

**Terms of Reference: Sawpit Wharf Advisory Community Committee**

**Version:** April 4, 2012

**Approved:** April 24, 2012

**Amended:** January 14, 2020

Membership	<p>The Sawpit Wharf Advisory Committee shall consist of the following members:</p> <ul style="list-style-type: none"><li>• Nine individuals who have a community interest in Sawpit Wharf appointed by the Municipality of the District of Lunenburg Council. Three members will serve for three years, three for two years and <b>three</b> for one year.</li><li>• After serving for a term, members must take one year off from the committee before reapplying to sit on the committee. If interest is not expressed, members whose term has been completed can make application to serve on the committee for another term.</li><li>• The Chair will be voted on by the committee members appointed and will serve for a one year term. The position of Chair will be voted on annually by the members of the Committee.</li><li>• The Director of Recreation Services or a designated staff member will sit on the committee in an advisory role. A meeting cannot be held without a staff member in attendance.</li><li>• One Councillor will sit on the Committee as appointed by Council.</li><li>• An orientation session will be held annually to review the committee's mandate and roles and responsibilities.</li><li>• Terms begin January of each year</li><li>• When a member's term is up an ad will be posted seeking interested individuals who have a community interest in Saw Pit Wharf to submit an application to serve on the Committee. Applications will be forwarded to the Nominating Committee of Council, who will then make a recommendation of appointments to Council. All Committee member appointments will be made by Council.</li></ul>
Mandate	To work with the Recreation Department and other

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	<p>departments within the Municipality and provide input on the operation, policies and by laws relating to the Sawpit Wharf facility.</p> <p>To assist in the development and implementation of a community plan for the Sawpit Wharf facility. The Plan is to be officially approved by Council.</p> <p>This Committee is an advisory committee of Council. The role is to advise Council on matters and to make recommendations. Directions to staff are to come from the CAO and Council.</p>
Meetings	<p>The Committee will meet with the Director of Recreation Services (or Recreation Staff representative) and the Councillor appointed to the committee on an as-needed basis at the call of the Chair, or as directed by Council. <b>[amended Jan. 14, 2020]</b></p> <p>All meetings will follow the meeting procedures and rules of debate as per policy MDL-01</p> <p>Minutes of committee meetings will be made available to the public through Municipal staff after their approval by the Committee.</p> <p>A quorum will consist of 50% + 1.</p> <p>Committee meetings will be open to the public, unless determined by members of the Committee to move in-camera for matters of personnel, legal affairs, or any other matter authorized under the Municipal Government Act.</p> <p>Municipal recreation staff will be responsible to advertise meetings. This can be done using the Municipality's website.</p> <p>Residents that are appointed as Committee members shall serve in a volunteer capacity and thus, will not receive any remuneration for serving on the committee.</p>
Identified Responsibilities	<ol style="list-style-type: none"><li>1. The Committee will work with recreation staff to establish a community plan for the Facility.</li><li>2. The Committee will bring forth concerns, issues, and ideas from the community concerning the Facility.</li><li>3. The Committee will advise recreation staff and Council</li></ol>

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	<p>on matters pertaining to the Facility.</p> <ol style="list-style-type: none"><li>4. The Committee will provide recreation staff input on the operation, policies and by laws relating to the Facility.</li><li>5. The Committee will research and examine <b>issues</b>, as directed by Council, and report findings to Council through the Committee of the Whole.</li><li>6. The Committee shall annually review the Community Plan to ensure it is meeting the needs of the community.</li><li>7. The Chair of the Committee may be requested to provide updates to Council.</li><li>8. All statements made to the media will be made by the Mayor and the CAO or designate.</li></ol>
Resources	<p>The Committee will have Recreation staff support. A Recreation staff member will be present at each Committee meeting.</p> <p>The Committee shall, where circumstances warrant, request through the Chief Administrative Officer advice or assistance from other departments [in meetings or in writing, where possible].</p> <p>The Committee may invite resource people to Committee meetings as needed.</p>