



Township of East Zorra-Tavistock Recreation Advisory Committee Terms of Reference

Effective Date: November 17, 2022
Revision Date/s: April 5, 2023

Mandate:

The Township of East Zorra-Tavistock's Recreation Advisory Committee has been established by Council, to advise and make recommendations to Council on matters related to East Zorra-Tavistock's parks, trails, green space, and recreational facilities. To assist with the implementation of the Parks and Recreation Master Plan recommendations.

The Advisory Committee shall endeavour to make recommendations that meet the greater need of the residents of the Township of East Zorra-Tavistock and community user groups.

1. Responsibilities of the Recreation Advisory Committee

- a. Provide support and advice to Council, applicable Staff and other associated advisory committees relative to promoting recreation activities, programming, recreation facilities, recreation trails and parks.
- b. The Committee shall provide recommendations to Council on matters that have been referred by Council, to the Committee.
- c. Support Council and staff in the advancement of parks, sport and recreation planning and programming.
- d. Help identify to staff and/or Council recommendations regarding community parks, green space, trails, and recreation facilities or services that exist or may be needed.
- e. Identify activities that support community and individual well-being through a collaborative delivery of sustainable parks and recreation opportunities.
- f. Provide a voice and forum for recreational organizations, agencies, and or community groups for the greater good of East Zorra-Tavistock.
- g. Encourage community involvement in matters and projects related to parks and recreation.

2. Appointment of Committee

The Committee will be appointed by Council, following a municipal election. The Committee shall be appointed to serve for the term of Council.

The Committee shall consist of the following:

- a. 3 Council Members
- b. 6 members of the public representing various communities (2 members each from Ward 1, Ward 2, and Ward 3).

At the Committee's first meeting of the term, one member will be appointed Chair, and Vice Chair.

Municipal staff will act in an advisory manner to the committee as designated by the Chief Administrative Officer.

3. Meeting Protocol

- a. The Committee will hold a minimum of four (4) meetings a year.
- b. The quorum for any meeting of the Recreation Advisory Committee will be five (5) members, including the Chair.
- c. The date and time of the regular meetings will be established at the first meeting of each term.
- d. Meetings shall follow a formal written agenda, and minutes shall be kept which accurately reflect the recommendations of the Committee.
- e. An agenda will be prepared by staff and distributed to members prior to meetings. Members will review the agenda and supporting information to be prepared to fully participate and be knowledgeable on all items to be discussed at the meeting.
- f. Minutes shall be reported to Council. Committee recommendations that require support and or direction shall be presented to Township Council for consideration.
- g. The Committee will make decisions and recommendations based on consensus. In the event consensus cannot be reached, the Committee will vote with a Resolution moved and seconded, with majority vote prevailing.

4. Role of the Chair

The Chair is responsible for ensuring the smooth and effective operation of the Committee and its' roles. This will include responsibility for:

- a. Calling the meetings to order.
- b. Encouraging an informal atmosphere to encourage the exchange of ideas.
- c. Creating an agenda in consultation with Township staff.
- d. Charing the meetings to ensure business is carried out efficiently and effectively.
- e. Acting as spokesperson.
- f. Representing the Committee on other committees when necessary.
- g. The Chair shall conduct meetings in accordance with the Township's Procedural By-law.
- h. In the absence of the Chair, these responsibilities will be undertaken by the Vice-Chair.

5. Role of the Members

- a. Attend all regularly scheduled meetings. Members shall notify the Chair or staff liaison if they are unable to attend a meeting.
- b. If a member has an unexplained absence for three (3) or more consecutive meetings, then their seat on the Committee shall be declared vacant.
- c. Review all information supplied to them.
- d. Offer input to Committee reports to Council.
- e. Attend training as required to effectively preform their role as a committee member.
- f. Committee Members are subject to the Municipal Conflict of Interest Act R.S.O. 1990, c. M50 and must disclose any direct or indirect pecuniary interest. The disclosure must be recorded in the minutes of the meeting. The Municipal Conflict of Interest Act is available on-line at www.e-laws.gov.on.ca, or a copy can be obtained from the Township Office. It is up to individual members to determine if a potential for conflict exists.

6. Role of Township Staff

Assistance will be provided on an as required basis from various departments. Township staff will be responsible for carrying out the following functions with respect to the Committee:

- a. Act as an information resource.
- b. Orientation of Committee members at the first meeting after Council appointment.
- c. Assist the Committee in its' reporting to Council.
- d. Provide correspondence to the Committee.
- e. Maintain accurate and up to date Committee records and provide minutes to Council.

7. Reports to Council

The Committee may advise and make recommendation to Council in accordance with its' role. Reports may be submitted as follows:

- a. Verbally by a Council representative.
- b. Written report from the staff liaison and presented by the Chair or the designated representative to Council.

An annual report will also be submitted and presented to Council at the beginning of each new year outlining the Committee's accomplishments in the previous year.

8. Resignation

Any resignation of a member of the Committee shall be tendered to the Chairperson in writing who will advise Council through the minutes of the Committee. The name of a replacement member shall be obtained through the public appointment process. When approved by Council, the new appointee shall serve the remainder of the vacant term.