

MUNICIPALITY OF DUTTON DUNWICH

Recreation Advisory Committee - Terms of Reference

TERMS OF REFERENCE

Mission Statement

To enhance the quality of life for the residents of Dutton Dunwich through the provision of parks, recreation, culture, program services, festivals and community events.

1. Overview:

The mandate of the Dutton Dunwich Recreation Advisory Committee is to advise on all aspects of the provision of leisure and recreation services in the Municipality of Dutton Dunwich and to promote and maintain communication with the public on parks and recreation needs.

2. Role of Dutton Dunwich Recreation Advisory Committee:

The Dutton Dunwich Recreation Advisory Committee shall be responsible for:

- providing a forum for citizens to raise issues and concerns regarding recreation, parks and leisure issues;
- providing advice and guidance to Council on matters pertaining to policies, practices and programs concerning parks, recreation and beautification;
- conducting advocacy on behalf of recreation and parks users in the municipality; including fundraising, when necessary.
- reviewing and advising on the recreation needs of the community;
- providing opportunity for the pursuit of leisure and recreation, in order to improve the quality of life in the community;
- providing support and coordination of neighborhood community efforts necessary for the development and implementation of leisure and recreation facilities, parks and programs;
- promoting volunteerism through supporting of projects and services related to parks, recreation and culture;
- assisting with the interviewing of summer pool staff;
- establishing such sub-committees as it deems necessary to enquire into and to make recommendations to the Committee concerning any aspect of parks, recreation and leisure activities; and,
- advising on the development and conservation of park lands and recreational facilities.

3. Community Development

The Dutton Dunwich Recreation Advisory Committee will be responsible for providing input and recommendations in the areas of parks and recreation activity in the municipality.

- 3.1. 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.
- 3.2. 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.
- 3.3. 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.
- 3.4. 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
- 3.5. The Committee shall assist with the implementation associated with volunteer management with special focus on recruitment and recognition.

4. Reporting Relationship

The Council Representative will be the lead liaison to Council for the Committee. Staff from other departments and/or members of other agencies may attend meetings as required to provide expertise or report on various matters. The Recreation Director will also provide reports to Council for their review.

The Committee is to serve as an advisory body to Council. The Committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must first be considered by staff and/or Council. Council may cause the Committee to review and report on matters pertaining to the Committee's mandate. The Council member appointed by Council (or delegate), shall regularly report to council on the work of this committee.

5. Committee Composition

The Committee shall be comprised of at least eight (8) voting members who must be Dutton Dunwich residents. The Committee shall also consist of one member of Council appointed by the Dutton Dunwich Council who shall have full voting privileges. All members are to be appointed by way of Council resolution. Criteria to be considered by Council in selecting Committee members is attached as Appendix "A". The application form to be used by prospective candidates is attached as Appendix "B".

A representative from the Recreation Department assigned by the CAO will serve as a staff resource to the Committee. Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

6. Committee Term

Members shall be appointed by Council Resolution, which will be reviewed annually. Council may remove an appointed member, at any time via Resolution.

[KM1][KM2][KM3]

7. Committee Chair

Of the voting members a Chair and Vice Chair shall be elected by majority vote. The term of the Chair shall be two (2) years. Members of Council are not eligible to serve as a Chair or Vice Chair. If a Chair or Vice Chair is not present, members are to select an acting Chair to serve in the same capacity for the duration of that meeting.

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 Dutton Dunwich Recreation Advisory Committee when necessary.

8. Decision Making and Voting

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.

9. Quorum

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. If no quorum is present and there are time constraints with respect to a particular item on the agenda, the Chair may canvass members through alternative means in order to determine Committee support for that particular item.

10. Meeting Structure and Format

Regular meetings will be held on a monthly basis as required. Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting. Minutes will be received by Council and substantive recommendations will be forwarded to staff for review

and action if deemed necessary. Recommendations must relate to the Committee's mandate. In consultation with the Committee and Council, a representative from the Recreation Department will generate content for each meeting so as to ensure progress of the Committee's work.

Committee meetings are open to the public and are subject to the provisions of Section 239 of the ***Municipal Act, 2001***. Members of the public who are in attendance shall not interfere with the conduct of the Committee.

The Municipality of Dutton Dunwich's Procedure By-law shall be followed for all matters not specifically addressed within this document. These Terms of Reference are established by Council and can only be altered by Council.

Dated: _____

APPENDIX "A"**Criteria for Selecting Committee**

1. The Council of the Municipality of Dutton Dunwich shall use the following criteria in selecting members to serve on the Dutton Dunwich 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 Municipality of Dutton Dunwich.
 - 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: _____
Telephone: _____ Cell Phone: _____
Email: _____
Employer’s Name and Address _____
Are you available to meet during the evenings Yes NO: _____

Please summarize your experience with or interest in recreation in Dutton Dunwich _____

Why are you interested in joining the Dutton Dunwich Recreation Advisory Committee? _____

Please briefly outline 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 board? Please indicate your experience in the following areas – very experienced, some experience or little to no experience: _____

1. Recreation programming _____
2. Knowledge of recreation facilities _____
3. Program planning and evaluation _____
4. Financial management and control (budgets/accounting) _____
5. Strategic planning _____
6. Communication, public and media relations _____
7. Special events (planning and implementing) _____
8. Other relevant skills and knowledge. _____

Please send your application to recreation@duttondunwich.on.ca or by fax 519-762-2278