

TERMS OF REFERENCE

MCC USER GROUP ROUNDTABLE COMMITTEE

STRATEGIC GOAL: ENHANCE THE QUALITY OF LIFE IN OUR TOWN

DEPARTMENTAL REPORTING: DIRECTOR OF CULTURE, RECREATION AND WELLNESS

SOLUTION STATEMENT

How might the Town of Pelham coordinate the activities of user groups who have license agreements to operate in the new Meridian Community Centre?

PROBLEM DEFINITION – HOW MIGHT WE:

- Facilitate effective communication between licensed user groups and the Town operating in the facility?
- Facilitate and jointly develop an annual ice user's schedule dependent on the needs of the various licensed users and the Town?
- Facilitate and jointly develop an annual gym user's schedule dependent on the needs of the various licensed users and the Town?
- Facilitate and jointly develop an annual non-ice users schedule for use of areas outside of the gymnasium and arenas dependent on the needs of licensed users and the Town?
- Facilitate and jointly develop an annual non-ice users schedule for use of arenas dependent on the needs of the licensed users and the Town?
- Support each licensed user group with their special events or activities?
- Facilitate cooperation and flexibility between license users for the greater benefit of the community?
- Constructively find solutions to conflicts between licensed user groups when they arise?
- Work effectively as a team of licensed users to maximize services offered to the public and to support the activities of each other?
- To explore and recommend policies to Council that strengthen the effectiveness of licensed user groups in their delivery of service to the public?

KEY FACTS:**This Committee is an Advisory Committee**

Membership shall consist of the following:

- One representative from each of the licensed users in the Meridian Community Centre.
- One member representing community service clubs;
- One Town of Pelham Councillor (ex officio);
- One Town of Pelham staff from the facilities department;
- One Town of Pelham staff from the recreation, culture and wellness department;

All members shall have voting rights, except the ex officio members who may participate in discussion but shall not vote. Members shall be appointed by by-law by Council and the term of office shall be consistent with the Term of Council. Applications will be reviewed by Council in accordance with the Public Appointment Policy. Vacancies shall be replaced by Council appointment. Any committee member missing three (3) consecutive meetings without reasonable cause or explanation will be deemed to have resigned.

The following Meeting Protocols shall apply:

- Quorum for meetings of the committee shall be determined according to the Town's Procedural By-law, and declared by the chair. Approval of any motion shall require 50% plus one of the voting members in attendance at the meeting.
- If quorum is not attained within 15 minutes of the scheduled start time of the meeting, no actions or recommendations emanating from a meeting have any force or effect.
- Minutes shall be recorded and retained by the staff designate, and copies shall be forwarded to Town Council for information after committee approval.
- The Committee reports directly to the Town Council via minutes of its meetings, presentations as requested and/or as deemed necessary, and through the provision of a quarterly report to Town Council.
- The committee will appoint a chair who will serve throughout the appointment term.
- Recommendations for Council shall be forwarded in resolution form, under the signature of the Chair.
- Meeting protocols shall be conducted in accordance with the Municipal Act.
- All meetings shall be open to the public and closed session meetings shall only be permitted under the provisions of the Municipal Act, and if so convened shall not be held in the absence of the staff appointee. Meeting dates shall be posted on the Town's website.
- Sub-Committees may be formed as necessary and will determine their own meeting times and dates.

- Members missing three consecutive meetings without reasonable cause or explanation will be deemed to have resigned and the staff liaison shall inform the Town Clerk to request applications be sought to fill such vacancy.

FINANCIAL REPORTING:

Financial reporting, if required, will be administered by Town of Pelham Corporate Services Department.

Amended/Approved: February 4, 2019