

Recreation Advisory Committee Terms of Reference
August 13, 2019

1) MANDATE

The Township of Lanark Highlands Recreation Advisory Committee exists to enhance the access to parks and recreation facilities, parks and programming for the residents of Lanark Highlands.

2) PURPOSE

The Lanark Highlands Recreation Committee shall be responsible to the Committee of the Whole for;

- 2.1 Providing a forum for citizens to raise issues and concerns regarding recreation, parks and leisure issues;
- 2.2 Providing advice and guidance to Committee of the Whole on matters pertaining to policies, practices and programs concerning parks, recreation and beautification;
- 2.3 Conducting advocacy on behalf of recreation and parks users in the municipality; including fundraising, when necessary.
- 2.4 Reviewing and advising on the recreation needs of the community;
- 2.5 Providing opportunity for the pursuit of leisure and recreation, in order to improve the quality of life in the community;
- 2.6 Providing support and coordination of neighborhood community efforts necessary for the development and implementation of leisure and recreation facilities, parks and programs;
- 2.7 Promoting volunteerism through supporting of projects and services related to parks, recreation and culture;
- 2.8 Advising on the development and conservation of park lands and recreational facilities.
- 2.9 The Committee shall assist with the development of new and innovative programs that positively affect the operation of the Recreation Department. These could include, but not be limited to: recreation infrastructure, access by all, joint use of

community facilities, parks acquisition and development, maintenance standards, promotion and marketing, and volunteer development.

- 2.10 The Committee will advocate the benefits of leisure services to residents who use the services of parks and recreation. The advocacy will be based on the social, economic, personal and environmental benefits of the services to local residents.
- 2.11 The Committee shall liaise with community groups and individuals to ensure awareness of needs of the residents. This assistance also includes developing and nurturing of new partnerships and collaborations.
- 2.12 The Committee shall assist where possible, the Recreation Department and other community groups to ensure all programs and services are accessible and attain the expected level of service to as many residents as possible within the Municipality.

3) COMMITTEE STRUCTURE

Composition

The Recreation Committee shall be comprised of;

- 3.1 One member of council.
- 3.2 Four members of the public to be appointed by Council.
- 3.3 The committee shall strive to have a diverse geographic representation from across the Township.
- 3.4 One member shall be elected by the committee as Chair.
- 3.5 One member shall be elected by the committee as Vice-Chair.
- 3.6 The Manager of Facilities/Public Affairs shall be recognized as the staff representation on the committee.
 - Shall not have a vote.
 - Shall be designated as the Clerk of the committee for the purposes of complying with the procedural by-law.
 - Shall be responsible for preparing agendas, minutes, reports, recommendations and the overall administration of the committee.

Quorum

- 3.7 Quorum shall be a simple majority of the total number of Committee members (i.e., 50% plus one). If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not to be fully ratified until supported by the majority of members.
- 3.8 The committee shall follow the Procedural by-law for procedures upon which quorum is affected under various circumstances.

- 3.9 Committee selection criteria is included as Appendix “A”.
- 3.10 Committee Application forms are included as Appendix “B”.

4) MEETINGS

- 4.1 The Recreation Committee shall meet on a monthly basis as required. The committee shall be responsible for setting the meeting schedule as per the Township’s Procedural By-law for providing notice.
- 4.2 Meetings may also be convened at the Call of the Chair subject to the Township’s procedural by-law and public notice requirements.
- 4.3 The Chair is responsible for ensuring the effective operation of the Committee and its roles in accordance with the municipality’s meeting procedures. Specifically, the Chair shall be responsible for:
 - Calling meetings to order;
 - Conducting meetings in accordance with the municipality’s Procedure By-law;
 - Encouraging an informal atmosphere to encourage the exchange of ideas;
 - Acting as spokesperson; and,
 - Representing the Lanark Highlands Recreation Advisory Committee when necessary.

5) REPORTING PROCESS

- 5.1 As per the Township’s procedural by-law, the Recreation Committee’s authority is limited to making recommendations only to the Committee of the Whole.
- 5.2 No decision to take any other action other than administrative in nature shall be recognized emanating from the committee, unless specifically delegated such authority by resolution of council.
- 5.3 Where possible, decisions will be made by way of consensus. When a resolution is to go to Council, a motion must be moved and seconded and recorded in writing prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. The Committee shall not reconsider a previous motion, unless directed to do so by Council.

- 5.4 The Manager of Facilities/Community Affairs shall be responsible for providing minutes and recommendations to the Committee of the Whole on behalf of the committee.

6) STAFF AND SUPPORT SERVICES

- 6.1 Staff and support services shall be limited to the resources provided by the Manager of Facilities/Community Affairs.

7) BUDGET

- 7.1 The budget for the committee shall be limited to items approved in the annual budget by Council.

Incidentals, community meetings, food and beverage (where appropriate) shall come from the appropriate departmental budget.

8) COMPLETION DATE

- 8.1 As per the Township's procedural by-law, this committee is considered a Standing Committee and therefore is required in perpetuity.
- 8.2 The committee shall annually appoint a Chair and Council shall annually appoint members to the committee by resolution.

APPENDIX “A”

RECREATION ADVISORY COMMITTEE SELECTION CRITERIA

1. The Council of the Township of Lanark Highlands shall use the following criteria in selecting members to serve on the Recreation Advisory Committee:
 - The Committee shall be comprised of individuals who have a wide range of skills and wish to serve their community by volunteering time for the betterment of recreation in the Township of Lanark Highlands.
 - In selecting Committee members, Council shall strive to achieve gender equality, geographic diversity and representation from various cultural and recreational groups.
 - Members willing to bring new perspectives to the Committee in priority areas of recreation including: service delivery, youth programming, seniors programming and community engagement.
 - Demonstrated commitment and connections within their own community/ networks.
 - Business or governance experience on other boards, committees or community groups.

2. Prospective members must be able to:
 - Work in a co-operative manner with other Committee members,
 - Consult with community members on recreation related issues,
 - Commit to a four (4) year term,
 - Attend regularly-scheduled Committee meetings one (1) evening of each month as required, and;
 - Attend special meetings, or meetings of Council, as may be required.

APPENDIX “B”
COMMITTEE APPLICATION FORM

Name:

Address:

Phone:

Email:

Employer’s Name and Address:

Are you available to meet during the day?:

Are you available to meet during the night?:

Please summarize your experience with and/or interest in recreation in Lanark Highlands;

Why are you interested in joining the Lanark Highlands Recreation Advisory Committee?

Please briefly explain your past experience as a volunteer board or committee member. Also list any other experience that would be an asset.

What skills and knowledge would you bring to our committee? Please indicate your experience in the following areas – very experienced, some experience or no experience.

1. Recreation programming:

Very Experienced	Some Experience	No Experience
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2. Knowledge of recreation facilities:

Very Experienced	Some Experience	No Experience
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3. Program planning and evaluation:

Very Experienced	Some Experience	No Experience
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4. Financial management and control (budgets/accounting):

Very Experienced	Some Experience	No Experience
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5. Strategic planning:

Very Experienced	Some Experience	No Experience
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6. Communication, public and media relations:

Very Experienced	Some Experience	No Experience
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7. Special events (planning and implementing):

Very Experienced	Some Experience	No Experience
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8. Other relevant skills and knowledge:

Very Experienced

Some Experience

No Experience