

**WELLNESS CENTRE & POOL
CITIZENS ADVISORY COMMITTEE
TERMS OF REFERENCE**

1. Purpose

- 1.1 To serve in an advisory capacity to the Wellness Centre & Pool Committee (WCPC) on matters pertaining to the development and programming activities of an area Wellness Centre and Pool.

2. Objectives

- 2.1 To solicit public input on matters related to the wellness centre and pool.

- 2.2 To act as a resource and provide suggestions, options, advice, and support to the WCPC and the project consultants through the steering committee.

- 2.3 To provide advice and options intended to support, enhance, and grow the facilities, programs, amenities and services.

- 2.4 To provide advice intended to eliminate barriers to people of all ages and abilities from accessing and enjoying the centre.

- 2.5 To consider the following factors when making recommendations:

- (a) The impact on all potential users;
- (b) The requirements for health, and wellbeing of our community;
- (c) The availability of resources;
- (d) The economic and social benefits to the community as a whole.

- 2.6 To report to the Steering Committee the work of the committee. The information collected will need to be on a timely basis, and coordinated with the consultant's time line.

3. Membership

- 3.1 The Advisory Committee shall consist of a maximum of fifteen (15) members, preferably each member will bring a specific skill set and perspective from the community, eg: someone from YMCA, First Nations, health care, public relations, engineering, business owner, volunteers, seniors, parents and youth etc.

- 3.2 The Advisory Committee will be appointed by the Wellness Centre and Pool Committee.
- 3.3 The Advisory Committee will elect a Chair, Vice-Chair and Recording Secretary from its members.

- 3.4 Any resignation from the Advisory Committee shall be tendered in writing to the Chair who will advise the Steering Committee.

- 3.5 WCPC shall approve a replacement member.

- 3.6 Members will be appointed for a period to coincide with the pre-construction time

line. In the event the number of required member position(s) cannot be filled in each target group, WCPC may consider applicants from other target groups to fill these positions.

4. Reporting

- 4.1 The Advisory Committee will report to the Steering Committee
- 4.2 The Advisory Committee shall circulate draft and approved minutes to the Steering Committee.

5. Meetings

- 5.1 Quorum shall consist of a simple majority of the members holding a seat at the time of the meeting.
- 5.2 The Committee 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 for continuity and follow up.
- 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 Each Committee member will serve as an independent community volunteer without compensation, and will not represent the concerns of any particular community organization.
- 6.2 Committee members shall work together as a team for the purpose of achieving positive outcomes that will benefit the Centre and community.
- 6.3 Committee members will be 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.