

## RECREATION COMMITTEE

### TERMS OF REFERENCE

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#### 1. Purpose

The Village of Radium Hot Springs Recreation Committee (hereinafter referred to as “the Committee”) is a select committee of the Village of Radium Hot Springs Council (hereinafter referred to as “Council”), pursuant to section 142 of the *Community Charter* and the *Village of Radium Hot Springs Council Procedure Bylaw* and its amendments (hereafter referred to as “*Council Procedure Bylaw*”). The Committee advises and makes recommendations to Council by providing a local perspective on recreation activities in the Village of Radium Hot Springs (hereinafter referred to as the “Village”) in accordance with the scope and objectives below.

#### 2. Scope and Objectives

The Committee will:

- identify issues and gaps in recreational activities and provide advice on how to address these issues through Council planning;
- support interested organizations or community members in carrying out activities or events as per Council direction;
- recommend activities that create healthy and active living opportunities for all ages and abilities, with an emphasis on safety and inclusivity; and
- other matters referred to by Council.

The Committee will not participate in operational matters respecting the Village and its recommendations to Council are non-binding.

#### 3. Membership

The Committee is to serve as an advisory body to Council. The Committee shall be constituted and appointed by Council as follows:

- Four volunteer voting members. All members acknowledge that they shall serve without financial remuneration. Preference will be given for individuals with knowledge or interest and/or experience in community recreation;

- One Council member (Mayor, Deputy Mayor or other Council member) who serves as a representative to the Committee. The Council member shall have voting privileges equal to every other member. The Council representative will be the liaison to the rest of Council and will report on the work of the Committee. The Mayor or Deputy Mayor could act as alternate Council representative; and
- One Village staff member (non-voting), being the Corporate Officer or designate.

#### **4. Qualifications**

The following are considered minimum qualifications to serve on the Committee:

- resident of the Village;
- available to attend most Committee meetings (electronic or in-person); and
- access to a computer and an e-mail address in order to participate electronically in meetings and to receive and respond to communications and information including meeting agenda packages.

#### **5. Appointment and Term**

Members shall be appointed by resolution of Council, for a one year term to run consistent with the appointment of Council representative.

The majority of appointed voting members shall constitute a quorum.

The Committee members shall appoint a Chair and Vice-Chair.

Members must make a reasonable effort to notify Village staff at least two days before the meeting if they are unable to attend.

#### **6. Meeting Procedures and Schedule**

At its first meeting after its establishment, the Committee must establish a schedule of meetings, and the Corporate Officer will post notice of the meeting schedule in accordance with the *Council Procedure Bylaw*.

The Committee will recognize that each meeting requires significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope and objectives.

The Corporate Officer or designate, in consultation with the Chair, will determine the agenda items. Agendas will be prepared by the Corporate Officer or designate and are to be forwarded to Committee members a minimum of three days prior to the meeting.

Minutes of meetings of the Committee shall be prepared by the Corporate Officer or designate and approved by the Committee.

Minutes of the Committee meetings will be signed by the Chair or other member presiding at the meeting and the Corporate Officer or designate and will be posted on the Village's website and included in Regular Council Agenda packages, for information.

The proceedings of the Committee are to be conducted in public unless the subject matter being considered falls within an applicable subsection of Section 90 of the *Community Charter*.

As a formal committee of Council, the Committee members are subject to the *Council Procedure Bylaw* and any other applicable policies and/or procedures and legislation.

#### **7. Removal of a Member from Committee**

Council may, by resolution, remove a member from the Committee for good and sufficient reason, which may include any of the following, without limitation:

- a) the absence of a member from three consecutive regularly scheduled Committee meetings, unless the absence is because of illness or is with leave of the Committee;
- b) a finding by Council that the member has engaged in misconduct, such as bullying or harassment of another Committee member or a Village employee; or
- c) participation by a member in circumstances where the Committee member knowingly has a conflict of interest.

In any case where Council proposes to remove a member from a Committee, the member will be provided with notice and an opportunity to be heard by Council prior to Council voting on the matter.

#### **8. Resignation from the Committee**

Any member may resign upon sending written notice to the Corporate Officer.

In the event of a vacancy occurring during a regular term, the vacancy may be filled for the remainder of that term in the same way the initial appointments were made.

#### **9. Conflict of Interest**

If a Committee member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question of a matter because the member has a direct or indirect pecuniary interest in the matter, or for any reason, the member must declare this and state the general nature of why he or she considers this to be the case and immediately leave the meeting or part of the meeting during which the matter is under consideration.

The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

#### **10. Closed Meetings and Confidentiality**

No meeting or part thereof shall be closed to the public except in accordance with Section 90 of the *Community Charter*. Should a Closed meeting be held by the Committee, members must keep in confidence, any information considered in any part of said meeting until such time as the information is released to the public as lawfully authorized or required. Should the Village suffer loss or damage due to contravention of confidentiality, the municipality may recover damages from the person(s) for the loss or damage.