

## **Recreation Advisory Committee**

### **Terms of Reference**

#### **1. Name of the Committee**

This Committee is an Advisory Committee for Huron East and will be named the Recreation Advisory Committee.

#### **2. Type of Committee**

Advisory Committee.

#### **3. Purpose/Mandate**

The purpose of the Committee is to:

- Identify and improve recreation and culture opportunities to all public and private facilities and parks throughout Huron East;
- provide support and advice to Council, applicable staff and other associated Advisory Committees relative to promoting recreation and culture activities, programming, facilities, trails and parks;
- provide recommendations to Council on matters that be have been referred by Council;
- respond to proposed policies, projects, planning and other matters as referred by Council, and/or Department Heads/CAO;
- Support Council and staff in the advancement of parks, sport, culture and recreation planning and programming;
- Identify to staff and/or council recommendations regarding community parks, recreation trails, sport, recreation, and cultural services that exist or may be needed;
- Identify activities that support community and individual well-being through a collaborative delivery of sustainable parks, culture, and recreation opportunities;
- Provide a voice and forum for recreation and culture organizations, agencies, and or community groups for the greater good of Huron East;
- Encourage community involvement in matters and projects related to parks, culture. and recreation; and
- Encourage, nourish and support volunteer organizations with in the Municipality who provide leisure, special events, culture services and facilities.

This committee does not concern itself with the administrative or operational issues, except as presented in the context of policy and planning considerations.

#### **4. Reporting**

The Council representatives will be the Council Member Representatives to Council for the Committee. Recommendations requiring expenditures, reports or staff actions must first be considered by staff and/or Council. Council may cause the Committee to review and report on matters pertaining to the Committee's purpose.

#### **5. Membership**

The Committee shall be comprised of eleven (11) voting members of the following:

- Five (5) Members of Huron East Council (one member from each ward) appointed by Huron East Council;
- One (1) Morris-Turnberry Council Member, appointed by Morris-Turnberry Council;
- One (1) West Perth Council Member, appointed by West Perth Council; and
- Four (4) public members residing in Huron East (one from Brussels, one from Seaforth, one from Tuckersmith and one at large representative).

The Mayor is an ex-officio member of the Committee and may be permitted voting rights.

Citizen appointed members must be an eligible voter in the Municipality of Huron East.

Consideration will be given to citizen members who represent a diversity of experience, interest, knowledge and disciplines in parks, culture, and recreation.

Citizen Members will be selected by the Huron East Council representatives through an application and interview process and finally appointed by Huron East Council.

The Director of Community Services will be the staff contact and recording secretary for the Committee and not a voting member.

Other staff may be asked to provide input or advice as needed but are not voting members of the committee.

The Committee members shall abide by the Huron East Procedural By-law.

The Citizen appointed Committee Members will abide and sign the Code of Conduct for Citizen Appointments to Local Trusts, Boards and Advisory Committees Policy (1.31)

#### **6. Term of Office**

Council Members are appointed for a Term of Office per the Municipal Act.

Citizen Members are appointed for a four year term, with an option to renew for an additional two years.

## **7. Meetings**

The Committee will meet on a quarterly basis, and additional meetings may be cancelled or called to order by the Chair.

Meetings will be held in person, at one of the three recreation centres or virtually.

The election of the Chair and Vice Chair will happen at the first meeting of every year.

The Committee will follow the procedures as outlined in the Huron East Procedural By-law.

The Committee Chair (or Vice Chair) and Secretary are required to attend.

Quorum for the Committee consists of 50% plus 1 (7 Members). If no quorum is present the meeting shall be cancelled and postponed to the next schedule date, or rescheduled based on the Committees need.

## **8. Agenda Preparation and Meeting Minutes**

Agenda items should be relevant to the business of the Committee and should only include items that require the attention or action of the committee.

The agenda will be prepared in consultation with the Committee Chair and posted to the Municipality's website in accordance with the Huron East Procedural By-law and circulated to all members in advance of the meeting.

Minutes of meetings represent a clear and accurate account of the business conducted by the Committee. The Recording Clerk will include the Minutes of the previous meeting on the agenda for the next regularly scheduled committee meeting for approval.

Approved meeting minutes are to be circulated to the Clerk for the Municipality of West Perth and the Municipality of Morris-Turnberry.

## **9. Communication**

Communications to Council or administration are generally through the staff representative, recording clerk or chair.

The Committee and Committee Members are not authorized to design and launch websites or social media accounts. Responsibility for managing and monitoring

corporate websites and social media sites is centralized through the Municipality's Administration. Any Municipal policies relating to social media shall apply.

Posts to the Municipal website, social media pages and engagement site shall be made through the staff representative for the Committee.

#### **10. Approval**

The approval of agenda, minutes and terms of reference lies with the Committee. Minutes will be forward to Council for final approval as part of the Consent Agenda.