

**MUNICIPALITY OF THE DISTRICT OF CHESTER
RECREATION AND PARKS COMMITTEE**

~ TERMS OF REFERENCE ~

1. The “Municipality of the District of Chester Recreation & Parks Committee” is a standing committee of the Municipality of the District of Chester.
2. Definitions
 - a) Committee means a committee of the Municipality of the District of Chester;
 - b) Council means the council of the Municipality of the District of Chester;
 - c) Councillor means a member of the Municipality of the District of Chester Council;
 - d) Municipality means the Municipality of the District of Chester;
 - e) Members means members of the committee;
 - f) Chair means the person appointed by the members to lead the Committee;
 - g) Director means Senior Administrator of the Recreation & Parks Department.
3. Objects
 - a) To promote the development of recreation and leisure services throughout the Municipality utilizing volunteer community organizations as its prime vehicle to obtain this goal.
 - b) To consult with, advise and make recommendations to the Council on matters affecting the development and maintenance of recreational facilities, programs and services.
 - c) To provide input into agreements entered into by the Municipality for the enhancement of recreation opportunities for its citizens.
 - d) To be consulted whenever it is proposed to lease, sell or to otherwise dispose of any municipal land that is held for park purposes or for other public recreation purposes, and whenever it is proposed to purchase or otherwise acquire land for public recreation purposes.
 - e) To make recommendations with respect to Land Use By-laws relating to recreation facilities and parks.
 - f) To annually review the goals and strategies of the Recreation & Parks Department.

4. Membership

- a) The members of the Committee shall be as follows:
 - i. One member of the Council, who shall be appointed annually by the Council; and who should hold office for the terms for which they are respectively appointed; and who shall cease to hold office upon ceasing to be a member of the Council.
 - ii. Seven residents of the Municipality shall be appointed by the Council who shall hold office for the terms for which they are respectively appointed; and who shall cease to hold office upon ceasing to be residents of the Municipality; geographical representation and those with trail interests will be taken into account when appointments are made.
 - (1) initial appointments shall be for the following terms:
 - (a) Two residents for a one year term.
 - (b) Two residents for a two year term.
 - (c) Three residents for a three year term.
 - b) Resident members shall be appointed for a term of three years, but a member shall be eligible for reappointment, provided that no one shall be eligible for appointment for more than two consecutive three year terms.
 - c) Where a vacancy occurs on the Committee other than by reason of the expiration of the term of a member, the Council shall appoint a person to fill the vacancy, as soon as possible; and that person shall hold office for the remainder of the term of the member in whose place that person is appointed and, where the remainder of the term is less than one year, the remainder of the term is not part of a three-year term for the purpose of subsection (2).
 - d) At least one month prior to the expiration of the term of any member, the Chair will notify Council in writing of any such vacancy.
 - e) The members, notwithstanding the foregoing provisions of this Section, shall hold office until their successors are appointed as herein set forth.
 - f) Each member will receive meeting pay for regular monthly meetings of the Committee. Any other ad hoc committees that are struck and meet outside of the regular meetings, each member shall serve without remuneration but shall be paid such expenses as are necessarily incurred by such member in the discharge of the member's duties and which are ratified by the Committee.
- 5) A quorum will represent two-thirds of the membership of the Committee.

6) Open Meetings and Exceptions

- a) Regular meetings of the Committee shall be held on at least four days' notice, but emergency meetings may be called by the Chair on one day's notice.
- b) Except as otherwise provided in this section, Committee meetings are open to the public.
- c) The Committee shall meet in closed session to discuss matters relating to:
 - i) Acquisition, sale, lease and security of municipal property;
 - ii) Personnel matters;
 - iii) Contract negotiations
 - iv) Litigation or potential litigation
 - v) Legal advice eligible for a solicitor client privilege;
 - vi) Public security
- d) No decisions shall be made at a private Committee meeting except a decision concerning procedural matters or to give direction to staff of, or solicitors for, the Municipality.
- e) A record which is open to the public shall be made, noting the fact that the Committee met in private, the type of matter that was discussed, as set out in subsection (c) and the date, but no other information.

7) Voting at a Committee Meeting

- a) Unless otherwise prescribed by statute, a question arising at a Committee meeting shall be decided by a majority of votes.
- b) Subject to the Municipal Conflict of interest Act, all members present, including the person presiding, shall vote on a question.
- c) Unless otherwise specified in a policy, a member who fails to vote on a question before the Committee is deemed to have voted on a question in the negative.
- d) In the event of a tie in a vote on a question, the question is determined in the negative.
- e) The person presiding at a meeting of the Committee may need to expel a person and can exclude a person, including a member, who is disrupting the proceedings of the Committee.

8) Other

- a) The Committee shall perform its responsibilities according to the by-laws and/or policies of the Municipality.
- b) Appointments to the Committee will follow the Committee of Council policy and be approved by the Municipal Council by a resolution.
- c) The Committee shall operate in accordance with the procedures provided in the Municipal Government Act and the procedural policy/by-laws for Municipal Council applies to the Committee unless Council, by policy, decides otherwise.
- d) A member of the Committee who is a council member is not entitled to additional remuneration for serving on the Committee, but shall be reimbursed for approved expenses incurred as a Committee member.
- e) A Committee member who is not a Council member shall be reimbursed for approved expenses incurred as a Committee member.

9) Administration

- a) No Committee member shall instruct or give direction to, either publicly or privately, any employee of the municipality.
- b) The Recreation & Parks Director is responsible for the management and administration of the Recreation & Parks Department and liaison to the Committee.

10) Calling Meetings

Meetings will be held monthly on the third Monday of the month starting at 7:00 p.m., unless decided otherwise by the Chair.

11) Chair or Vice-Chair

Members on an annual basis will elect the Chair and Vice-Chair. A person in the Chair position cannot hold this position for more than two consecutive three year terms.