

South Huron / Perth South
Kirkton-Woodham Swimming Pool Committee
Terms of Reference

Purpose of the Committee

The purpose of the Kirkton-Woodham Swimming Pool Committee is to provide community input and recommendations on behalf of the Kirkton/Woodham Community for the continued safe and appropriate operation of the Kirkton/Woodham Swimming Pool.

The Committee will actively assist Councils by fostering and promoting:

- A safe welcoming recreational facility for all users;
- Healthy, active lifestyle for residents of all ages;
- Transparent and accountable management of the Kirkton-Woodham Swimming Pool;
- Collaboration between South Huron, Perth South and community groups to maximize the benefits of the Kirkton-Woodham Swimming Pool for all our citizens

Committee Objectives or General Activities:

The primary objectives of the committee are to:

- Manage the operations of the Kirkton-Woodham Swimming Pool;
- Engage citizens of all ages, encourage involvement and participation by residents;
- Develop and recommend an annual budget for the Kirkton-Woodham Swimming Pool Committee for Council consideration during budget deliberations;
- Undertake other projects as requested by South Huron Council and /or Perth South Council that are within the Kirkton-Woodham Swimming Pool Committee Terms of Reference;
- Assist staff and Councils with developing and implementing plans for the current and future needs for the maintenance and operation of the swimming pool;
- Provide comment and opinion when called upon by the Councils regarding an matters referred to the Committee.

Membership Composition and Responsibilities

The Kirkton-Woodham Swimming Pool Committee shall be composed of a minimum of 5 voting members, not exceeding 12 voting members. The Council shall appoint all Committee members by By-law and the term of appointment shall be concurrent with the four year term of Council. Quorum is required for voting purposes. Quorum shall be defined as the majority of all members of the committee shall constitute a quorum and be necessary for the transaction of business”

Staff Support

The Committee’s primary staff contacts will be the South Huron Community Services Manager and the South Huron Facilities Manager. These individuals will act as a conduit to share information and work with the Committee to achieve the goals and objectives outlined in the Terms of Reference.

The Committee is accountable to Councils.

Meeting Roles and Requirements

The Committee shall meet a minimum of 2 times per annum. Additional meetings can be scheduled at the call of the Chair.

Annually, the committee shall elect a Chair and additional positions.

The expenditure of any municipal funds is to be provided by the Chief Administrative Officer and/or Council in accordance with the Municipality's procurement policy and current budget.

Minutes and Agenda

The minutes of each meeting will be amended when necessary and adopted to the following meeting. When adopted, the Minutes will be provided to Council representatives from South Huron and Perth South.

The Committee agenda will be prepared by the Kirkton-Woodham Swimming Pool Committee Chair and/or Vice Chair and distributed to the members in advance of the meeting.

Amendments to the Terms of Reference

Amendments to the Terms of Reference may be proposed to the Councils from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

Amendments to the Terms of Reference can only be made by the Councils.

General Conduct

The meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, Robert's Rule of Order. The Chair shall endorse each Committee Report/Minutes prior to its presentation to Councils.

In general meetings shall be open to the public. Meetings will be declared In Camera by a majority vote of those present and should be so declared to discuss matters in accordance with Section 239 of the Municipal Act.

Conflict of Interest

A conflict of interest may arise for Committee members when their personal business interests class with the duties and decisions of the Committee. Municipal conflict on interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.

