

WELLNESS CENTRE & POOL COMMITTEE

TERMS OF REFERENCE

Mandate/Objectives

The mandate of the Wellness Centre & Pool Committee is to gather information, undertake studies and conduct other analysis, sufficient for the Committee to make a Go, No-Go recommendation to the respective participating Councils to proceed with the construction of the Wellness Centre & Pool. The Committee will be granted a limited budget and decision-making authority within that budget.

If the decision of the respective Councils is to proceed with construction the Committee will provide project oversight and Terms of Reference of the Committee will require amendment accordingly.

Term

The Term of the Wellness Centre & Pool Committee will be the earlier of the end of this term of Council or a decision not to proceed with the project.

Membership

An elected representative from each participating Council and a non-voting Chairperson. The Chairperson shall be a member of the public, not an elected official or staff member.

Councils can appoint a second member to the Committee. The second appointee can attend Committee meetings when the primary Committee appointee can not attend.

Meetings and Notifications

Meeting dates and locations will be determined at the first meeting of the Committee. The Committee may meet per the schedule or at the call of the Chair.

For scheduled meetings and whenever possible agendas should be distributed to members 7 days in advance of the meeting.

Minutes of each meeting must be recorded and approved or amended at the following meeting.

Meeting Procedures

The Committee will advise the Clerks of the participating Councils all Committee meetings, date and location once the meetings have been set and each Council will place the meeting date(s)

on their schedule of meetings which is available to the public. The Committee will also advise of any cancellations. During the due diligence phase of the project the Town will provide secretariat services to the Committee.

A majority of the voting members shall constitute a quorum. A simple majority of voting members is required for decisions. The Town of Parry Sound's procedural by-law shall apply to matters not covered by these Terms of Reference, with Robert's Rules of Order applying in any case where provision is not made by the Town of Parry Sound's procedural by-law.

All meetings are to be open to the public in accordance with the Municipal Act 2001, unless permitted to be a Closed Meeting as defined by Section 239 of the Municipal Act.

Authority

The Committee may not exercise decision-making powers or commit expenditures except for those specifically delegated by the participating Councils in the Terms of Reference. The Committee may not direct staff to undertake activities outside these Terms of Reference.

As part of these Terms of Reference the respective Councils authorize a budget of \$170,000 for due diligence and grant the Committee authority to expend those funds, including authority to delegate as appropriate.

Committee funds will be deposited and managed through the existing Pool Reserve Fund currently maintained by the Town of Parry Sound.

Amendment/Expansion of the Terms of Reference

Only the respective Councils can authorize an amendment and/or expansion of the Terms of Reference. Any amendment/expansion must be unanimously approved by the respective Councils.

Conflicts of Interest

Committee members are responsible for declaring any conflicts they may have relative to the decisions being made by the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any conflicts of interest/pecuniary interests.

October 28, 2019