



Terms of Reference

Community Wellness & Environmental Advisory Committee (CWEAC)

Mission

The Village of Merrickville-Wolford's Community Wellness & Environmental Advisory Committee mission is to provide advice and recommendation to Council on matters associated with recreational activities within the Village regarding the protection, enhancement, and restoration of the Village's recreational facilities and services. The Committee will advise Council regarding the protection, enhancement, preservation and conservation of the Village's natural environment, while also working towards community improvement with a focus on economic development initiatives for the improvement of quality of life for all residents and the Village as a whole.

Objectives

The Committee will assist Council as follows:

- Identify projects and initiatives and to provide recommendations to Council regarding community development matters;
- Promote strategic initiatives as directed by Council regarding community development;
- Increase general public awareness and promotion of environmental issues;
- Provide advice surrounding environmental impacts of development, as requested by Council;
- Identify projects and initiatives and to advise Council regarding new alternatives of an ecological nature which may improve the management of the urban and rural landscape and thereby contribute to the well-being of the entire ecosystem;
- Identify projects, initiatives and opportunities and to advise Council regarding the enhancement of quality of life for all residents through recreation-based activities and services;
- Increase general public awareness, communications and promotion of healthy lifestyles and recreational programs;
- Encourage strategic initiatives regarding promoting healthy living; and
- Advise on any special projects or initiatives as directed by Council at any time.

Composition

The Community Wellness & Environmental Advisory Committee shall be appointed by Council and shall include, but not be limited to:

- a. Nine (9) Voting Members selected at large by resolution or by-law through a public application process who will be regarded as private citizens and do not represent their employers or advocacy group in their capacity as a member;
- b. One (1) Council liaison to be appointed by Council for the term of the Committee, who has the authority to delegate a designate in their absence; and
- c. Head of Council (Mayor – ex officio)

Terms of Office

Membership of the Committee shall align with regular municipal elections (every four years) and the Committee will expire at the end of a term of Council.

Quorum

A quorum will consist of a minimum of four (4) or more of the voting members. No meeting shall proceed without quorum present. If the Committee cannot achieve quorum for a meeting, then no business shall be conducted, and the meeting shall be cancelled.

Motions

All decisions made during Community Wellness & Environmental Advisory Committee meetings will follow the process of making a motion, having it seconded and having it voted on and passed by the majority of the Committee Members present. All motions and decisions shall be captured in the meeting minutes by the Secretary.

Meetings

Meetings of the Committee shall be governed by Council's Procedural By-law 30-17, applicable legislation, and Robert's Rules of Order.

The Committee shall meet on a bi-monthly basis, for a total of six (6) meetings per year, with the authority to call a special meeting at the call of the chairperson if necessary to conduct business.

All meetings are mandated to be open to the public.

All meetings may be conducted either virtually via Zoom, or in-person.

Role of Chairperson

The Committee shall, at the first meeting of a new term, appoint a Chairperson from among its Members. The Committee then shall, at the first meeting of each calendar year, appoint a Chairperson for the duration of the calendar year.

The Committee chairperson shall be responsible for:

- Establishing a regular meeting schedule;
- Facilitating meetings;
- Ensuring that procedure is followed during meetings;
- Appointing a Secretary of the Committee at the first meeting of a new term to take minutes of all Committee meetings;
- Sending all Committee agendas to the Clerk for circulation on the Village website;
- Providing all necessary documentation and/or requests to Council through the Committee's Council liaison in conjunction with the Clerk; and
- Ensuring completion of tasks and objectives by Committee members.

Role of Members

The roles of the members of the Community Wellness & Environmental Advisory Committee include, but are not limited to:

- Attending regular meetings as scheduled and additional meetings as necessary;
- Participating in discussions and planning and sharing the workload of the Committee;
- Participate respectfully with other Committee members, and follow the procedural conduct as included in the Procedural By-law 30-17;
- Providing expertise advice and solutions in their professional area of expertise;
- Providing regrets to the chairperson as soon as possible if unable to attend a scheduled meeting; and
- Declaring conflicts of interest as defined in the *Municipal Conflict of Interest Act* and excluding themselves from any discussion and/or voting where such conflict exists or may exist.

Conflicts of Interest

All members shall familiarize themselves with the definitions of a conflict of interest as contained in the *Municipal Conflict of Interest Act* and shall disclose any conflict of interest to the chairperson and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Reporting to Council

The Community Wellness & Environmental Advisory Committee shall report to Council:

- a. Through the minutes of the meetings;
- b. Via Committee reports with the recommendation template as provided by the Village Clerk;
- c. As deemed necessary by the Committee for submission through the Council Liaison;
- d. As requested by Council.

Budget

All monies required for any reason pertaining to the Committee carrying out its duties must be approved by Council. All requests must be submitted by September 15th of the preceding year.

All approved budget items shall be administered by the Village, through direction of Council.