



Recreation and Parks Advisory Committee

TERMS OF REFERENCE

1. Role

The Recreation and Parks Advisory Committee (hereafter referred to as the Committee) is an advisory Committee of Norfolk County Council. The purpose of the Committee is to facilitate the exchange of ideas between Council and the public with respect to recreation and parks. The Committee will advise Council on matters, issues and policies pertaining to community recreation and parks in Norfolk County.

2. Mandate

The mandate of the Committee is to provide input and perspectives on high level recreation and parks matters relating to County-led initiatives. The Committee's role is advisory, consultative and intended to enhance community engagement.

Specifically, the Committee will:

- Advise and make recommendations on the programming and utilization of parks and recreational facilities within Norfolk County;
- Advise and make recommendations to Council to implement action to achieve the objectives of the Norfolk County Recreation Master Plan;
- Initiate and assist in identifying and implementing community-wide and area-wide needs and partnership opportunities for new program development and service delivery including recommendations for broad recreational needs, trends, strategies and plans; and
- Raise the profile of recreation and parks through positive support and promotion in the community

The Committee is advisory in nature, and does not concern itself with administrative or operational issues, unless presented in the context of policy and planning considerations.

3. Committee Composition

The Committee shall have up to 7 of voting members.

Consideration will be given to citizen members who represent a diversity of experience, knowledge and disciplines related to recreation, parks and trails. Committee members will be chosen based on their demonstrated strong commitment to the Terms of Reference, as well as relevant skills they can bring; specifically, technical and professional experience, strong advocacy, communication and organizational skills.

The voting membership of the Committee is 7 members, including:

- Mayor ex-officio;
- 1 Councillor;
- 6 Members of the Public appointed for broad County representation, (preferably 1 member per Ward).

The Committee members shall have a four-year term of membership to coincide with Norfolk County Council.

4. Meetings

Rules of Procedure/Order

Quorum will be considered to be a majority of the total number of voting members.

In the event that a quorum is not present within fifteen (15) minutes after the appointed time of the meeting, the meeting will stand adjourned.

If quorum is not met, the meeting may be rescheduled, cancelled, or continue for information sharing only. Information shared in a meeting that does not have quorum cannot be used in future decision making.

In an instance where quorum is not met, but there are external guests present to provide a presentation, the presentation may be recorded and provided for the subsequent agenda.

In the absence of the Chair, the Vice-Chair shall conduct the meeting. If neither is present, the Committee shall appoint an Acting Chair from amongst those members present.

The Committee shall observe the Rules and Procedures and Rules of Conduct that govern Committees of Council as outlined in the County's Procedure By-law

Motions shall require a Mover and a Seconder.

Schedule/Location of Meetings

The Committee will establish a meeting schedule, setting out the time and place for meetings at the beginning of each year. All meetings will be held within Norfolk County.

Meetings should occur on a bi-monthly basis, at minimum. Where necessary, special meetings may be scheduled as required. Each Committee meeting schedule will be established annually.

Committee Meetings are to be held at the County Administration Building, an approved County owned-facility or a combination of in-person and virtual.

Adequate provision for accessibility shall be made by the Chair of the Committee and relevant staff to ensure that meeting locations, agenda and minute formats, communications and conduct of meetings be accessible, to ensure maximum participation and quality customer service.

Meeting Structure

Agendas and minutes for Committee meetings should include the following components:

1. Call to Order
2. Approval of the Agenda
3. Disclosure of Pecuniary Interest
4. Approval of Previous Minutes
5. Deputations
6. Presentations
7. Matters to be Considered
8. Other business
9. Next Meeting
10. Adjournment

In addition to the above, the date, time, location of the meeting and a list of members present shall be recorded.

Additional Meeting Components

An orientation session will be held at the first meeting of the Committee each year.

Committee meeting minutes shall be made available to the public.

All meetings shall be open to the public except as allowed through section 239 of the *Municipal Act, 2001*.

The Committee may invite or hear depositions from individuals or organizations about any agenda item or matter under consideration at a Committee meeting.

If a member has any pecuniary interest, direct or indirect, the member shall disclose the pecuniary interest and shall not take part in the discussion of the matter, nor vote on the matter.

5. Roles and Responsibilities

At its inaugural meeting each year, the Committee will be responsible for electing a Chair and Vice-Chair from amongst the members of the Committee.

Committee Members:

- Attend Meetings (provide notification of absences to Meeting Clerk)
- Send suggested agenda items to the Chair and Meeting Clerk for possible inclusion on future agendas
- Be prepared for meetings by reviewing material provided by the Meeting Clerk
- Participate in discussions
- Carry out tasks assigned to them by the Committee
- Provide suggestions and share resources from community members

Chair and Vice-Chair of the Committee:

- Manage the meeting and follow meeting procedures as outlined in the County's Procedural By-law
- Moderate discussions but do not participate in debate until the end of discussion
- The Chair has the same voting rights as other members and votes like all other members
- Direct the discussion in a fair and efficient manner
- Keep the meeting on track and on schedule
- Meet with the Meeting Clerk and Staff Liaison prior to the meeting to plan the agenda
- Represent the Committee in official capacities such as speaking at Council

Council Committee Members

- Advise members of the Committee on Council matters

- Bring Committee recommendations and motions to Council-in-Committee and Council
- Report back to the Committee on feedback from Council-in-Committee or Council.
- The Council Committee Member does have a vote on Committee decisions

Staff Liaison

As a resource person, the responsibilities of the Staff Liaison are to:

- Provide guidance and advice and remain impartial during discussions of committee matters with all members;
- Prepare any necessary reports for Council's consideration;
- Ensure that any recommendations proposed by the committee do not contradict the County's budget, by-laws or policies and procedures.

Meeting Clerk

(In some instances, the recording clerk and staff liaison are one in the same)

As a resource staff, the responsibilities of the recording clerk are to:

- Prepare the agenda for each meeting in consultation with the Committee Chair;
- Distribute the agenda to the committee members as outlined in the County's Procedural By-law;
- Post agendas, minutes and meeting dates/times to the County's website as outlined in County's Procedural By-law;
- Record the minutes of the meeting including resolutions, decisions and other proceedings at the meeting, without note or comment;
- Submit the approved minutes of each committee meeting for inclusion on the Regular Council agenda for Council's consideration;
- Track meeting attendance and coordinator Committee appointments and resignations;
- Book the meeting venue;
- When necessary and in consultation with the Chair, cancel a meeting (due to inclement weather or provide knowledge of lack of quorum), if time permits, the members should be contacted to advise of the cancellation.

All changes to the Terms of Reference require Council approval.