

Municipality of West Nipissing
RECREATION AND CULTURE ADVISORY COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

The Recreation and Culture Advisory Committee will assist Council in an advisory capacity on matters related to art, culture, heritage, recreation, leisure, and programming in West Nipissing.

2. MANDATE

The mandate of the Recreation and Culture Advisory Committee is:

- To advise and make recommendations to Council on matters related to art, culture, heritage, recreation, leisure, and programming in West Nipissing.
- To develop and maintain working relationships with organizations and volunteer groups who are involved in this kind of work in the community.
- To advise Council and assist with the development of educational and recreational programs based on community needs.
- To make recommendations to Council and set out clear goals and priorities for the upcoming years.
- To undertake other assignments as may be requested by Council, as it relates to the overall purpose of the committee.

3. MEMBERSHIP / VOTING

The Committee will be comprised of a maximum of 11 (eleven) voting members

- 7 (seven) community members appointed by council representing various sectors
- 2 (two) youth representatives – appointed by/from the Youth Advisory Committee (ages of 14-24 **must be 14 years old prior to January 1st, 2023*)
- 2 (two) members from Council

Sector Representation:

A cross-section of representatives from various sectors should be considered by Council when appointing individuals to the committee. This will ensure sector representation and help formulate a strategic committee possessing critical knowledge and experience. The key sectors include;

- Art, Culture & Heritage
- Sports & Recreation
- Events & Leisure
- Programming

To ensure a diverse and inclusive environment, when appointing individuals, Council will consider representatives from various race, religion, gender, gender identities or expressions, sexual orientation, national origin and disabilities.

Members are selected by resolution of Council. The term of the Committee is 4 years and is concurrent with the term of Council.

Please note: The term length for the 2 youth representatives will correspond with the Youth Advisory Committee's term of a minimum of 1 school year (September to June). Once selected, the youth representatives will be considered for reappointment in future years. The success of youth involvement in committees hinges on the experience and guidance of returning members. The youth representatives will receive acknowledgement for volunteer hours and will be eligible for mileage reimbursement as per municipal policy.

The Recreation and Culture Advisory Committee shall, from amongst its members, choose a Committee Chair. The selection of the chair shall be made at the first meeting of the year for each year of the committee's term.

Resource Team (Non-Voting Members):

Municipal Staff;

- Director of Economic Development and Community Services
- Minimum of 1 Community Development Officer or designate
- As required, community partners and key stakeholders (WN Health Centre, DNSSAB, Health Unit, Ministry of Tourism, Culture and Sports, etc.)
- Other Municipal Staff as required (Facilities Manager, etc.)

Committee Members will:

- Have demonstrated expertise in their affiliation(s);
- Be able to allocate sufficient time during the day for participation in scheduled meetings;
- Be able to allocate sufficient time to review the agenda, minutes and any applicable documentation in advance of each scheduled meeting;
- Demonstrate a strong interest in and commitment to remaining informed on community development related initiatives;
- Participate as a team member, capable of a community ambassador role;
- Be strong proponents of the Municipality's well-being.

4. QUORUM

Quorum for the Recreation and Culture Advisory Committee is 6 voting members, which must include at least 1 Council representative, regardless of the number of members in attendance.

5. SUB-COMMITTEE

Should the Advisory Committee feel a sub-committee is required to deal with specific issues, such sub-committees shall be ad hoc in nature, with specific, clearly articulated mandates. Membership on sub-committees may be expanded to include individuals who are not advisory committee members, to take advantage of individual expertise.

6. MEETING TIME AND LOCATION

The committee will hold at minimum 4 meeting a year, and as necessary. Additional meetings of the Committee may be called by the Chair, with a minimum of 72 hours' notice, to address urgent matters.

Meetings will be held in the Council Chambers at Town Hall. If the Council Chambers are not available an appropriate alternative location will be selected.

7. ATTENDANCE

All appointed Committee members will make their best efforts to attend committee meetings;

Should appointed Committee members miss 3 consecutive committee meetings, they will have been deemed to have resigned, as such the vacancy will be posted forthwith for a new member appointed by Council.

8. AGENDA, MINUTES & PROCEDURE

Agenda items will be set by the Community Development Officer, in consultation with the Chair.

Minutes will be prepared and kept by the Community Development Officer, who will distribute the minutes to all of Council in accordance with municipal policy.