

**Schedule “A” to By-Law 2023-xx**

**THE CORPORATION OF THE TOWN OF WASAGA BEACH**

**WASAGA BEACH HEALTHY COMMUNITY NETWORK ADVISORY COMMITTEE**

**TERMS OF REFERENCE (updated February 2023)**

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**Mandate and Purpose**

The Healthy Community Network Advisory Committee (the HCN Advisory Committee) will act as a link between Council and the citizens of Wasaga Beach and advise Council on matters relating to active and healthy living, the environment – natural, physical, social, economic – and the creation of a sustainable and healthy future for the Town of Wasaga Beach (the Town).

**Responsibilities and Tasks**

The HCN Advisory Committee shall make itself aware of the policies, procedures and decisions of Council which relate to its mandate and ensure that its decisions and activities are consistent therewith unless previously endorsed by Council.

**The HCN Advisory Committee will:**

1. Develop a full understanding of written/stated policies that Council and various governments and local agencies currently have in place or are working on;
2. Assist Council in developing an understanding of current topics regarding healthy living, the environment and ecological systems within the Town;
3. Develop a “strategic goals and objectives outline” based on a “best practices” basis while considering the Town’s Official Plan and projected development goals, which will be submitted to Council, through the Development Services Section of Joint Committee of the Whole and Council, for its approval on an annual basis;
4. Consider the enhancement of the Town’s projected image and current trails system in concert with the Town’s Parks and Facilities Department, the Ministry of Natural Resources and Forestry, local Trails Clubs and the Trails of Georgian Bay Group;
5. Develop awareness campaigns in regard to a healthy environment, ecological system and lifestyle.
6. Recruit Community Members and Partners to participate in executing strategies and actions and identify and call upon other resources as appropriate to provide assistance and expertise
7. Monitor progress on actions towards achievement of goals and strategies

8. Members will provide recommendations, in the form of reports to, and respond to requests from Town Council
9. Identify and pursue resources such as grants, new fundraisers, corporate sponsorships or in-kind donations
10. Identify resource requirements and advise on potential sources
11. Provide an annual report on the accomplishments of the Healthy Communities Network through the Development Services Section of Joint Committee of the Whole and Council.

### **Delegated Authority**

The HCN Advisory Committees established as an Advisory Committee to Council and does not have any delegated authority or the authority to direct staff.

The HCN Advisory Committee is to operate within its mandate under the oversight of the Development Services Section of Joint Committee of the Whole. Any advice requiring implementation, reports or staff actions must first be considered by the Development Services Section of Joint Committee of the Whole and Council before any action by staff may be taken. Any action that significantly binds the Corporation will require Council's approval prior to the action being taken.

### **Advisory Committee Composition**

Upon recommendation from the Mayor and with input provided by the Staff Resource Person and/or Chair, HCN Advisory Committee members will be appointed by Town Council.

Council may, by resolution as and when required in order to maintain the requisite number and composition of members on the HCN Advisory Committee, select and appoint new members to the Committee for the duration of the term.

Members should be reflective of the residents of Wasaga Beach and have a demonstrated knowledge based on healthy living, the environment and ecological matters. At least one member should be selected for his/her ability to bring a regional perspective to the HCN Advisory Committee's deliberations. The HCN Advisory Committee will consist of the following:

- One (1) Member of Town Council- voting member
- One (1) non-voting member from the following (five in total):
  - Simcoe Muskoka District Health Unit
  - Environment Network
  - Wasaga Beach Climate Action Team
  - Wasaga Beach Accessibility Advisory Committee
  - South Georgian Bay Community Health Centre
- Six (6) Members of the Public as voting members

Support to the HCN Advisory Committee will be provided by the Senior Planner and other key Departmental staff members, as required, depending on the specific expertise required to implement the HCN Advisory Committee's Action Plan.

The HCN Advisory Committee will also include a Chair, Vice-Chair and a Secretary who will be responsible for efficient meetings. The Chair and Vice-Chair will be chosen at the first meeting.

The Secretary of may be chosen by the HCN Advisory Committee at the first meeting and may be rotated among HCN Advisory Committee members. In addition, individual Advisory Committee members will be assigned to act as "champions" responsible for overseeing specific HCN Advisory Committee goals.

Only members, appointed by Council, may vote on any issue.

- Additional members of the community from community organizations and services groups, including but not limited to the Simcoe Muskoka District Health Unit, Wasaga Beach Climate Action Team, South Georgian Bay Community Health Centre and other Advisory Committees may attend meetings as guests but without voting privileges. Additional staff resource people from various Town Departments may be also invited to attend meetings to provide input into HCN Advisory Committee Plan implementation and specific goals as required, but will do so without voting privileges.

### **Term of Office**

1. The term of the members of the HCN Advisory Committee shall be four years coinciding with the term of the Council that has made the appointment.
2. HCN Advisory Committee members who wish to be re-appointed to the next four year term shall re-apply at the beginning of that term.
3. Resignations from the HCN Advisory Committee must be in writing to the Chair and Town Clerk.
4. The advertising of vacancies and appointments will be in accordance with the policies and practices adopted by Council from time to time.

### **Subcommittees**

The HCN Advisory Committee may establish subcommittees, as needed, to consider specific issues within the mandate of the HCN Advisory Committee's mandate.

Subcommittees are not required to be approved through the Development Services Section of Joint Committee of the Whole and Council. Subcommittees are responsible for the preparation of their own agendas and minutes as required and making their own arrangements for meeting locations. Only appointed members of the HCN Advisory Committee may be voting members of any subcommittees. Subcommittee meetings may be attended by Town residents, service

providers, and/or community organization representatives that have an interest in the particular goal of the Subcommittee. Subcommittees must distribute a copy of its minutes to the HCN Advisory Committee and Development Services Section of Joint Committee of the Whole.

## **Governance**

The HCN Advisory Committee shall be subject to the provision of the Town's Procedural By-Law to Govern the Proceedings of Council and its Committee, as amended, and shall adhere to Town policies and procedures including the Code of Conduct.

## **Meetings**

Meetings to occur at the call of the Chair or as determined by the HCN Advisory Committee, with a minimum of four (4) meetings per year. Meetings will generally be held once per month (or as required) and include status updates on the various HCN Advisory Committee goals.

The Committee will not meet during Council's recesses. Additional meetings may be called by the Chair if there are urgent matters that need to be discussed. Meetings shall not conflict with regular meetings of Joint Committee of the Whole and Council.

Committee members are expected to attend all regularly scheduled meetings. In the event that a member is unable to attend a meeting, the member must contact and advise the Chair in advance.

Further, Committee members are expected to:

- arrive prepared and on time
- provide input to meetings in advance if unable to attend
- focus on the issues not personal feelings and/or positions
- support decisions made by the Advisory Committee through due process and communicate the Committee's position to the public if required
- honour confidentiality and the Town's Code of Conduct

The Advisory Committee shall follow the provisions of Town Council's Procedural By-law as it relates to the function of committees.

## **Quorum**

A quorum shall consist of 50% plus 1 of the voting members of the Advisory Committee. In the case of an Advisory Committee that consists of seven (7) persons, quorum shall be achieved if at least five (5) persons are in attendance.

## **Role and Responsibilities of Members**

Advisory Committee Members shall:

1. Attend and actively participate in all meetings.

2. Work with other members to attempt to reach consensus on decisions and recommendations.
3. Adhere to these Terms of Reference, the Town of Wasaga Beach's Procedural Bylaw, Purchasing By-law, the Council/Committee Code of Conduct and any other Bylaws, Policies or Procedures that apply to Council members.
4. HCN Advisory Committee members shall be available by e-mail to review relevant information and documents.
5. In addition to regular member responsibilities the Chair, the Vice-Chair and the Secretary will have the following responsibilities:
  - a) The Chair of the Advisory Committee shall preside over all meetings of the Committee and shall assist the Advisory Committee in reaching a majority decision on fundamental policy issues of concern to the Council.
  - b) The Vice-Chair shall assume the authority and perform all duties of the Chair in the absence of the Chair.
  - c) The Secretary shall record the minutes of all meetings and will be responsible for the circulation of the minutes once the meeting has concluded.

### **Advisory Committees of Council Agenda**

The Secretary shall have prepared and printed for the use of the Members at HCN Advisory Committee meetings, an Agenda under the following headings utilizing the established template provided by the Town:

1. Call to Order
2. Land Acknowledgement
3. Disclosure of Pecuniary Interest
4. Minutes of Last Meeting
5. Deputations/Presentations
6. Unfinished Business
7. Sub-Committee Reports, if any
8. New Business
9. Items for Future Meetings
10. Date of Next Meeting
11. Closed Session (as required)
13. Reports from Closed Session (as required)
14. Adjournment

## **Communication and Reporting**

Unless otherwise directed by Council, the minutes of all HCN Advisory Committee meetings will be presented to the Development Services Section of Joint Committee of the Whole and Council, for review.

For decisions of Council, the HCN Advisory Committee shall provide advice, through a Staff Report, to the Development Services Section of Joint Committee of the Whole and Council.

Should the HCN Advisory Committee wish to be a delegation to the Development Services Section of Joint Committee of the Whole and Council, the request shall be made through the Clerk's Office.

The HCN Advisory Committee will submit an annual report at the beginning of each New Year outlining the Advisory Committee's accomplishments in the previous twelve months, and its work plan and projects for the coming year.

Web presence is supported through the Town's web site at [www.wasagabeach.com](http://www.wasagabeach.com), based on information provided by the Town Clerk.

## **Municipal Support**

Town of Wasaga Beach Planning and Economic Initiatives (Planning and Economic Initiatives) shall be the lead department and a Senior Planner is the contact person for the HCN Advisory Committee and general inquiries. At the discretion of the Director of Planning and Economic Initiatives, the Senior Planner may assist HCN Advisory Committee Members on Committee matters and update the HCN Advisory Committee on the activities of the Planning and Economic Initiatives department, as deemed necessary.

Requests for documentation, reports and support materials required by the HCN Advisory Committee or outgoing correspondence will be directed to the Planning and Economic Initiatives department. The HCN Advisory Committee's activities are supported by Planning and Economic Initiatives and other Town Departments as required.

A member of Planning and Economic Initiatives as a liaison staff member must be present at all meetings, unless otherwise directed by the Director of Planning and Economic Initiatives.

Additional staff resources from various Town Departments and representatives from community groups/organizations and seniors service providers may be requested to attend meetings to provide input and advice on HCNC Plan goals, at the discretion of the Advisory Committee.

## **Finances**

Routine administrative costs associated with the work of the HCN Advisory Committee will be allocated from the HCN Advisory Committee's annual budget.

The annual budget for the HCN Advisory Committee will be the responsibility of the Director of

Planning and Economic Initiatives. The Chair and Senior Planner will work with the Director of Planning and Economic Initiatives to prepare the annual budget for Council's approval. The budget will reflect the Committee's upcoming year's operating and capital needs, in keeping with budget directions and timelines. Other community groups/organizations and service providers may contribute capital funds towards the HCN Advisory Committee budget.

Expenditures shall be approved by the Director of Planning and Economic Initiatives.

### **Conflict of Interest and Confidentiality**

The *Municipal Act* shall bind the members of the Advisory Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirement under the *Act*, which pertain to the conduct of officials.

### **Indemnities to Committee Members and Others**

Committee members shall be covered by the Town's general liability insurance policy as it relates to Committees of Council's activities.

### **Review and Update of the Terms of Reference**

The Terms of Reference are established and approved by Town Council. Additions or alterations may be proposed by the HCN Advisory Committee but must be approved by Town Council, unless for minor administrative purposes.

### **Rules of Procedure for Committees**

Where a conflict exists between this Terms of Reference and Council's Procedural Bylaw as it applies to Advisory Committees, the Procedural By-law provisions shall apply.