



## Township of Alnwick Haldimand

### Recreation and Culture Advisory Committee

#### Terms of Reference

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#### Mandate:

To advise Council and make recommendations on recreation and culture initiatives enhancing the quality of life for Township of Alnwick Haldimand residents.

#### Objectives of the Committee:

1. Long Term Planning
  - Assist in identifying and implementing community-wide needs and partnership opportunities for new program development and service delivery, including recommendations for broad recreational needs, trends, strategies and plans.
2. Community Development
  - Review and advise Council on matters relating to the development, programming and utilization of recreation facilities owned by the Township, including but not limited to the Vernonville Community Centre, Centreton Community Centre, Fenella Community Hall and the Alnwick Civic Centre.
  - Develop opportunities for volunteerism through supporting projects and services related to recreation and culture.
  - Encourage and support volunteer organizations and Community Resource Members within the Township who provide or could provide recreation, leisure, special events, arts and cultural opportunities including, but not limited to organizations such as Men's Shed, Friends of Committee's, Grafton Green Thumbs, Revitalization Committee's, local sports organizations, etc.
  - Raise the profile of recreation and culture through positive support and promotion in the community.
  - Support the Township's Strategic Plan to further develop and support recreation and culture services.

#### Committee Composition:

- The Committee will be appointed by Council.

- The Committee shall be appointed to serve for the term of council and be composed of:
  - One (1) appointed member of Municipal Council
  - Minimum of seven (7) and **maximum of eleven (11) members-at-large**, who are qualified to be elected. To be qualified to serve on a Committee or Board you must:
    - Live in the municipality, or be an owner/tenant of land (or spouse of same) for the length of your term.
    - Be at least 18 years of age, unless otherwise stated in the Committee or Board's Terms of Reference.
    - Not be employed by the Township of Alnwick/Haldimand.
  - Consideration will be given to ensure representation from all areas of the Township and those who represent a diversity of experience and knowledge related to recreation and culture.
  - The Mayor shall be an ex officio member of all Committees established or appointed by Council
  - Manager of Parks and Recreation (no voting rights)
  - Community Program Coordinator (no voting rights)
  - **1 representative from the Alnwick Haldimand Public Library Board with voting rights**

#### **Role of the Committee:**

Committee members are required to:

- Designate a Chair and Vice-chair
- Attend regular scheduled meetings. Members are required to notify the Chair if they are unable to attend
- Review all information supplied to them
- Actively participate and provide input on Committee reports and Committee material

#### **Role of Staff:**

The Community Program Coordinator will act as resource to the Committee with no voting rights.

- Provide administrative support, including meeting preparation, recording and distributing minutes to committee members and Council, and communicate committee recommendations to Council and other relevant stakeholders.

#### **Meetings and Minutes:**

All meetings of Council and its Boards/Committees are governed by the Municipality's [Procedure By-law](#) and [Schedule "A"](#), as well as, the [Code of Conduct By-Law](#).

- At the Committee's first meeting of the term, a Chair and Vice Chair will be selected.
- The time of the regular meeting of the Committee following the first meeting, may be set by the Members of the Committee.
- Meetings will be held a minimum of six (6) times a year or at the call of the chair.

- Meetings shall alternate between the Alnwick Civic Centre, Fenella Community Hall, Centreton Community Centre, Vernonville Community Centre and the Township Office in Grafton.
- Meetings shall follow a written agenda, and minutes shall be kept which accurately reflect the recommendations of the Committee. Minutes shall be reported directly to Council. Committee recommendations that require support and or direction shall be presented to Township Council for consideration.
- An agenda will be prepared by staff and distributed to members prior to meetings.

### **Definitions & Clarifications:**

**“Advisory Committee”** A committee established to provide advice to Council in accordance with the committee’s mandate/terms of reference.

**“Community Resource Member”** A volunteer member of the community who has not been formally appointed by Council through the recruitment process, who does not count toward quorum and does not vote, but who is providing assistance or expertise to a Committee of Council on an informal basis for a specified period of time.

**“Volunteer Organization”** An organization of volunteer members who freely give time and labour for community service.

**“Ex Officio Member”** A Member of a Committee that holds that position by virtue of his/her office whom shall act in an advisory capacity and shall be a non-voting member, unless otherwise specified. The Mayor is an Ex-Officio Member of all boards and committees unless otherwise specified.

**“Member”** A member of an advisory committee who is not an elected official, but a member of the community appointed to a Committee by Council