

Parks and Recreation Master Plan Action Committee Terms of Reference

1. Purpose

The Township of Douro-Dummer, Parks and Recreation Master Plan Action Committee, is a committee appointed by Council to advise and assist in the implementation of the Parks and Recreation Master Plan that was finalized in April of 2017.

The Master Plan recommended the formation of this Action Committee as part of Goal 4 – Fostering Partnerships, which was intended to “offer supportive resources and strengthen relationships...to help meet the needs of the community.” Specifically, Recommendation 26 recommends “Form a new Committee of Council-Parks and Recreation Action Committee that will focus on implementing, monitoring and assessing this Master Plan and the actions/recommendations contained within. The goal is to form a dedicated working committee with members representing the diversity of the Township.”

2. Duties and Functions

2.1 The Committee will assist in reviewing applicable documents and make recommendations regarding the development and promotion of parks and recreation services in the Township of Douro-Dummer and in implementing the Parks and Recreation Master Plan. The Committee shall:

- a) assist with the prioritization and implementation of recommendations identified in the Parks and Recreation Master Plan;
- b) support local volunteer groups to build their capacity;
- c) explore ways to enhance services and programs through partnerships;
- d) support the Township’s Corporate Strategic Plan to promote parks and recreation services and facilities; and
- e) assist Council and Staff in identifying potential financial resources for the development of programs or refurbishment of facilities.

2.2 The Advisory Committee shall not be responsible for:

- a) the daily operations of parks and recreation facilities and services;
- b) hiring of staff;
- c) regular maintenance of parks and recreation facilities;
- d) preparing operating or capital budgets; and
- e) any matter which has been delegated by Council under any other by-law.

3. Committee Membership

- 3.1 The Committee shall be composed of five (5) members, duly appointed by Council.
- 3.2 The Committee shall include:
 - a) Four (4) Community Members at Large
 - b) One (1) Member of Council
- 3.3 All members of the Committee are appointed by Council for a four year term, corresponding to the term of Council. Advertisements of vacancies and appointments will be made available to the public through appropriate mediums. Persons interested in being appointed to the Committee must submit a letter of interest or application form that will be made available on the Township website.
- 3.4 Any member of the Committee whose term of office has expired is eligible for reappointment provided they reapply following the proper procedures.
- 3.5 The Committee shall declare a member's seat vacant and shall provide notice to Council through the Township Clerk, if a Committee member,
 - a) is convicted of an indictable offense;
 - b) becomes incapacitated;
 - c) is absent from the meetings of the Committee for three (3) consecutive meetings without sending their regrets;
 - d) provides written notice that they are resigning from the Committee.

4. Officers

- 4.1 At its first meeting in a new term, the Committee shall elect from their members a Chair who shall hold office for a period of one year and is eligible for re-election.
- 4.2 The Chair is responsible for ensuring the effective operation of the Committee. Specific duties of the Chair include, but are not limited to:
 - a) calling meetings to order;
 - b) conducting Committee business in accordance with these Terms of Reference and the Township's Procedural By-Law;
 - c) maintaining regular communications with appropriate Township staff;
 - d) acting as spokesperson and representing the Committee when necessary.

- 4.3 The Committee shall elect from their members a Vice-Chair who shall have all the powers and duties of the Chair when the Chair is absent or otherwise unable to act, and who shall hold office for a period of one year the term and is eligible for re-election.
- 4.4 The Township Clerk shall provide a staff person as secretary to the Committee, who shall:
- a) administer correspondence of the Advisory Committee;
 - b) in consultation with the Chair, produce and circulate an agenda at least 5 days in advance of all meetings;
 - c) record minutes of every meeting of the Committee; and
 - d) ensure the Township's By-laws are adhered to.

5. Remuneration

- 5.1 Members of the Committee shall serve without remuneration.
- 5.2 Members may be reimbursed for direct and appropriate expenses incurred in the fulfillment of their Committee responsibilities with prior approval from Council.

6. Conflict of Interest

As outlined in the Municipal Conflict of Interest Act, where a member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting in which the matter is being considered, the member shall:

- a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) not take part in any discussion of, or vote on any question in respect of the matter;
- c) not attempt in way whether before, during or after the meeting to influence the voting on any such question; and
- d) leave the meeting or the part of the meeting during which the matter is under consideration

7. Committee Meetings

- 7.1 The Committee will hold regular meetings, at such time and place as determined by the Committee, by-monthly. Meetings may also be scheduled at the call of the Chair.
- 7.2 All committee meetings shall be open to the public. A meeting or part of a meeting may be closed to the public only as specifically permitted by, and in accordance with, the Municipal Act, 2001.

- 7.3 Quorum for Committee meetings will be a majority of the current membership.
- 7.4 The Committee may establish sub-committees for a project-specific initiative. Individuals recruited will have project-based knowledge. Sub-committees shall report to the Committee through the sub-committee Chairperson.
- 7.5 The Committee will strive to 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.

8. Amendments

- 8.1 Amendments to the Terms of Reference can only be made by Council.
- 8.2 If the Committee wishes to review the Terms of Reference they may do so at any time and make recommendations to Council regarding amendments.