



THE MUNICIPALITY OF  
**LAMBTON SHORES**

## **Parks and Recreation Advisory Committee Application**

Thank you for your interest in serving on the Municipality of Lambton Shores' Accessibility Advisory Committee.

Please find attached the following information:

1. Committee Application;
2. Committee Terms of Reference;
3. Lambton Shores' Policy # 75, re: Recruitment and Appointments to Committees, Advisory Boards and Ad Hoc Committees

**Please note that the application deadline is November 24, 2021 at 4:30 p.m.**

Please direct any questions you may have with the committee requirements to Roberta Brandon, 519-243-1400 or [rbrandon@lambtonshores.ca](mailto:rbrandon@lambtonshores.ca)



THE MUNICIPALITY OF

**LAMBTON SHORES**

**Administration**

7883 Amtelecom Parkway

Forest, ON N0N 1J0

T: 519-243-1400 / 1-866-943-1400

www.lambtonshores.ca

## **MUNICIPALITY OF LAMBTON SHORES**

### **Parks and Recreation Advisory Committee – Application**

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Res. Phone: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Committees contribute to Council's decision making processes and help shape municipal policy. As such, it is important for potential committee members to understand the mandate for the committee to which they are applying and to be available to fulfill the commitment required. A copy of the Terms of Reference for the Parks and Recreation Advisory Committee is attached.

Have you read the Terms of Reference for the Committee? \_\_\_\_\_ Yes \_\_\_\_\_ No

### **Background Information**

Why would you like to serve on the Parks and Recreation Advisory Committee?

Describe any specific knowledge/experience/education background you have relating to Recreation:

Describe any prior experience you have serving on a committee/board:

If you have prior committee experience, what was your most significant learning experience?

What was your most significant contribution?

How would you describe the way in which you work with others?

Please feel free to include any additional information that pertains to this application.

**Appointment Term:**

In order to ensure continuity of knowledge on a committee, “staggered terms” are established for committee members.

Please indicate the term length you are interested in:

1 year

2 year

3 year

Note: Nothing would preclude an existing committee member from reapplying when his/her term expired.

## References

Please list the names of three persons who can supply a personal reference. (NOTE: Councillors and municipal staff are not eligible to be cited as a reference by applicants)

Name	Relationship to Applicant (friend, employer)	Contact Info (phone # and/or email address)

If you require any additional information about the Committee appointment process or if you have any questions about any of the committees in which appointments are to be made, please contact the Municipal Clerk 519-243-1400 Option 4.

**NOTE: By signing and submitting this application form, you hereby consent to the collection, use and disclosure of your personal information provided on this form. You understand and agree that this personal information may be disclosed to the public and to the media, and may be included in committee and council reports and agendas and posted on the Municipality of Lambton Shores' web site.**

I agree to serve on the above committee if appointed. I have reviewed the Terms of Reference and I am able to regularly attend meetings.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Applications are to be submitted by **November 24, 2021** and can be delivered or mailed to:  
Municipality of Lambton Shores  
7883 Amtelecom Parkway  
Forest, Ontario  
N0N 1J0

Re: Application: Lambton Shores Accessibility Advisory Committee

or

Applications can be scanned and emailed to:

[Stroyer-Boyd@lambtonshores.ca](mailto:Stroyer-Boyd@lambtonshores.ca)

**APPLICATION DUE DATE: NOVEMBER 24, 2021**



## **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. Review event and project applications and make recommendations to Council.
4. Review community grant applications and make recommendations to Council.
5. Review and make recommendations on recreational policies.

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



# The Municipality of Lambton Shores

**Policy: 075**

Effective Date: May 1, 2014  
Amended March 5, 2015

## **Recruitment and Appointments to Committees, Advisory Boards and Ad Hoc Committees**

**Purpose:** To adopt a policy for the appointment of members to Lambton Shores' committees so that all citizens have an equal opportunity to serve on committees, and that the process for recruiting, selecting and appointing citizen members to serve on committees is consistent, fair and equitable.

### **Eligibility**

Except with the written exception of Council, all members of committees and boards will be eligible electors of the Municipality of Lambton Shores. Existing members on a committee are eligible to reapply for the positions at the end of their appointed term.

### **Recruitment:**

The following will be the recruitment procedure for all Lambton Shores' committees, Advisory Boards and Ad Hoc Committees, unless specified otherwise in legislation:

The appointment of citizens to serve on committees and boards for terms coinciding with the term of Council will take place as soon as possible following the inaugural meeting of Council in each term.

For all Council committees, all available public member positions will be advertised by the Clerk in the "Living in Lambton Shores" weekly ads and on the municipal website in November, with the anticipated appointment date being no later than the following January.

Details on the positions will be available on the municipal website and from any Lambton Shores' municipal administration office.

Details to include:

- a) Application form;
- b) Mandate and terms of reference for the committee;
- c) Time and frequency of meetings;
- d) Remuneration (if any);

- e) Information to be submitted with the application (any qualifications, skills, background that would be relevant to the committee)
- f) Committee selection process

**Selection Panel:**

Annually, Council shall appoint 3 members of Council to sit on the selection panel to review Committee applications and prepare a short list of applicants to interview. The panel will select a Chair at its first meeting.

The selection panel, along with the committee staff liaison will draft questions to ask each applicant and will interview candidates. At the conclusion of the process, the selection panel will make a report to Council with recommendations on the Committee membership.

The recommendations will be considered in a closed meeting of Council, and the appointments to the Committee will be made in the open session.

**Panel Guidelines:**

In the event that there are fewer applications received than positions available, appointments will be deferred until the positions can be re-advertised;

All factors being equal, preference will be given to the appointment of applicants who are not already serving on a Council committee;

In the event that there are the same number of applicants as committee positions available, the committee MAY waive the requirement to interview candidates.

**Miscellaneous:**

At the end of a member's term on a committee, he/she be sent a letter of thanks for participating, and if there will be reappointments to the committee, he/she is advised of the application process and when the applications will be available on line;

That Municipal Cemetery Boards, Historical Societies, and similar committees may provide appointment recommendations to Council

**Establishment of Committees during the term of Council:**

The procedure used for the recruitment of members to a committee, board or ad hoc committee that is established during a term of Council will follow as closely as possible

the recruitment procedures used to appoint members at the beginning of the Council term.

### **Training**

All committee members must participate in a training/orientation session to ensure members receive the information necessary to function effectively on the committee. This training will include a review of the committee mandate, member responsibilities and limitations, municipal procedures and other legislated requirements.

During the annual budget deliberations, Council will determine the funds to be allocated to committees for training or education of members.

### **Removal of Members:**

Committee members serve at the pleasure of Council, and Council retains the right to remove any member from a committee at any time. Such a removal may be based on a request from the Committee Chair, a member of Council on the committee, or on the advice of the C.A.O.

Council may revoke the appointment of any member that misses 3 consecutive meetings without the permission of the Committee or Council.

### **Filling Vacancies:**

When a vacancy on a committee occurs before the end of the member's term, the Clerk will:

- a) contact the designated alternate(s) for the committee (if any) to determine eligibility and interest, and the information on the alternate(s) will be provided to Council in a closed session, and if acceptable, the member will be appointed in open session;
- b) If there are no acceptable alternates; the vacant position will be advertised, and the selection panel will review the applications in accordance with the municipal policy.
- c) For vacancies arising during the last year of a Committee term, Council will decide whether or not to appoint a replacement member and the replacement member may be a member of Council.

### **Staggered Term for the Committee:**

In order to ensure continuity of knowledge on a committee, in the inaugural year of a committee, “staggered terms” will be established for members. Nothing would preclude an existing committee member from reapplying when his/her term expired.

Staggered term would be:

Member 1 – 1 year

Member 2 – 2 years

Member 3 – 3 years

Member 4 – 1 year

All subsequent appointments would be for a 3 year term.