



Terms of Reference - **DRAFT**

Recreation Committee

1. Establishment

In accordance with Section 141 of the *Community Charter*, S.B.C. 2003, c.26, as amended, and by resolution of Council.

2. Mandate

The mandate of the Committee is to act as an advisory body to Council, the Chief Administrative Officer, and Officers of the municipality.

3. Scope

- 3.1 The Committee will act in an advisory capacity to Council and staff. Specific responsibilities of the Committee include, but are not limited to, the following:
- a. As requested, make recommendations to the District of Barriere on
 - issues pertaining to recreation programming, services and facilities;
 - recreation capital budget items, policies, projects, events, programs, services and fees & charges;
 - community engagement;
 - the coordination with other governmental agencies, groups and local organizations in the advancement of sport and recreation; and planning/programming as requested by the CAO
 - b. Receive submissions from community groups and make recommendations to the CAO and Council with respect to grants-in-aid given by Council for recreation based organizations;
 - c. Assist staff in bringing together informal groups to determine sport and recreation needs of the community; resolve disputes between community groups with respect to facility bookings/rentals, recreation issues and aid in cooperative planning;
 - d. Consider and make recommendations with respect to such issues referred to from time to time by the CAO or Council; and
 - e. The Community will consider the needs of the entire community as well as special interest groups, community groups and sport organizations.

4. Membership, Appointment, and Term

- 4.1 The Committee shall consist of membership appointments for standing Committees of Council as per the *Community Charter*, Section 141.

- 4.2 Committee members will have demonstrated background, experience and understanding of recreation and sport opportunities in Barriere and a commitment to work collaboratively to build an active and healthy community.
- 4.3 Members of the Committee will be appointed on the basis of availability, experience and expertise they can bring to the Committee, and not necessarily as representatives of particular agencies, organizations or groups. Representatives will reflect the diverse range of community knowledge and expertise, and consideration will be given to include representatives with expertise in relevant areas and represent various ages.
- 4.4 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.
- 4.5 Committee members who are absent from three (3) consecutive meetings shall forfeit their appointment, unless such absence is authorized by resolution of the Committee.
- 4.6 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.
- 4.7 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.
- 4.8 Members of the Committee shall serve without remuneration.

5. Chairperson and Vice-Chairperson

- 5.1 The term of the Chairperson and Vice-Chairperson shall be determined by the Committee and a formal resolution adopted by a majority vote. The Chairperson and Vice-Chairperson shall be voting members and shall be appointed by majority vote. Each Chairperson and Vice-Chairperson shall retain the position until their term expires, at which time re-appointment or appointment of a new Chairperson and Vice-Chairperson shall take place.
- 5.2 If any vacancy in the office of Chairperson or Vice-Chairperson should occur during the term for any reason, the members of the Committee shall immediately elect a voting member to fill the position for the remainder of the said term.

6. Meeting Procedures

- 6.1 The Committee shall abide by the procedures and limitations included in the District of Barriere Council Procedure Bylaw No. 100, as amended.

- 6.2 The Committee shall meet at the call of the Chairperson in consultation with the staff liaison.
- 6.3 Minutes of the Committee meeting must be recorded and are to be signed by the Chairperson and staff liaison/recording secretary. Original signed minutes will be forwarded to the Corporate Officer for safekeeping. Original or draft minutes will be provided to Council by the Corporate Officer for review and receipt at a Regular Council meeting and posted on the District's website when adopted by the Committee.
- 6.4 No expenditures shall be made by the Committee, or any liability incurred, which is not specifically provided for in the annual budget of the municipality except with prior approval of Council.
- 6.5 Members must abide by the conflict of interest provisions of the Community Charter. Members who have a direct or indirect financial interest in a matter under discussion are not permitted to participate in the discussion of the matter. They must declare their conflict, state the general nature of their conflict, then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes. The member must not attempt, whether before, during, or after the meeting, to influence the direction on any question/issue in relation to the matter.

7. Staff Support

- 7.1 The role of the Recreation Staff Liaison in supporting the Committee, includes:
- Booking meeting rooms and other needed resources;
 - Providing information and advice;
 - Requesting additional staff support/attendance as needed;
 - Developing and distribution agendas;
 - Promoting effective Committee functioning;
 - Ensuring Committee recommendations are communicated to Council through the Corporate Officer;
 - Ensuring follow up to action items produced at Committee meetings; and
 - Providing orientation to the work and role of the Committee to new members; and
 - Collaborating with the CAO and District staff for support, advice or direction when required.
- 7.2 Additional 'resource persons' (District staff, representatives of key organizations or subject experts) related to the Committee mandate may be called on an as-needed basis to attend meetings from time to time, in an effort to assist the Committee in achieving their objectives.

8. Public Relations

When speaking in public on an issue, Committee members must distinguish whether they are speaking as a member, as a representative of another agency or community group, or as an individual. Speaking on behalf of the Committee should be avoided and media inquiries should be directed to the CAO.

Date of Council Adoption: _____