

**MUNICIPALITY OF THE DISTRICT OF SHELBURNE  
RECREATION AND PARKS ADVISORY COMMITTEE**

**~ TERMS OF REFERENCE ~**

1. The “Municipality of the District of Shelburne Recreation & Parks Advisory Committee” is an **Advisory Committee of the Council** of the Municipality of the District of Shelburne.

**2. Definitions**

- a) Advisory Committee means a committee of the Municipality of the District of Shelburne;
- b) Council means the council of the Municipality of the District of Shelburne;
- c) Councilor means a member of the Municipality of the District of Shelburne Council;
- d) Municipality means the Municipality of the District of Shelburne;
- e) Members mean the members of the Advisory Committee;
- f) Chair means the person appointed by the members to conduct meetings of the Advisory Committee;
- g) Director means the Senior Administrator of the Recreation & Parks Department.

**3. Objects**

- a) To promote the development of recreation, parks, and leisure services throughout the Municipality in cooperation with volunteer community organizations.
- b) To consult with, advise and make recommendations to the Council through the Director of Recreation & Parks 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 and park 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 short and long term goals and objectives of the Recreation & Parks Department.

(g) To provide input into the annual Recreation & Parks budget through the the Director of Recreation & Parks.

#### 4. Membership

a) The members of the Advisory Committee shall be as follows:

i. Two members 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 upon response to a call for Expression of Interest, 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 will be taken into account when appointments are made, preferably each District is represented.

iii. 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 resident vacancy occurs on the Advisory Committee by reason of the expiration of the term of a member, the Council upon response to a call for an Expression of Interest shall appoint a person to fill the position.

d) Where a resident vacancy occurs on the Advisory Committee other than by reason of the expiration of the term of a member, the Council upon response to a call for a Expression of Interest 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.

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 serve without remuneration but shall be paid such expenses as are necessarily incurred by such member in the discharge of the member's duties with prior approval by the Advisory Committee.

5) A **quorum** will consist of a majority of the membership.

6) **Open Meetings and Exceptions**

a) Regular meetings of the Advisory Committee shall be held on the first Thursday of each Month except as otherwise decided. Emergency meetings may be called by the Chair on one day's notice.

b) Except as otherwise provided in this section, Advisory Committee meetings are open to the public.

c) The Advisory 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 closed/private Advisory Committee meeting except a decision concerning procedural matters or to give direction to staff of, or solicitors for, the Municipality. A record which is open to the public shall be made, noting the fact that the Advisory 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 an Advisory Committee Meeting

a) Unless otherwise prescribed by statute, a question arising at a Advisory Committee meeting shall be decided by a majority of votes.

b) Unless otherwise specified in a policy, a member who fails to vote on a question before the Advisory Committee is deemed to have voted on a question in the negative.

c) In the event of a tie in a vote on a question, the question is determined in the negative.

d) The person presiding at a meeting of the Advisory Committee may expel a person from the meeting.

8) **Other**

- a) The Advisory Committee shall perform its responsibilities according to the by-laws and/or policies of the Municipality and these Terms of Reference.
- b) The Advisory Committee shall operate in accordance with the procedures provided in the Municipal Government Act and the procedural policy/by-laws for Municipal Council apply to the Advisory Committee unless Council, by policy, decides otherwise.

9) **Administration**

- a) No Advisory 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 Advisory Committee.

10) **Calling Meetings**

Meetings will be held monthly on the first Thursday of the month starting at 6:00 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.