



## Schedule 'D' to By-law 2019-07

### Recreation and Community Advisory Committee Terms of Reference

#### 1.0 **Mandate:**

The Recreation and Community Advisory Committee acts as an advisory body to Council and shall focus on initiatives, activities and special projects on matters pertaining to art, recreation, parks and culture services and programs.

#### 2.0 **Committee Composition:**

The Committee shall be formed of seven (7) members for the duration of the term of Council:

- three (3) members of Council, one being appointed as Chairperson by Council
- four (4) members of the Public who possess expertise in either the arts, recreation, community services, and/or cultural activities.

The following members are non-voting members and are available as resource persons:

- Parks, Recreation and Facilities Manager / Director of Operations
- Municipal Staff as recording secretary
- Chief Administrative Officer

The Mayor is an “ex-officio” member. The Mayor has a right to vote but has no right in quorum.

A person ceases to be a member of the Committee when he or she is:

- absent from three (3) consecutive meetings without reason satisfactory to the Committee; or
- absent in excess of 1/3 or more of all meetings over a twelve (12) month period without reason satisfactory to the Committee.

An annual amount will be allocated in the budget for activities related and recommended by the Advisory Committee and subject to Council’s approval.

#### 3.0 **Meetings:**

The meeting procedures shall follow Council’s Procedural By-law and the Council Code of Conduct. All Meetings shall be held in the Council Chambers and shall be open to the public unless otherwise permitted in accordance with Section 239 of the Municipal Act.

The Committee shall meet five (5) times a year or as required, either to deal with a referred matter from Council, or to deal with matters that fall under its mandate. The time and date of Meetings will be set by the Clerk in consultation with the Chair.

Members of the Committee may bring any issue and/or proposed projects to the Chair for discussion. The items of business to be included on the agenda shall be determined by the CAO and/or Clerk in consultation with the Chair.

Members shall advise the recording secretary if they are not able to attend a meeting.

A Municipal Staff shall be the recording secretary; minutes will not be verbatim but rather a reflection of the direction and initiatives of the Committee.

#### **4.0 General Responsibilities:**

The Recreation and Community Advisory Committee's purpose is to advocate the Municipality of French River as a strong community to live, grow and raise a family. The Committee is responsible for providing advice and recommendations to Council on policy, programs, projects, strategies and services provided by the Parks and Recreation Department in relation to the arts, recreation, parks, leisure and culture services.

The Recreation and Community Advisory Committee's objectives are to:

- promote, support and foster art, recreation and culture initiatives within the Municipality;
- promote and support opportunities that encourage an active healthy lifestyle to all residents and access to facilities and parks within the Municipality that meet the needs of the community;
- initiate and assist in identifying community-wide needs; and
- bring together community groups and partners to ensure community involvement and cooperative planning for opportunities for new program development and to determine programming needs, events and services in the community.

All members are expected to participate fully in Committee discussions. As well, all Committee Members are required to attend the Council Meeting where their report is being presented.

All members must be committed to information sharing, cooperative decision-making, and activities and procedures that will ensure the effective functioning of the Committee.

The Chair is responsible for:

- speaking on behalf and acting as representative of the Committee;
- preparing and presenting recommendations and reports to Council; and
- presenting Committee Minutes to Council and summarizing decisions and activities.

The Committee will not be responsible for the following:

- daily operations of the Municipality's Parks and Recreation Department;
- administrative and human resources matters including directions to staff; and
- deliberation and implementation of the capital and operating budgets.

#### **5.0 Reporting Relationship:**

- Recommendations of the Committee must be adopted by Resolution and presented in a form of a report to Council.
- Minutes of the Committee will be received by Council at a subsequent Council Meeting.
- The Committee may also refer matters to other committees for comments or input.