

TERMS OF REFERENCE

RECREATION ADVISORY COMMITTEE

1. Establishment

The Recreation Facilities Advisory Committee (the "Committee") is established by resolution of Council for Region of Queens Municipality as an advisory committee of Council.

2. Mandate

The Committee's mandate is to provide community-informed advice and recommendations to Council, through staff, on the planning, development, accessibility, use, and long-term sustainability of municipally supported recreation programming, recreation facilities, and recreational properties owned by Region of Queens Municipality.

The Committee's mandate includes providing advice on recreation programming, recreation facilities, and recreational properties. The Committee's role is advisory only and does not include the delivery, administration, or operational management of recreation programs.

In fulfilling its mandate, the Committee may:

(a) review and comment on proposed projects involving municipally owned recreation facilities and recreational properties and provide advice on community needs and priorities;

(b) provide advice on capital renewal and lifecycle priorities for municipally owned recreation facilities and recreational properties;

(c) identify accessibility and barrier-removal opportunities at municipally owned recreation facilities and recreational properties and advise on their prioritization, in consultation with the Accessibility Advisory Committee if required;

(d) advise on community access to and use of municipally owned recreation facilities and recreational properties;

(e) provide advice on recreation programming priorities, community recreation needs, and opportunities to enhance participation and accessibility in municipally supported recreation programs;

(f) identify potential partnership, sponsorship, and cost-sharing opportunities related to municipally supported recreation programming, recreation facilities, and recreational properties for Council's consideration;

(g) provide advice on public engagement respecting municipally supported recreation programming, recreation facilities, and recreational properties; and

(h) undertake such other matters relating to municipally supported recreation programming, recreation facilities, or recreational properties as Council may refer to the Committee.

3. Limits on Authority

The Committee is advisory only. The Committee has no delegated decision-making authority and shall not direct municipal staff or contractors; commit or expend municipal funds; manage projects or procurement; enter into agreements; or speak for the Municipality or Council in public or with the media, except as expressly authorized by Council.

Recommendations of the Committee take effect only if and as adopted by Council.

4. Composition and Appointment

The Committee shall consist of ten (10) voting members appointed by Council, as follows:

- two (2) members of Council; and
- eight (8) community members, one (1) of whom shall represent the Indigenous community.

Community members shall be appointed following a public call for applications.

In making appointments, Council will seek, where possible, a membership reflecting representation from across the Municipality's electoral districts, a range of recreation interests and user groups, age groups, and lived experience of accessibility barriers. Such representation is preferred and is not a mandatory condition of appointment, except for the designated Indigenous community representative.

The Director of Recreation and Healthy Communities and designated clerical staff shall serve as non-voting resources to the Committee. Staff are not members of the Committee.

5. Term

Community members shall be appointed for a term of two (2) years and are eligible for reappointment.

On first appointment, terms shall be staggered so that approximately half of the community membership is appointed for a term of one (1) year in order to preserve continuity.

Council members shall be appointed in accordance with municipal policy.

A member may resign by written notice to the Clerk, and Council may appoint a replacement for the remainder of the term. Council may rescind an appointment at any time.

6. Chair, Meetings, and Quorum

The Committee shall elect a Chair and Vice-Chair from among its appointed members at its first meeting each year.

The Committee shall meet monthly, at a time and place determined by the Committee, and may hold additional meetings at the call of the Chair.

Quorum is a majority of the appointed voting members.

Each voting member has one vote, and the Chair votes as a member.

Meetings shall be conducted in accordance with the Municipality's Procedural Bylaw and are open to the public except where a matter is properly considered in closed session.

7. Reporting and Staff Support

The Committee reports to Council.

Recommendations of the Committee shall be forwarded to Council through communications from its elected officials and reports from staff.

Agendas and approved minutes shall be prepared with the support of the Department of Recreation and Healthy Communities and posted in accordance with the Municipality's established practice.

The Committee shall provide Council with an annual summary of its activities and recommendations, presented by the Chair.

8. Conduct, Conflict of Interest, and Expenses

Members shall comply with the Municipality's Code of Conduct and applicable Committee Policies and with conflict-of-interest requirements applicable to committee members.

A member who has a conflict of interest in a matter before the Committee shall declare it, refrain from discussion and voting, and have the declaration recorded in the minutes.

Reasonable expenses may be reimbursed in accordance with the Municipality's applicable reimbursement policy.

9. Review and Amendment

These Terms of Reference may be amended only by resolution of Council.

Council shall review these Terms of Reference not less than once every four (4) years, or sooner at Council's direction.