



Community Services Advisory Committee – Terms of Reference

Project: Community Services Advisory Committee – Terms of Reference

Date: September 6, 2022

Adopted: September 21, 2022

1.0 Purpose & Mandate

The Community Services Advisory Committee (CSAC) shall advise and assist the Municipality in promoting recreation-based activities, in identifying capital requirements, and provide direction in terms of programs and services within the department of Community Services.

Coordinated by the Community Services Department, the CSAC will:

1. as requested from staff and/or Council, comment on and review information related to Community Services activities;
2. assist in raising public awareness of the municipality's recreational facilities, parks, and programs to increase usage;
3. provide information on community events and programs that are being considered and/or planned;
4. upon request from staff and/or Council, comment and review information related to the Community Services Master Plan 2022-2027;
5. support the goals, objectives and strategic directions outlined in the Community Services Master Plan, Trails Master Plan and Rates & Fees Study;
6. raise items of interest or concern to the attention of staff and/or Council;
7. function as a public forum when requested by staff and/or Council to engage and provide public input related to the municipality's recreational facilities, parks, policies, and procedures and engaging with the various recreation user groups;
8. assist in the development of the Community Services annual work plan, identifying projects and priorities to be accomplished; and
9. assist in defining community needs responding to trends in recreation.

The Community Services Advisory Committee will not be responsible for the following activities, including but not limited to:

1. Daily operations of the municipality's recreational facilities, parks, and programs;
2. Administrative matters including directions to staff;
3. Regular maintenance of facilities and parks;
4. Planning Act matters;
5. Budget and capital projects; and
6. Project/program implementation.

2.0 Strategic Alignment

The CSAC aligns with the following strategic themes for Middlesex Centre identified in the 2021-2026 Strategic Plan:

- Engaged Community
- Sustainable Infrastructure and Services
- Responsible Municipal Government

3.0 Criteria for Membership

The Committee is open to those who live in the Municipality of Middlesex Centre. The following membership criteria also applies:

- An ability to constructively participate in a fair and open-minded manner;
- An ability to consider a broad range of views that reflect the diversity of the community;
- Good knowledge and understanding of the local issues that are relevant to the community at large;
- An ability to look beyond personal interests for the benefit of the community and residents of Middlesex Centre;
- An ability to facilitate communication and engagement with residents;
- A capacity to commit to the CSAC for the required duration of the four-year term;
- A willingness to celebrate the success and achievements in the Municipality of Middlesex Centre.

4.0 Membership Composition

The CSAC shall be composed of up to ten voting members representing the following:

- Two (2) Council representatives (appointed by Council resolution to serve for the duration of the Council term)
- A maximum of eight (8) citizen representatives
- Two (2) staff liaisons (see Staff Support)

Membership of the Community Services Advisory Committee is voluntary, however a per meeting stipend will be applied to those in attendance.

5.0 Committee Chair and Vice Chair

Of the voting members, a Citizen Chair shall be elected by majority vote of the members present at the meeting to elect the Chair. The term of the Chair shall be two (2) years. A designated Council representative will function as the Vice Chair. If a Chair or Vice Chair is not present, members are to select an acting Chair to serve in the same capacity for the duration of that meeting.

The Chair is responsible for ensuring the effective operation of the CSAC and its roles in accordance with the municipality's meeting procedures. Specifically, the Chair shall be responsible for:

- Calling meetings to order and completing roll call of members present;
- Conducting meetings in accordance with the municipality's Procedure By-law;
- Encouraging the exchange of ideas through conversation and discussion;
- Acting as spokesperson for the Committee and;

- Representing the Middlesex Centre CSAC when necessary.

6.0 Selection and Appointment of Members

Appointment to the committee will be for a period of up to four years in accordance with the committee appointment by-law. Applications to the committee will be reviewed by the Striking Committee and a recommendation will be made to Council for appointment. Should a vacancy arise mid-term, the Striking Committee will convene to review applications. Staff will assist with the recruitment of members through advertising for any vacancy which may occur. Mid-term appointments will be for the duration of the remaining committee term. Members of the committee may re-apply for the committee after the four-year term. Members are eligible to serve for a maximum of (8) consecutive years (two terms) on the CSAC.

Terms of membership for the Committee shall align with the term of Council. Prior to the end of each term of Council, and for each term thereafter, a call for expressions of interest will be advertised on the municipality's web site and social media platforms.

All applications will be assessed against the criteria for membership and materials submitted will be reviewed by the Striking Committee. The Director of Community Services, or staff designates, may assist by interviewing prospective applicants and providing input to the Striking Committee.

The individuals who are recommended for membership by the Striking Committee will be put forward to Council in the form of a report seeking confirmation of the appointments.

7.0 Meeting Schedule

Meetings of the CSAC will be held monthly, or more often on an as-needed basis by agreement between the committee members. A schedule of meetings will be developed and agreed to annually. A meeting may be cancelled or rescheduled at the discretion of the staff liaison

It is expected that each member of the CSAC will attend a minimum of six (6) meetings each year. Should a member miss six (6) or more scheduled meetings in a calendar year, the member may be vacated from their role at the discretion of the staff liaison.

The CSAC may hold joint meetings with other community groups such as service clubs and minor sports groups, to deal with issues beyond the scope of the CSAC alone.

8.0 Quorum

Quorum shall be five (5) committee members.

If quorum is not achieved, any business requiring a vote will be deferred to the next scheduled Advisory Committee meeting.

9.0 Code of Conduct

All employees and volunteers will be guided by the Municipality of Middlesex Centre's policies and procedures, including but not limited to the Respect in the Workplace policy and the RZone policy.

Such policies support a positive and respectful workplace that is free from personal harassment and workplace conflict.

Committee members will be provided with an orientation of the municipality's relevant policies and procedures at the beginning of their term.

10.0 Conflict of Interest

Members should be cognizant of perceived conflict in terms of issues which may serve to benefit them personally. Members shall not use their status on the CSAC for personal or political gain.

11.0 Staff Support

The CSAC will be supported by staff within the Community Services Department. Staff contacts are:

- Scott Mairs – Director of Community Services
Work: 519-666-0190 ext. 5227
E-mail: mairs@middlesexcentre.ca
- Lise Massen – Customer Service Coordinator
Work: 519-601-8022 ext. 5110
E-mail: massen@middlesexcentre.ca

The Community Services Department will provide support by:

- Providing the Terms of Reference to new committee members;
- Facilitating a review process for the committee and its terms of reference every four years;
- Overseeing the recruitment and selection process for committee membership;
- Providing information and education on good governance issues such as conflict of interest, confidentiality, and register of interests;
- Providing training on relevant Middlesex Centre policies and procedures;
- Offering training for the Chair and Vice Chair;

- Compiling and circulating agendas, attending meetings, and compiling and distributing minutes; and
- Preparing staff reports / reporting back to Council.