recreation Committee on new programs and events, new capital budget projects and review the existing hall facility to endeavor to meet the needs of the community.

The Advisory Committee shall endeavour to make recommendations that meet the greater need of residents of the Township of Hamilton and Community user groups.

Responsibilities of the Cold Springs Memorial Hall Advisory Committee:

- Advise the Parks and Recreation Committee on matters of the Cold Springs Memorial Hall;
- Act as a liaison between the Township of Hamilton and local volunteer groups;
- Explore ways to enhance services and programs through partnerships;
- Support the Township's Corporate Strategic Plan to promote the hall;
- Assist with the prioritization of projects where the highest demand is anticipated, addressing any change in user's numbers and recreation activity trends;
- Advise and assist with the development of programs and activities of the Committee;
- Promote, market and engage in events and programs and educate the importance of the Memorial Hall to the residents of Hamilton Township;
- Assist and make recommendations to continue to develop relationships with local user groups and potential partners;
- Review user statistics to determine existing and future facility needs;

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Composition of Committee:

The Committee will be appointed by Council, following a municipal election. The Committee shall be appointed to serve for the term of Council and be composed of:

- One (1) appointed member of Council
- Minimum of five (5) and maximum of seven (7) members-at-large who are qualified to be elected as members of Council. The members-at-large are appointed by the Council
- Manager of Parks and Facilities
- Recording Secretary (staff)

Role of the Committee:

Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

- Designate a Chair and Vice-chair;
- Attend regular scheduled meetings. Members are required to notify the Chair, Secretary or the designated staff representative if they are unable to attend;
- Review all information supplied to them;
- Prepare information for use in the development of materials for the Committee;
- Promote the role of Committee;
- Offer input to committee reports to Council;
- The committee shall endeavour to meet four times a year, with all meetings open to the public, except that legal, personnel and land acquisition/disposition matter may be discussed in-camera. If it is not necessary to meet this often or if it is necessary to meet more frequently, meetings shall be held at the call of the chair in consultation with the Manager of Parks and Facilities.

Role of Staff:

The Manager of Parks and Facilities will act as resource to the Committee with no voting rights.

- The Committee will receive administrative support from township staff, including meeting preparation, recording and distributing minutes to committee members and Council, and communicating Committee recommendations to Council and other relevant stakeholders.

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- Staff will provide required support to the Committee for the purposes of providing background information associated with policy and process.

Role of Council

- The Council will appoint the members-at-large and provide funds according to an approved budget. The Council appointed representative will represent committee at council to disburse information. Should an issue arise that cannot be resolved, the Chair shall contact the CAO. If the issue is still not resolved, the Chair may, through the CAO, ultimately request a meeting with Council.

Meeting Protocol:

The Committee shall meet quarterly. If it is not necessary to meet this often or if it is necessary to meet more frequently, meetings shall be held at the call of the Chair in consultation with the Manager of Parks and Recreation.

At the Committee's first meeting of the term, a Chair and Vice Chair will be selected. These offices will be reviewed mid-term.

Meetings shall follow a written agenda, and minutes shall be kept which accurately reflect the recommendations of the Committee. Minutes shall be reported directly to the Parks and Recreation Committee. Committee recommendations that require support and or direction shall be presented Township Council for consideration.

An agenda will be prepared and distributed by staff to members prior to meetings. Members will review the agenda and supporting information to be prepared to fully participate and be knowledgeable on all items to be discussed at the meeting.

The Committee will make recommendations based on consensus. In the event consensus cannot be reached, the Committee will vote with a Resolution moved and seconded, with majority vote prevailing.

The Committee will review the Terms of Reference during its term, bringing forward any suggested changes to recommendations to Council for consideration.

The Township of Hamilton's Procedural By-law shall govern the proceedings and activities of the Cold Springs Memorial Hall Advisory Committee.

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Conflict of Interest

It is the individual responsibility of each Committee member to determine if there is a potential for pecuniary interest, to declare any conflicts and to refrain from discussion or voting on the matter. An example of pecuniary interest would be that a request from a user or other group comes forward and a Township Board/Committee member also holds a voting position on that group. The Municipal Conflict of Interest Act is available on-line at www.e-laws.gov.on.ca, or a copy can be obtained from the Township Office. It is not the responsibility of Township Staff to advise on matters of conflict, rather it is up to individual members to determine if a potential for conflict exists.

Quorum

A majority of the members present constitutes a Quorum.

Absenteeism

Unusual absenteeism will be addressed through the Chair and Mayor, if necessary, for any member of the Committee.

Resignation

Any resignation of a member of the Committee shall be tendered to the Chairperson in writing who will advise Council through the minutes of the Committee. The name of a replacement member shall be obtained through the public appointment process. When approved by Council, the new appointee shall serve the remainder of the vacant term.