



**East Elgin Community Complex**  
**531 Talbot Street West**  
**Aylmer, ON N5H 2T9**  
**(519) 773-5631**

**Purpose:**

The East Elgin Community Complex Programs and Events Advisory Committee is an advisory committee appointed by the East Elgin Community Complex Interim Board to review programs and events of the East Elgin Community Complex.

**Background:**

The East Elgin Community Complex is seeking recommendations concerning engaging the community and promoting the facility, events and programs for the residents served by the facility.

Further, establishing the East Elgin Community Complex Programs and Events Advisory Committee will not only achieve these objectives but also align with the Facility Mission and Vision statements to:

- excel in providing effective, responsible and community focused service in partnership with the citizens of the Town of Aylmer and Township of Malahide; and
- provide a first-class community recreational and social centre that exceeds the needs and expectations of our patrons.

**Composition:**

The Committee will be appointed by the East Elgin Community Complex Interim Board following an application and interview process and shall be comprised of five (5) members, all of whom must reside in Aylmer or Malahide, including:

- Three (3) members of the public; and
- Two (2) members of the current Interim Board.

Meetings shall not proceed unless a quorum of members is in attendance. A quorum shall consist of a minimum of three (3) members, at least one of which shall be an Interim Board member. In the event that a quorum of the Committee is not present, such meeting shall be adjourned and shall be reconvened at a future date and time when a quorum can be established.

The objective is to reach consensus when possible. Members of the Committee shall verify their positions through a voting process. Each Committee member shall be entitled to one vote, with the exception of non-voting members.

Prior to presentation to the EECC Interim Board, any decisions and recommendations of the Advisory Committee must be adopted by resolution with a majority affirmative vote from members present at that time.

The Committee will receive administrative support from East Elgin Community Complex staff, including the recording of minutes, meeting preparation and communicating Committee recommendations to the Interim Board and other relevant stakeholders. Relevant staff / departments will provide required support to the Committee for the purposes of providing background information associated with policy and process. The Advisory Committee shall not have the authority to assign tasks to designated EECC staff; however the Staff will work cooperatively with the Advisory Committee and assume related duties as directed by the EECC Interim Board.

Staff support members shall not be voting members. Individuals recruited will have project-based knowledge.

### **Term:**

The Committee shall be appointed to serve for the term of the Interim Board and shall coincide with the term of Council (every four years). Committee members shall be appointed/confirmed by the Interim Board following a recruitment process for Committee members.

Appointed members to the Committee may serve two consecutive terms and application for the second term following reapplication and Board appointment. The Interim Board shall have the authority to revoke Committee membership during the term of the appointment if deemed desirable. Members shall attend a minimum of 70% of scheduled meetings to retain Committee membership.

At the Committee's first meeting of their term, a Chair and Vice-Chair will be selected. These offices will be reviewed mid-term. One member of the public shall serve as Chair or Vice-Chair of the Committee.

### **Duties and Functions:**

Through the following actions, the Committee will make recommendations regarding the development and promotion of programs and events for the East Elgin Community Complex:

- Support local volunteer groups to build their capacity;
- Act as liaison between the Interim Board and local volunteer groups;
- Explore ways to enhance services, programs and events through partnerships;
- Support the East Elgin Community Complex communications strategies to promote programs and events for the facility;
- Assist with prioritization of programs and events where the highest demand is anticipated, addressing any change in users' numbers or recreation activity trends;
- Assist the Interim Board and staff in identifying potential financial resources for the development of programs and events;
- Review, evaluate and recommend any adjustments to programs and events on an annual basis;

## **Indoor Facilities**

- Assist and make recommendations to continue to develop relationships with local school boards to develop reciprocal partnerships;
- Review user statistics to determine existing and future facility needs;

## **Outdoor Facilities**

- Review and make recommendations on the need for new or enhanced outdoor spaces; and
- Review and make recommendations on outdoor amenities such as play structures and multi-use courts.

## **General Rules and Meeting Protocol:**

The Committee shall meet quarterly. If it is not necessary to meet this often or if it is necessary to meet more frequently, meetings shall be held at the call of the Chair. Members are expected to attend all meetings. Members are expected to notify the Chair or the designated staff member if they are unable to attend a meeting.

Meetings shall follow a written agenda, and minutes shall be kept which accurately reflect the recommendations of the Committee. Minutes shall be reported directly to the Interim Board through an Interim Board representative sitting on the Committee. Committee recommendations that require support and/or direction shall be presented to the Interim Board for consideration.

An agenda will be prepared and distributed to members prior to meetings. Members will review the agenda and supporting information to be prepared to fully participate and be knowledgeable on all items to be discussed at the meeting.

The Committee will make recommendations based on a vote with a Resolution moved and seconded, with majority vote prevailing. The Chair has voting privileges in all matters, unless having declared a conflict of interest.

Committee Members are subject to *The Municipal Conflict of Interest Act R.S.O, 1990, c.M50* and must disclose any direct or indirect pecuniary interest. The disclosure must be recorded in the minutes of the meeting.

Committee meetings are open to the public and are subject to the provisions of *Section 239 of the Municipal Act, 2001* including the provision of notice. Members of the public who are in attendance shall not interfere with the conduct of the Committee. All meetings are open to the public and will be advertised in advance.

The Committee will review the Terms of Reference during its term, bringing forward any suggested changes or recommendations to the Interim Board for consideration.



## APPENDIX "A"

### East Elgin Community Complex Programs and Events Advisory Committee

#### Criteria for Selecting Committee

1. The EECC Interim Board shall use the following criteria in selecting members to serve on the EECC Programs and Events Advisory Committee:
  - The Committee shall be comprised of individuals who have wide range of skills and having a wish to serve their community by volunteering time for the betterment of recreation in the community.
  - In selecting Committee members, the Board shall strive to achieve gender equality, geographic diversity and representation from various cultural and recreational groups.
  - Members willing to bring new perspectives to the Committee in priority areas of recreation including: service delivery, youth programming, and community engagement.
  - Demonstrated commitment and connections within their own community.
  - Business or governance experience on other boards, committees or community groups.
  
2. Prospective members must be able to:
  - work in a co-operative manner with other Committee members
  - willing to consult with community members on recreation related issues
  - commit to a four (4) year term
  - attend regularly-scheduled Committee meetings as required/scheduled
  - attend special meetings, or meetings of the EECC Interim Board, as may be required.



# East Elgin Community Complex Programs and Events Advisory Committee

Page 2  
Application Form

**Please briefly outline your past experience as a volunteer board or committee member. Also list any other experience that would be an asset.**

<b>What skills and knowledge would you bring to our board? Please indicate your experience in the following areas.</b>	<b>Very Experienced</b>	<b>Some Experience</b>	<b>Little or No Experience</b>
Recreation programming			
Knowledge of recreation facilities			
Program planning and evaluation			
Financial management and control (budgeting, accounting)			
Strategic planning			
Communication, public and media relations			
Special events (planning and implementing)			
Other relevant skills/knowledge:			

**Please send your application to: [admin@eccc.ca](mailto:admin@eccc.ca)**