

**ANTHEM COMMUNITY COUNCIL
AMENITIES COMMITTEE CHARTER**

Guidelines and Responsibility

The primary responsibility of the Amenities Committee is to provide a set of recommendations to the Council related to the Council's recreational facilities and amenities. These items include, but are not limited to, the Community Park, Opportunity Way Park, Liberty Bell Park, Dog Park, Community Center, Civic Building and all amenities or facilities contained within the aforementioned facilities.

It is not the purpose or function of the committee chair or committee members to assign or direct Council staff in the performance of specific operational duties. Those functions are the direct responsibility of the Executive Director. In fulfilling its responsibility, the Amenities Committee shall at the direction of the Board coordinate with the Executive Director to perform functions that include, but are not limited to, the following tasks:

1. Examine the most effective current and future use of all amenities, as well as amenity programs and activities, consistent with the Council-approved Strategic Pillars
2. Examine resident and non-resident usage of Council amenities and the impact of changing the status quo
3. Examine whether or not access to certain amenities should be regulated. If so, to what degree and how.
4. Examine various cost recovery methods for resident and non-resident usage of Council amenities
5. Examine whether or not Council amenities should be reservable, by whom and the rate
6. Perform such other functions as assigned from time to time by the Board of Directors or Executive Director.
7. Provide a presentation and written report to the Council about the Committee's findings and recommendations

Membership

The Amenities Committee shall be composed of nine (9) members; a quorum consisting of the majority of Committee members present. Below is a breakdown of the membership.

1. Three Council members
2. Six members of the public
 - a. Reasonable efforts shall be made to include at least two high school students
3. Council staff may serve as ex-officio members with no voting authority

Committee members shall be in good standing throughout their term of office. During their first meeting, the committee members shall select a chair, vice-chair and secretary from amongst their members, one of whom shall be a board member. The board member shall serve as Council

Liaison. Any member having more than 3 unexcused absences shall be removed from the committee.

Meetings

Regular meetings shall be held in the Civic Building on a day and time determined by the committee. Additional meetings to be held as required. Community “walk throughs” of all amenities are also encouraged. Meetings will be open for attendance by other residents.

Agendas and minutes of the committee's proceedings are prepared by the committee secretary. Council Liaison is to report on Committee activities during the regular monthly Council meeting.

Term

The Amenities Committee is an ad-hoc committee. The Committee is charged with completing their work by May 31, 2024. After this date, the Committee will automatically dissolve, unless extended by a vote of the Council at a public meeting.