



Township of Southgate
Recreation Advisory Committee
Terms of Reference

Purpose:

The Township of Southgate Recreation Advisory Committee was established by Council to provide guidance to Council and make recommendations on recreation initiatives and programs in the Township of Southgate.

Membership:

The Township of Southgate Recreation Advisory Committee will be comprised of:

Voting members:

- Three (3) members of the Council of the Township of Southgate
- One (1) member of the Council of the Township of Melancthon

Non-Voting Southgate Staff Members

- Recreation Manager
- Clerk's Department staff to act as the Committee's Recording Secretary

Chair/Vice Chair:

The Committee shall, at its first meeting elect one member from the Committee to be Chair, and one member from the Committee to be Vice Chair for the term of the Committee.

Duties and Responsibilities:

To assist and support Council and staff to meet the following objectives:

- Individual committee members and the collective group will be fair, impartial, and respectful to the public, staff and each other.
- Committee members will respect the limitations of their individual and collective authority. The role of the committee is to advise as this relates to the purpose of the Committee.
- Members will strive to appreciate differences in approach and point of view.
- Each member will participate in the Committee's discussions and work assignments without dominating the discussion or activity of the committee.

- Each member will complete tasks as delegated or volunteered to complete, in a timely manner, and when unable to complete tasks, notify the chair.
- The Committee Chair will ensure that all members have a fair, balanced and respectful opportunity to share their knowledge and perspectives.
- The Committee will attempt to reach consensus on issues. If consensus is not possible, strong different options, such as “minority” opinions, should be recorded and acknowledged in the committee’s report, recommendation(s) and presentations.
- The Committee may liaise with community groups and individuals to maintain awareness of their goals and mandate in order to gain support for the work of the Committee.
- Review and set annual goals and objectives based on the Township of Southgate Strategic Plan and other related plans.
- Assist in the implementation, evaluation and update of any Recreation Strategy and other related municipal documents, as directed.
- Provide advice on matters which influence recreation opportunities in The Township of Southgate including marketing and branding strategies to attract additional users and user groups.
- Act in an advisory capacity to recreation groups within the Township of Southgate by providing information on issues related to the benefits of utilizing the Township of Southgate’s recreation facilities.
- Support the growth of a variety of recreation opportunities and encourage a vibrant and healthy community.
- Identify barriers or issues that may impede access to recreation and provide advice and offer recommendations to Council on strategies to mitigate such impediments.
- Undertake other assignments as may be requested by Council.

Authority:

As the Recreation Advisory Committee to Council, the Committee does not have any delegated authority in accordance with the *Municipal Act, 2001*, as amended.

The Recreation Advisory Committee or any member of the Committee does not have the authority to communicate with other levels of government on behalf of the Township of Southgate, to take a position on behalf of the Township, or to authorize any expenditures against the Township.

The Recreation Advisory Committee or any member of the Committee does not have authority to direct staff or any recommendations requiring

implementation, reports or staff actions as such activities must first be considered by Council before staff action can be taken.

Committee members do not have the authority to speak on behalf of the Committee unless so directed by Council.

Quorum:

A majority of members are required to be present to constitute a quorum of the Committee. If a quorum is not present at a scheduled meeting fifteen (15) minutes after the scheduled commencement time, the meeting shall stand adjourned until the date of the next regular meeting. The Recording Secretary shall record the names of the members present.

Reporting:

Reporting from the Committee to Council will be done through the Recreation Manager.

Meeting Schedule:

The Township of Southgate Recreation Advisory Committee will meet quarterly or as determined by the Committee, at a date to be determined by the members. Meetings may be held in person or virtually or a combination of both in accordance with Policy No. 86 – Electronic Participation Policy.

Term of Committee:

The Township of Southgate Recreation Advisory Committee is appointed by the Council and will mirror the term of Council. Appointments to the Southgate Recreation Advisory Committee will be made in December of the same year as a Municipal Election.

Remuneration:

Members of Council who sit on the Township of Southgate Recreation Advisory Committee will be compensated in accordance with Policy #21, Council Member Compensation, Expenses, Meeting Claims, Guidance and Approval Policy.

Members of the Township of Melancthon Council who sit on the Recreation Advisory Committee will be compensated by the Township of Melancthon separately through their remuneration policies and processes.