

CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE

Schedule "8-8" to By-Law No. 23-23

Health, Wellness, and Fitness and Active Transportation Advisory Committee (HWFATAC)

Purpose

To provide support to develop, deliver, evaluate, and sustain a healthy community in areas that relate to the Municipality and through community partnerships. The Committee will encourage and support increased levels of personal health, wellness, and fitness through education.

The Committee shall:

- e) Provide awareness raising initiatives for the residents of North Grenville related to health, well-being and fitness topics (i.e., healthy tips, community resources),
- f) Provide input to the Council, regarding health trends and initiatives in the community and beyond;
- g) Provide support to our community stakeholders, and work to build community partnerships in achieving a community of health, wellbeing & fitness;
- h) build partnerships with other stakeholders that have a stake in the wellbeing of North Grenville residents;
- i) report back to Council on areas of interest, and with recommendations as identified through committee meetings;
- j) Act as Wellness Champions, leading by example; and

The Committee shall have regard to the shared priorities of the Community Strategic Plan, Committee Handbook, and Procedural By-Law.

Membership

The Committee shall be comprised of a minimum of four **(4)** and a maximum of eleven (11) volunteer members, the Mayor as an ex-officio member, and up to two (2) members of Council, all of whom have voting rights. A staff person(s) from Parks, Recreation, and Culture may also attend meetings as a liaison(s) to the Municipality.

In considering the appointment of voting members to the Committee, Council shall consider the following criteria for members of the Committee:

- e) Influential decision makers in the health profession from various businesses and/or industry sectors,
- f) Individuals who are prepared to commit to the responsibilities and duties required of them in their work on the Committee,
- g) Highly experienced individuals who possess unique skills and/or experience which will benefit the work of the Committee,
- h) Community members who have a very good or unique understanding of the current local health, wellness and fitness climate; and

- i) Individuals who understand that a strong commitment to this Committee is required, which means attending the majority of meetings and/or economic development events, of the Committee.

The Municipality of North Grenville is committed to advancing equity, diversity, and inclusion in every aspect of its work, including appointments to advisory committees. An increase in diversity can assist in promoting equal opportunities and memberships with a diversity of lived experiences. A more diverse membership will contribute to the work of each advisory committee. Each advisory committee shall endeavour to have balanced representation from various equity- and inclusion-seeking groups including, but not limited to, people with disabilities, francophones, Indigenous people, newcomers, older adults, racialized community members, rural residents, 2SLGBTQIA+, those facing socioeconomic disadvantage, women, minority faith-based and spiritual group members, and youth.

The Committee, by a majority vote of its members, may recommend to Council to remove any member of the Committee who does not fulfil their obligations under their appointment.

Committee Chair

The Committee shall elect a Co-Chair from among its volunteer members. The position will be elected by a secret ballot by a majority of the voting members of the Committee. A Member of Council will act as a Co-Chair.

The Co-Chairs will have a concurrent four-year term. In the absence of the Co-Chairs, the Committee shall appoint an Acting Chair.

The Committee Co-Chairs will present the Committee's reports and recommendations to Council, as required with staff support.

Advisory Experts

The Committee may invite additional content experts to attend regular meetings and to present at specific meetings in order to meet its mandate.

Meetings

The Committee shall meet once every month (for regular meetings), excluding July (11 meetings per annum) - either in person or via an accessible virtual platform. Additional meetings shall be held at the call of the Co-Chairs.

Agenda packages will be sent out the week prior to the meetings and published on the Municipality's website. Draft minutes will be distributed by email to each Committee member by the Parks, Recreation, and Culture department within one (1) week following the meeting.

Quorum

Quorum of the Committee shall be a majority of the appointed members.

Votes by the Committee will be held at regular or special meetings. Decision making of the group shall be by majority vote.

Department Jurisdiction

Parks, Recreation, and Culture - The Director is responsible to ensure that all associated legislative responsibilities to the Committee are fulfilled.

Staff Contact

Sports Facilities and Advertising Clerk

Administrative Support

The Clerk delegates authority to the Sports Facilities & Advertising Clerk to provide minute taking. Agenda preparation and distribution will be done by the Sports Facilities & Advertising Clerk in conjunction with the Co-Chairs and Clerk's division. The Clerk's division will post the agenda on the Municipal website and via the meeting calendar invitation.

Budget

The Committee will prepare an annual work plan including budget requests ahead of the budget cycle.. The Director of Parks, Recreation, and Culture shall bring forward budget requests of the Committee as part of the Municipal budget process.