



MUNICIPALITY OF LAMBTON SHORES Parks and Recreation Advisory Committee Terms of Reference

MANDATE

The Parks and Recreation Advisory Committee (PRAC) shall advise and assist Council and the citizens of the Municipality of Lambton Shores on matters relating to parks and recreation.

The Parks and Recreation Advisory Committee will be responsible for the following:

1. Review, prioritize and update the Recreation and Leisure Services Master Plan.
2. Review, prioritize and update the Grand Bend Beach Study.
3. Develop a process for community-led projects and initiatives on Municipal property, and make recommendations to Council as required.
4. Review and make recommendations on recreational policies and processes.

The Parks and Recreation Advisory Committee will **not** be responsible for the following:

- 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 and program implementation.

COMMITTEE STRUCTURE

Recruitment and appointment of committee members will follow Lambton Shores Policy #75: Recruitment and Appointments to Committees, Advisory Boards and Ad Hoc Committees. The composition will be as follows:

Elected Officials:

1 Elected Official as appointed by Council.

Public Stakeholders:

Council shall appoint 5 public stakeholders to the Committee. Members will be solicited in accordance with the Municipal Policy #75: Recruitment and Appointments to Committees, Advisory Boards and Ad Hoc Committees. When selecting members, preference will be given to ensure committee representation from: Arkona, Bosanquet, Forest, Grand Bend, and Thedford.

GENERAL RULES OF OPERATION

The Lambton Shores' Parks and Recreation Committee is subject to the control and direction of Council. All meetings of the Committee are open to the public, and rules governing the procedure for Council meetings shall be observed by the committee insofar as they are applicable.

All appointed members will be voting members, and a quorum of the committee shall be the majority of those appointed by Council as members of the committee.

At the first meeting of the year, the members shall appoint a Committee Chairperson, and determine the preferred date and time for Committee meetings.

If the committee refuses or neglects to give due consideration to any matter assigned to it or before it, it may, by Council resolution, be discharged of its responsibilities.

ROLE OF COUNCIL REPRESENTATIVE

- The Council Representative is a participating voting member of the Committee
- The Mayor may sit on the Committee as ex-officio and shall have voting rights in accordance with the Municipal Procedural By-law.

ROLE OF COMMITTEE CHAIR

- Be appointed annually by vote of members present at the first meeting of the year
- Preside at all meetings in accordance with the Municipal Procedural By-law.
- Control proceedings and discussion to ensure smooth transition of the business as listed on the agenda
- Work co-operatively with Committee Staff representative in the preparation of the agenda.
- Vote on all matters requiring a formal motion.

ROLE OF COMMITTEE MEMBERS

The committee members shall:

- Report to the Chair any issues that they feel should be addressed by the Committee.
- Attend and participate in Committee meetings;
- Contribute time, knowledge, skill and expertise during meetings in order to fulfill the committee's mandate and report their concerns and issues to the committee;
- Abide by the procedural decisions made by the Chairperson;
- Agree to disclose any pecuniary interests to the Chair in advance of a discussion on matters for which there may be financial gain for him/herself, partners or spouses or minor children.
- Shall actively participate in carrying out the responsibilities of the Parks and Recreation Advisory Committee

ROLE OF COMMUNITY SERVICES ADMINISTRATIVE STAFF

- Corresponding with members of the Committee.
- Is without voting privileges.
- Act as the Committee Secretary, including Meeting Package preparation.
- Prepare Meeting Packages in co-operation with the Chair.
- Give Notice of Meetings and prepare all associated correspondence.

- Preserve all records and correspondence in accordance with the Municipal Records Retention By-law.
- Act as a resource personnel for municipal policies and procedures.

REPORTING REQUIREMENTS

Committee minutes are to be provided to the Clerk for insertion on the Council agenda. Recommendations for Council's consideration are to be presented to Council in a report format.

FINANCIAL PLANNING

Advisory Committee members shall not receive payment for meeting attendance for and work or services performed for the Committee or for the Municipality, except that, with the approval of the Council, reimbursement may be made for travel for other expenses incurred in the performance specifically requested/approved by the Council.

Committees are not given a budget allocation, 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, and Council can consider an amount of funding available for conferences, transportation and other related expenses.

FREQUENCY OF MEETINGS:

The Committee will meet a minimum of quarterly monthly at the Legacy Centre, 16 Allen Street, Thedford, Ontario