

# TOWN OF WESTVILLE

## Recreation, Active Living & Culture Advisory Committee

### TERMS OF REFERENCE

#### 1. MANDATE

1.1 To act as an advisory body to Council by providing advice and recommendations regarding the development and implementation of a **Recreation, Active Living & Culture Master Plan** for the Town of Westville

1.2 To provide comment on issues and projects as directed by Town Council in support of actions outlined in the Recreation, Active Living & Culture Master Plan.

1.3 To raise the profile of recreation, active living & culture through positive support and promotion in the community.

1.4 To assist Council in identifying and accessing potential financial resources for the implementation of priorities identified in the Recreation, Active Living & Culture Master Plan.

1.5 To monitor and report to Council on the progress made toward achieving the recommendations included in the Recreation, Active Living & Culture Master Plan, including an annual presentation to Council.

1.6 To perform such other tasks, as directed specifically by Council.

#### 2. COMMITTEE COMPOSITION

2.1 Community representatives will be selected through a process approved by Council and will be voting members of the Committee.

2.1.1 Committee recruitment will be sought in accordance with the regular procedures and policies of The Town of Westville.

2.1.2 Replacement of vacancies shall be at the sole discretion of Council.

2.1.3 Preference may be given to persons with a background and/or experience in recreation, active living, culture and program funding.

2.2 Two members of Council will be appointed to the Committee and shall be voting members.

2.3 The Mayor will be an ex-officio member of the Committee and shall not be a voting member.

2.4 The Recreation & Active Living Coordinator will be appointed to the Committee in an advisory capacity and shall not be a voting member.

2.4.1 A municipal staff member may be assigned to the Committee to act as recording secretary. The staff member acting as recording secretary shall not be a voting member.

2.4.2 Town staff and members of the public may participate in Committee meetings to provide updates, information and advice but shall exercise no voting rights or privileges unless expressly appointed to the Committee by by-law.

2.5 The Committee shall be composed of no fewer than three and no more than five community members.

2.6 Quorum shall be 50% of the number of members at any particular time. Representatives from both Community and Council need to be present in order to declare quorum

2.7 Terms for Community Committee members will not exceed four years.

2.8 Terms of Council Committee members align with election cycle, and reviewed annually.

2.9 If necessary, an Ad Hoc Committee can be struck to address a specific and short-term issue or project

### **3. MANAGEMENT**

3.1 A Chair and Vice Chair will be chosen at the first meeting of each calendar year by vote of the members present. The Chair will be a community representative and the Vice Chair will be a Council representative.

3.1.1 Chair and/or Vice Chair will work with the Recreation & Active Living Coordinator to develop meeting agendas, presentation to Council and manage communication with Committee members.

3.2 The Committee will host meetings in a space that is accessible to all members and residents

3.3 The Committee will meet frequently enough to achieve their mandate.

3.3.1 Meeting minutes will be shared with Committee members no longer than 7 days after the meeting was held.

3.3.2 Meeting agendas will be shared with Committee members at least 72 hours in advance of meetings.

3.4 Community members volunteering for the Committee will be provided resources to remove barriers and support their participation.

3.5 The Committee makes recommendations to Council and reports to Council as directed by Council approved procedure.

3.5.1 Updates on the work of the Committee will be included in the monthly reports to Town Council submitted by the Recreation & Active Living Coordinator

3.6 The Committee shall abide by Town policies and procedures, which include Conflict of Interest Policy, Code of Conduct Policy, and Confidentiality Policy.

3.7 The Committee will perform an annual review of the Terms of Reference and make recommendations to Council regarding changes, as necessary.