



# The United Townships of Head, Clara & Maria

## Recreation Advisory Committee

### Terms of Reference

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#### **Purpose**

The Head, Clara & Maria Recreation Advisory Committee (“the committee”) is a volunteer committee established to provide recommendations to Council on matters related to parks, recreational facilities and programming events in the municipality. The committee strives to increase and strengthen social and recreational activities in the community.

#### **Mandate**

- To support and enhance existing recreational opportunities
- To identify issues and gaps in recreation services and provide advice on how to address these issues through future Council strategic planning
- To identify new and emerging recreational opportunities
- To ensure communication and consultation with residents and stakeholders on recreation issues and opportunities
- To support interested organizations or community members in carrying out events as per Council direction and policy

#### **Membership and Responsibilities**

The committee is to serve as an advisory body to Council and has limited delegated authority.

1. The committee shall be comprised of five members of the public and two members of Council. Eligible committee members will be residents or taxpayers of the township.
2. Members shall be appointed by resolution of council, for a one year term to run consistent with the appointments of Council representatives. The chair will be appointed at the same time, by the Mayor. Council members shall have voting privileges equal to every other member.
3. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee’s mandate. If a chair or co-chair is not present, members are to select an acting chairperson to serve in the same capacity for the duration of that meeting.
4. Committee members who are absent for three consecutive meetings without leave from the Committee shall automatically cease to be a committee member. To ensure that there is an available quorum a new member shall be appointed by Council as soon as possible after this event.
5. Appointments may be revoked at any time at the discretion of Council with or without the recommendation of staff or committee.

#### **Reporting**

1. The committee reports regularly to council through meeting minutes and shall prepare an annual written report to Council reviewing their goals, objectives and success.

2. The committee will prepare an annual operating and capital budget for Council consideration.
3. The Committee will receive administrative support from the Clerk's office. This will include the recording of minutes, the preparation of agendas, support necessary to convene a meeting and support operations.

### **Decision Making and Voting**

Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall not routinely reconsider a previous motion, unless directed to do so by Council.

1. Decisions of Committees of Council shall be made by written resolution for Council's subsequent review and decision if outside committee authority.
2. Meetings shall be open to the public and properly advertised as per the Municipal Notice By-Law.

### **Quorum**

A quorum shall be a simple majority of the total number of committee members (i.e. 50% plus one). If a quorum does not exist for a meeting, it shall be cancelled. Staff is not counted towards a quorum and do not have voting privileges.

### **Meeting Structure and Format**

The committee shall meet at least 6 times per year and at the call of the Chair at other times necessary and to be determined by the committee.

1. An initial meeting shall take place in January of each year to set goals and a meeting calendar for the year.
2. All meetings of the committee shall be open to the public.
3. As a formal advisory committee to Council, the committee is subject to the Rules of Procedure for Committees as outlined in the Municipal Procedure By-Law, the Municipal Code of Conduct, the Municipality's Harassment and Workplace Health and Safety Policies and any other applicable policies and/or procedures and legislation.
4. At all times, the committee is a function of Council and acts at Council's pleasure meaning it may be dissolved at any time.

### **Committee Reimbursements**

1. All members of the Recreation Advisory Committee shall serve without financial remuneration.
2. Committee members will not be reimbursed for expenses incurred, unless pre-approved by the Clerk or Treasurer, who are directly accountable to Council for all purchasing and procurement decisions.