



The United Townships of Head, Clara & Maria

Recreation Advisory Group

Terms of Reference

Purpose

The Head, Clara & Maria Recreation Advisory Group is a volunteer group established to provide recommendations to Staff and Council on matters related to recreational programming and events in the municipality. The group strives to increase and strengthen social and recreational activities in the community.

Mandate

- To support, enhance and deliver existing recreational opportunities in the municipality.
- To advise on new and emerging recreational opportunities.
- To support interested organizations or community members in carrying out events as per Council direction and policy.

Membership and Responsibilities

The Group is to serve as an advisory body to Council and has limited delegated authority.

1. The group shall be comprised of at least three members of the public and one member of Council. The Mayor will serve as an “Ex-Officio” member.
2. Members shall be appointed by resolution of council. The chair will be appointed at the same time, by the Mayor. Council members shall have voting privileges equal to every other member. Volunteer members of the group, who are also municipal employees, shall have voting privileges equal to every other member.
3. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda. If a chair or co-chair is not present, members are to select an acting chairperson to serve in the same capacity for the duration of that meeting.
4. Appointments may be revoked at any time at the discretion of Council with or without the recommendation of staff.

Reporting

1. The group reports regularly to council through meeting minutes.
2. The group will prepare an annual operating and capital budget for Council consideration.
3. The group will receive administrative support from the Clerk’s office. This will include the recording of minutes, the preparation of agendas, support necessary to convene a meeting and support operations. The employee providing administrative support is not a member of the committee and does not have voting privileges.

Decision Making and Voting

1. Decisions will be made by way of consensus. Minutes of the meeting will reflect whether or not all members, or only a majority were in agreement with the decision.

Meetings shall be open to the public and properly advertised as per the Municipal Notice By-Law.

Quorum

A quorum shall be a simple majority of the total number of group members (i.e. 50% plus one). If a quorum does not exist for a meeting, it shall be cancelled. Administrative support employee is not counted towards a quorum.

Meeting Structure and Format

The group shall meet at least 6 times per year and at the call of the Chair at other times necessary and to be determined by the group.

1. An initial meeting shall take place in January of each year to set goals and a meeting calendar for the year.
2. All meetings of the group shall be open to the public.
3. As an advisory group to Council, the group is subject to the Municipal Code of Conduct, the Municipality's Harassment and Workplace Health and Safety Policies and any other applicable policies and/or procedures and legislation.
4. At all times, the group is a function of Council and acts at Council's pleasure meaning it may be dissolved at any time.

Group Reimbursements

1. All members of the Recreation Advisory group shall serve without financial remuneration.
2. Group members will not be reimbursed for expenses incurred, unless pre- approved by the Clerk-Treasurer, who are directly accountable to Council for all purchasing and procurement decisions.