



Meredith Centre Advisory Committee

Terms of Reference (Approved October 24th, 2023) – V4.2

ARTICLE 1: Name of Committee

Meredith Centre Advisory Committee (MCAC)

ARTICLE 2: Mission Statement

The MCAC is an advisory committee of the Chelsea Foundation (CF) with a mandate to provide support and advice to enhance the quality of life for Chelsea residents through a wide range of innovative, inclusive and accessible programming delivered via the Meredith Centre.

ARTICLE 3: Background

The Meredith Centre delivers quality programming in leisure, recreation, sports and culture in a fiscally responsible manner under the umbrella of the Chelsea Foundation. The Chelsea Foundation supports Chelsea's citizens and neighbours to fulfill their passions while enhancing the quality of life for the municipality as a whole. Through the hard work and resilience of this volunteer community organization and its partners, their achievements have transformed the community. Underlining the CF's value proposition is the creation of a modern civic ecosystem that integrates hands-on programming, community partnership opportunities, training, as well as a place to gather for community events.

- a) The CF and the Municipality share responsibility for the success of the Meredith Centre as outlined in the current MOU. This partnership requires open communication, trust, respect, collaboration, shared decision making, and compliance with all agreements.
- b) Recognizing the importance of a community gathering space, the objective of the CF is to offer residents of the municipality of Chelsea the opportunity to benefit from the Meredith Centre through access to its facilities, and through recreational, sports, fitness, leisure, educational, cultural, and other programs and activities.
- c) The CF's fiscally responsible approach to delivering leisure, sports, recreation and cultural activities is pivotal in creating a culture of wellness and community.

ARTICLE 4: Authority

The MCAC acts in an advisory capacity to the Board of the CF via the General Manager of the Meredith Centre.

ARTICLE 5: Responsibilities / Scope

To advise the CF in order to meet the following objectives:

- a) Provide input to the DG regarding the development of the annual budget to be approved by the CF Board.
- b) Review and monitor the annual budget.
- c) Provide input into the timely and proper maintenance of the Meredith Centre.
- d) Contribute to the development of capital development plans.
- e) Provide feedback to the DG in the development of annual program plans.
- f) Recommend projects that promote collaboration between the Municipality and the Meredith Centre to the benefit of Chelsea residents.
- g) Facilitate timely communication and collaboration between the Meredith Centre and the Municipality.

ARTICLE 6: Composition

- a) The composition of this committee shall be a maximum of nine (9) as follows:
 - Two elected members of Municipal Council,
 - Two members of the Board of Directors of the Chelsea Foundation (CF),
 - Two at-large individuals appointed from the community,
 - The head of the Chelsea Recreation, Sport and Culture department (ex officio),
 - The General Manager of the Meredith Centre (ex officio),
 - The Chair appointed by the Chelsea Foundation
- b) The Chair will be appointed using a process defined by the Chelsea Foundation.
- c) Additional Municipal and CF expertise may be accessed during meetings of the committee from time to time on an as required basis.
- d) The MCAC may, as it deems necessary on an ad hoc basis, engage collaborators as working groups, either citizens or organizations with particular subject-matter expertise. These working groups will make recommendations to the committee, but it is the committee that will make the final recommendation to the CF board. These working groups will have a specific mandate and duration at the discretion of the committee.

ARTICLE 7: Meetings

The MCAC shall meet five times per year at the Meredith Centre during the following months:

January, March, May, September, and November.

ARTICLE 8: Term of Office

- a) The term of office for members of the Committee shall be two years. A member's term of office shall commence on the date of the adoption of the resolution appointing them to the Committee. A term may be renewed for a maximum of two consecutive periods.
- b) Should a vacancy occur during a member's term, the recruitment of a new member shall be by resolution of the CF Board. The appointee shall begin their term on the date of their appointment by resolution of the Board and continue until the completion of the departing individual's term.
- c) A vacancy may be declared if:
 - A member is absent for three (3) consecutive meetings
 - Conducts himself or herself in a manner which is deemed not to be in keeping with the proper conduct of the affairs of the CF
 - Refuses or neglects to sign the CF Code of Conduct.

ARTICLE 9: Principles of Appointment

- a) The candidate must be a resident of the municipality.
- b) Every effort will be made to ensure that the committee is inclusive in terms of diversity, gender and ethnicity.
- c) Bilingualism (French and English) will be an asset.
- d) The candidate must demonstrate an openness and flexibility of ideas as well as an ability to work in a group and to adapt to different personalities.
- e) The candidate must be familiar with and compatible with the mission of the CF and the orientations of the committee.
- f) The committee aims to achieve gender parity.
- g) All committee members will be required to sign and respect the CF code of conduct.

ARTICLE 10: Remuneration

None.

ARTICLE 11: Rules of Order

- a) A quorum for a valid meeting of the committee shall be a majority of the appointed members.
- b) Any recommendations shall be subject to a majority vote.
- c) In the event of a tie, the Chair of the meeting shall cast the deciding vote.
- d) Minutes are approved by a majority vote of the members present at the next meeting.
- e) Committee meetings shall be held in closed session.
- f) A copy of the agenda shall be sent to committee members at least two days in advance.
- g) Minutes of meetings shall be recorded by the DG.

ARTICLE 12: Budget

Any costs related to the activities of the committee shall be borne by the CF.