



**Town of Goderich Recreation Review Ad Hoc Committee
(herein after referred to as the Recreation Review Committee)**

Terms of Reference

Established by Council: February 1, 2021
Date Committee Ends: Refer to Section 3

1. REPORTING STRUCTURE

While it is the legislative mandate of Goderich Town Council to make the final decision on all matters that affect the municipality, the role of the Recreation Review Committee is to provide oversight and recommendations as per the chosen Consultant, on the long-term and future needs of recreation in the Town of Goderich.

2. MANDATE

The Recreation Review Committee's mandate is to:

- a) To seek recommendations and advice of the chosen Consultant.
- b) Oversee a Community Recreational Needs Assessment of programming and facility requirements for the Town of Goderich, for today and into 2030, to ensure long-term affordability and sustainability.
- c) Engage community residents, user groups and stakeholders within the Town and surrounding area, in the Needs Assessment process with public meetings and focus groups.
- d) Oversee an Operational Review of Recreation for the Town of Goderich.
- e) Conduct a review of Recreational Service Delivery Models that are best suited for the Town of Goderich's diverse recreation needs and reflect what is illustrated in the findings of the Needs Assessment.
- f) Upon completion of the Committee's mandate, to oversee the preparation of a detailed final comprehensive report to Council, by the chosen Consultant, identifying all findings and recommendations of the Committee.

3. **TERM OF APPOINTMENT**

The Recreation Review Committee will disband upon completion of the Committee's mandate and final delivery of the findings and recommendations to Council, by the Consultant.

4. **QUALIFICATION**

Members shall be chosen for their overall broad vision and scope of recreation within Goderich and surrounding area, as well as their dedication and commitment for the betterment of recreational needs today and into the future.

5. **COMPOSITION OF COMMITTEE MEMBERS**

The Recreation Review Committee shall be composed as follows:

John Grace, Mayor, Board of Management of Recreational Services
Stephen Tamming, Councillor, Board of Management of Recreational Services
Trevor Bazinet, Councillor
Phil Dalton, Chair, Board of Management of Recreational Services
Five (5) Community Members at Large

Staff requirements: Senior Management Team and/or other staff as required.

All Community Members at Large shall be selected by Town Council. If a Committee member is unable to complete the term as set in Section 3 above, a new Committee member will be selected by Town Council.

The Recreation Review Community Members at Large shall serve without remuneration.

6. **RECRUITMENT OF CITIZEN APPOINTMENTS**

When required, an ad will be placed in the Goderich Signal Star, on the Town's website and Facebook page for the recruitment of new Council appointed Community Members at Large.

7. **STAFF APPOINTMENT TO THE COMMITTEE**

Senior Management Team and/or other staff as required.

8. **ADVISORY WORKING GROUPS**

From time to time, the Committee may request the advice or participation of users, individuals, special interest groups or organizations with a particular area of expertise to work directly with the Consultant.

9. **QUORUM**

Quorum shall be reached with the presence of a majority of the appointed members, at a time no later than fifteen (15) minutes past the scheduled meeting time.

The issuance of an Agenda for a meeting of this Committee will be considered as notice of that meeting.

10. FREQUENCY AND LOCATION OF MEETINGS

The Recreation Review Committee will meet on the third Tuesday of each month at 7:00 PM, or as determined by the Committee at the call of the Chair and held via Zoom if necessary, until a meeting place can be determined following the pandemic if preferred. Length of meetings shall be no more than ninety (90) minutes.

Any member of the Committee who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee and Council shall advertise for the vacant position.

All meetings shall be open to the public, in accordance with the Town of Goderich's Procedural By-Law and the Municipal Act. A meeting of the Committee may only be closed to the public, if the subject matter being considered meets the criteria established in Section 239 of the Municipal Act. The Committee shall maintain a record of the Closed meeting with the Town Clerk.

11. AGENDAS AND MINUTES

A copy of the Agenda shall be prepared by the Committee Secretary and provided to the Clerk at the same time it is provided to Committee members. The Clerk will post the agenda on the Town's website.

Minutes of all meetings of the Committee shall be forwarded to the Clerk no later than one week after the meeting. The Clerk will electronically circulate the meeting minutes to all members of Council in the next Council Agenda package for their information and post the meeting minutes on the Town's website. The Committee Secretary shall circulate the preceding minutes in the Agenda package.

12. SELECTION OF THE CHAIR AND VICE-CHAIR

The Chair and Vice-Chair shall be selected by the Committee at the first meeting. The Chair and Vice-Chair shall not be the member of Council.

13. ROLE OF THE CHAIR AND VICE-CHAIR

The role of the Chair is to:

- Work in collaboration with the chosen Consultant
- Preside at the meetings of the Recreation Review Committee using the Town's Procedural By-Law, and keep discussion on topic;
- Provide leadership to the Recreation Review Committee to encourage that its activities remain focused on its mandate as an advisory Ad Hoc committee of Council;

- Recognize each Member’s contribution to the Committee’s work;
- Make deputations, presentations, etc. before Council as directed.

In the absence of the Chair, the Vice-Chair will chair the meetings and act for the Chair as necessary.

14. ROLE OF COMMITTEE MEMBERS

The role of Committee members is to:

- a) To seek recommendations and advice of the chosen Consultant.
- b) To ensure thorough oversight that the mandate of the Recreation Review Committee is being fulfilled;
- c) Ensure full public participation of the Community;
- d) Work collaboratively as a cohesive Committee in parallel with community interest groups;
- e) Comply with the:
 - Town of Goderich’s Code of Conduct;
 - Town of Goderich’s Accountability and Transparency Policy;
 - Town of Goderich’s Procedural By-Law;
 - Town of Goderich’s Social Media Policy;
 - Other applicable Town by-laws and policies;
 - Municipal Act
 - Municipal Freedom of Information and Protection of Privacy Act
 - Municipal Conflict of Interest Act
- f) Notify the Committee Secretary within 24 hours of the meeting if they are unable to attend to ensure that quorum will be available for all meetings.

No individual member or the Committee as a whole has the authority to make direct representations of the Town to Federal or Provincial Governments.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Secretary and absent him/herself, for the duration of the discussion at that meeting, and voting (if any) with respect to that matter.

The Committee does not have any delegated authority; it is to serve as an exploration and research committee only. Recommendations requiring implementation, expenditures, reports or staff actions must first be considered by staff and/or Council. Council may cause the Committee to review and report on matters pertaining to the Committee’s purpose.

15. PURCHASING POLICY

This Committee has no purchasing or procurement responsibilities.

16. INSURANCE

The Town of Goderich's General Liability Policy and Errors and Omissions Liability Policy will extend to the Committee and its members provided that the Committee is under the control of, answerable to, or the responsibility of the Town of Goderich and Council. The applicable insurance policies extend to Committee members while in the performance of his/her duties and to those activities authorized by the Town of Goderich and Council. Members must adhere to the policies and procedures of the Town of Goderich and Council, including the Terms of Reference.

Committee members are not entitled to any benefits normally provided by the Town of Goderich, including those provided by the Workplace Safety and Insurance Board of Ontario (WSIB) and are responsible for their own medical, disability or health insurance coverage.

17. EXPULSION OF MEMBER

The Committee may recommend to Council the expulsion of a member or Council may remove a member for reasons as listed, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; disrupting the work of the Committee or other legal issues.

18. TERMS OF REFERENCE

Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the Clerk through a report to Council.

At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.