

# Parks and Recreation Committee

## Terms of Reference

### 1. PURPOSE

- 1.1 Recommending body to Council relating to planning and design of parks and recreation use areas within the municipality.

### 2. LEGISLATIVE AUTHORITY

- 2.1 *Municipal Government Act*, RSA 2000 c.M-26, as amended Section 145
- 2.2 Bylaw 08-19, Council Committee

### 3. DUTIES & RESPONSIBILITIES

The Committee has the Authority to:

- 3.1 Establish the dates for each Committee meeting;
- 3.2 Create or review Committee Terms of Reference (Council approval required);
- 3.3 Review the Town of Lamont Strategic Plans on an annual basis and recommend policies that support parks and recreation initiatives for Council's consideration;

### 4. ROLES

- 4.1 Councillors appointed to the Parks and Recreation Committee shall be responsible to keep Council informed as to the Committee activities.
- 4.2 Committee members shall only speak on behalf of the Parks and Recreation Committee when formally given such authority by Council or the Committee for a specific defined purpose. In such instances, the Chair, or in their absence, Vice Chair will be the key spokesperson.

### 5. MEMBERSHIP

- 5.1 Four (4) public members who are Town residents.<sup>1</sup>
- 5.2 Two (2) Town of Lamont Council members.

### 6. TERM OF MEMBERSHIP

- 6.1 Public members are appointed on a two (2) year term (calendar rotation by resolution of Council.)
- 6.2 Public members shall not serve more than three (3) consecutive terms unless no other applications are received.
- 6.3 Council members are appointed annually at the Organizational meeting.
- 6.4 Council may request resignation of any Committee Member at any time prior to the expiry of the member's term of office, and any member of the Committee may resign at any time upon sending notice to the Chief Administrative Officer (CAO).
- 6.5 The municipal representative shall not be a member of the Committee and may not vote on any matter; this includes any staff attending the meeting.
- 6.6 Any member of the Parks and Recreation Committee who is absent from two (2) consecutive meetings of the Committee shall forfeit his or her office, unless there is a

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<sup>1</sup> Motion 12/21

resolution of the Committee accepting a valid reason for their absence.

**7. COMMITTEE CHAIR**

- 7.1 At the first meeting each year, the Committee shall elect a Chair and Vice-Chair from among its voting members.
- 7.2 The Chair shall hold office for the remainder of the calendar year from the date of appointment.
- 7.3 The Chair shall preside over all meetings of the Committee and decide all points of order that may arise; manage the process of the meeting; preside over the conduct of the meeting, including the preservation of good order and decorum; determine speaking order; and rule on all questions related to the orderly procedure of the meeting.

**8. MEETINGS**

- 8.1 The Committee shall hold meetings as at the call of the Chair, or in the absence of the Chairperson, at the call of the Vice-Chair.

**9. GOVERNANCE**

- 9.1 A majority of the voting members shall constitute a quorum at a meeting.
- 9.2 All voting members of the Committee, including the Chair, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be lost.
- 9.3 The Chair or Vice-Chair shall report annually to Council, regarding any initiatives and activities related to the Committee.

**10. ADMINISTRATIVE RESPONSIBILITY**

- 10.1 Coordination of Committee meeting locations and setup.
- 10.2 Preparation of meeting minutes and agendas.
- 10.3 Circulation of Agenda Package to Committee members.

**11. ENACTMENT**

- 11.1 Upon approval by resolution of Council.