

## **Purpose**

The purpose of the Recreation Advisory Committee (RAC) is to advise Council, the Chief Administrative Officer, and the Director and recommend policies on recreation matters, including services, facilities and specific community interests.

## **Mandate**

The RAC will, consistent with the purpose described above, undertake the following:

- Advise on the implementation of a Recreation Master Plan.
- Develop and recommend policies to Council and respond to Council requests for advice and information.
- Provide a community perspective on parks, trails, facilities, services, local beaches and community programs.
- Support and enhance communications with the residents of the Municipality on matters relating to recreational opportunities.
- Ensure broad consultation with community stakeholder groups on recreational issues and opportunities.
- Review and provide feedback or comments on Recreation proposed projects, initiatives or challenges.
- Provide information on community events and programs that are being considered and/or planned.
- Identify new and emerging recreational opportunities.

The RAC will not be responsible for:

- Daily operations of the Municipality's recreational facilities, parks and programs.
- Administrative matters including directions to staff.
- Regular maintenance of facilities and parks.
- Budget and capital projects.
- Project/program implementation.

## **Membership**

The Committee shall consist of nine (9) members, including seven (7) voting members.

Voting members:

- Two (2) Council members, one of which serving as Chair.
- One (1) community representative from each district for a total of five (5) representatives from the public.

Non-voting members:

- One (1) Recreation Director
- One (1) Municipal Physical Activity Leader (MPAL)

The Committee may, from time to time, consult with other agencies, municipal employees or organizations.

Appointments to the Committee shall be made as follows:

- Council shall appoint two (2) members of Council to serve as the Council members and one (1) member to serve as an alternate Council member.
- Council shall appoint one (1) representative from each district who are permanent residents of the Municipality on the basis of their knowledge, interest and/or experience in community recreation. Preference will be given for:
  - Nature appreciation
  - Indoor recreation
  - Outdoor recreation
  - Organized sports
  - Unstructured play and activities
  - Trails
  - Health and fitness
  - Water based activities
  - Sports tourism and special events

Council may, at any time, remove any member of the Committee by Council resolution and any member of the Committee may resign therefrom at any time upon sending written notice to the Chairperson of the Committee.

In the event of a vacancy during a regular term, the vacancy may be filled for the remainder of that term upon resolution of Council as soon as is convenient.

The term of each Member shall be two (2) years. Members may serve on the Committee for a maximum of three (3) consecutive terms and must remain out of office for at least one (1) year before being reappointed to the Committee by Council.

### **Meetings**

The RAC normally will hold meetings monthly during the course of the year. Meeting dates and times shall be determined at the first meeting of the year by the committee.

Established meeting dates and times shall not be changed unless circumstances warrant special consideration. Meetings shall commence no later than 7:00 p.m. and shall conclude no later than 9:00 p.m.

### **Quorum**

Quorum shall be four (4) Committee members. 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.

### **General Requirements**

This Committee is established by Council and reports directly to Council.

An agenda will be prepared by the Recreation Department 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.

Meetings shall follow the written agenda, and minutes shall be kept which accurately reflect the recommendations of the Committee. Minutes shall be reported directly to Council through a Council representative sitting on the Committee. Committee recommendations that require support and or direction shall be presented to Council for consideration.

This Committee shall make recommendations to Council in response to a request from either Council or Staff in the area of the Committee's mandate.

### **Budget and Resources**

Committees are not given a budget however; under special circumstances Council may approve one-time expenditures to help committees achieve their goals and objectives. Any financial requirement of a committee should be identified prior to the approval of the annual operating budget by Council which is typically in April or May.

Administrative support will be provided by the Recreation Department and will include: the coordination of RAC related communications and correspondence; ensuring RAC reports are included in Council Agenda packages as deemed appropriate by the CAO; and minor clerical support as needed (such as photocopying).