

**OFFICIAL
TOWN OF McCANDLESS
RESOLUTION No. 20 OF 2019**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF McCANDLESS, ALLEGHENY COUNTY, PENNSYLVANIA, ESTABLISHING AN ACTIVITY ADVISORY COMMITTEE TO TOWN COUNCIL.

WHEREAS, Section 410 of the Charter of the Town of McCandless authorizes Town Council to appoint advisory committees by Council, and

WHEREAS, Town Council has determined that it would further the health, safety and welfare of the residents of the Town to create an advisory committee called the Activity Advisory Committee to help develop and promote new and support existing civic engagements, develop and schedule activities and develop and schedule programs for the community in the Town of McCandless, and

NOW, THEREFORE IT IS HEREBY RESOLVED by the Town Council of the Town of McCandless as follows:

1. An advisory committee called the Activity Advisory Committee (AAC) is hereby created by Town Council.
2. Civic Celebrations, Engagements, Activities or Programs of AAC must be submitted and approved by Town Council before scheduling, publicizing or hosting each proposed event, and must be submitted for processing or approval in a manner that permits sufficient time for promotion and registration for the event.
3. A written request must be submitted to Council stating the scope of the proposed celebration, engagement activity or program, including initial and ongoing location, assemblage and prioritizing of community resources including facilities, personnel and equipment and funding for the proposed event.
4. A coordinator and plans pertaining to the promotion of the activity or event must be established and included with each request.
5. A written activity or event evaluation must be submitted to Council within two weeks of the completion of all activity's final session. Ongoing activities will be evaluated annually by December 1.
6. The evaluation form will provide an opportunity for coordinators to communicate any needs, recommendation or suggestions demonstrated to this committee by the community that are unmet in the course of the execution of their described responsibilities
7. The AAC shall consist of seven members who are Town residents appointed by Town Council serving a staggered four-year term plus a Council member who serves as a liaison to Town Council and is a non-voting member on any AAC votes. One member of the AAC will be appointed from each ward of the Town. In the absence of an applicant from a particular ward, Council may appoint a resident from another ward.

The members of the AAC shall receive no remuneration.

8. Four of the initial members of the AC shall be appointed for four years; three initial members shall be appointed for two years. All subsequent appointments shall be made for four-year terms unless the appointment is being made to fill the unexpired term of a member. The AAC shall elect a chairperson and vice chairperson annually. The chairperson shall preside at all meetings of the AAC, decide all points of order or procedures and perform all duties required by these rules. The vice chairperson shall preside in the absence of the chairperson. Vacancies for chairperson or vice chairperson created by any cause shall be filled for the unexpired term by a new election. Such election shall take place at the next regularly scheduled meeting of the AAC.
9. The AAC shall establish, in conjunction with the Town Manager, a regular date and time to meet which shall be posted on the Town's official website. The site of the meeting will be the McCandless Town Hall. All meetings are public. Notice of all meetings must be published in a Town newspaper of record and posted on the Town's website.
10. The Town Attorney or his/her designated representative shall be legal counsel for the AAC.
11. A quorum necessary for the transaction of business shall consist of four members of AAC. A quorum is necessary to recommend a proposal to Town Council.
12. Any action by the AAC requires four affirmative votes.
13. There shall be no proxy voting at the AAC meeting, nor can proxies be extended for the purpose of establishing a quorum at any AAC meeting.
14. All AAC meetings shall comply with Pennsylvania Sunshine Act and any amendments to the act.
15. All procedures, protocols and actions shall be consistent with Town's Home Rule Charter, Town Ordinances and policies, local, state, and federal law and Robert's Rules of Order.
16. The Town may provide administrative and/or staff assistance with the approval of Town Manager.
17. Agendas and minutes shall be posted on the Town's media on the Town's electronic viewing sites.
18. Refer to EXHIBIT A, the Overview of AAC.

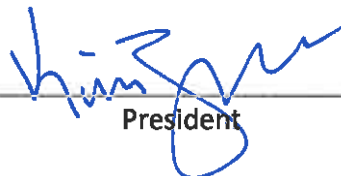
Motion made by Council member Powers, seconded by Council member Mertz, and this resolution is adopted this **22nd** day of **July 2019**.

ATTEST:

TOWN COUNCIL
TOWN OF McCANDLESS



Secretary



President

**TOWN OF MCCANDLESS
OVERVIEW - ACTIVITY ADVISORY COMMITTEE**

Goal:

Provide opportunities for community engagement to promote health and welfare of the residents of McCandless thereby enhancing the quality of life for the residents, those working in the Town and those visiting. These opportunities will assist in creating an environment to attract potential residents, retains existing residents and to entice businesses to move into the Town. The goal will be met as the committee initiates programs and activities that gather residents together.

Scope:

The Committee shall not limit its scope as to the types of activities, events or program it offers to the public. Programs may include but will not be limited to: active recreation, passive recreation, the arts, music, educational and social gatherings. Throughout the course of a year the programs and activities should offer such a variety as to reflect the welcoming and diverse/varied/vast resources within our community.

Composition of Committee:

- 7 Voting members appointed by Town Council using established Town appointment policy (a chair, vice-chair and secretary will be elected from the appointed members)
- The AAC shall consist of members who are Town residents appointed by Town Council serving a staggered four-year term plus a Council member who serves as a liaison to Town Council and is a non-voting member on any AAC votes. One member of the AAC will be appointed from each ward of the Town. In absence of an applicant from a particular ward, Council may appoint a resident from another ward.
- The member of the AAC shall receive no remuneration.

Non-Voting:

Local Community Organizations will be invited to select a representative from their organization to attend and participate as a non-voting member. Organizations include but are not limited to the following:

- Junior Council Member
- Community Volunteers (this number is flexible depending on need)
- One (1) Representative from community organizations and/or institutions including but not limited to:

CCAC
Community Day Committee
Friends of North Park
Joint Recreation
Board Library

Liaisons selected from:

Town Council McCandless
Community Association
North Allegheny School District
Support staff member from Town Administration

Responsibilities:

1. Initial and ongoing location, assemblage and prioritizing of community resources including facilities, personnel and equipment for possible activities
2. Submit written proposals to Council for consideration, funding and approval of proposed activities, events and programs
3. Coordinate and promote approved events, activities and programs
4. Develop new and support existing Town civic events and activities
5. Develop a written activity evaluation format. This will include the number of participants and participant feedback should be included in the evaluation. This evaluation will be completed and submitted to Council within two weeks of the completion of all activity's final session. Ongoing activities will be evaluated annually by December 1.
6. Submit and annual budget request that would include proposed activities and programs for the coming year.
7. Evaluate and communicate to Council any needs that may be demonstrated to this committee by the community that are unmet in the course of the execution of their described responsibilities.
8. Evaluate the ongoing and future need for space(s) to hold events, activities and programs.
9. Should a new activity or gap be found by the Activity Committee that no other board or committee are offering, or willing to offer, then the Activity Committee may ask McCandless Town Council for permission to create service or activity.

Meetings:

Once a month; (day to be determined by Town calendar), 7:30-9:00 p.m.

/mah