



## PARKS, RECREATION ARTS AND CULTURE ADVISORY COMMITTEE

### TERMS OF REFERENCE

#### ESTABLISHMENT

1. In accordance to Bylaw # 09-2022.

#### PURPOSE

2. The Council of the Town of Pilot Butte wishes to establish the Pilot Butte Parks, Recreation, Arts and Culture Advisory Committee to support and facilitate the achievement of the Town of Pilot Butte's vision, goals and to advise Council on matters relevant to the Town's sport, Arts, Culture, and Recreation Activities.

#### INTERPRETATION

3. In these terms of reference,
  - a) **Administration** means employees working for the Town of Pilot Butte;
  - b) **Agenda** means the list of items and order of business for any meeting;
  - c) **Chair** means the member appointed by the members of Committee to preside over the Committee's meeting;
  - d) **Council** means the Town of Pilot Butte Council;
  - e) **Minutes** means the record of decisions of a meeting;
  - f) **Quorum** means the minimum of number of members that must be present at a meeting for business to be transacted; and
  - g) **Town** means the Town of Pilot Butte.

#### SCOPE

4. The committee is established to:
  - a) Provide input in the development of plans and policies under the responsibility of the Town of Pilot Butte's Parks, Recreation and Culture Department;
  - b) Raise the profile of parks, recreation and culture through positive support and promotion in the community;
  - c) Encourage and support volunteerism and volunteer organizations within the Town;
  - d) Identify concerns and present constructive solutions for the Town of Pilot Butte's programs, facilities, open spaces, trails and events; and
  - e) Undertake other assignment as may be requested by Council or Administration, as it relates to parks, recreation, and culture.
5. The committee does not concern itself with administrative or operational issues, except as presented in the context of policy and planning considerations.
6. Council or the Town Mayor may refer any matter to the committee listed within its scope.



## **AUTHORITY**

7. The committee is considered a non-standing committee of Council that has been developed to advise, support, improve and promote parks, recreation and culture in Town.
8. The Committee shall have no delegated powers of Council.
9. The Committee shall have the authority to resolve matters which are administrative and non-substantive in nature such as:
  - a) Approving meeting agendas and changes to the agenda;
  - b) Appointing a committee chair and vice-chair;
  - c) Appoint an acting chair in the absence of the chair;
  - d) Setting, or changing, the date, time, and place of a meeting; and
  - e) Seeking information from or through Administration, obtaining expert advice, or referring matters to another committee for further consideration.
10. Advise and consult with Municipal Council on matters pertaining to community recreation services related to programs, facilities and planning.
11. Provide advisory support to non-profit community organizations for recreation program/services in the community.
12. Provide advisory support to local organizations in delivering recreation programs/services in the community.
13. Make recommendations on policies and procedures for recreational service delivery.
14. Make recommendations for setting fees for facility users.
15. This committee shall primarily serve in an advisory capacity.

## **MEMBERSHIP**

16. The Committee shall consist of members whom share a passion for sport, culture and recreation including:
  - a) The Mayor;
  - b) One (1) representative from the Town of Pilot Butte Council;
  - c) One (1) representative from the RM of Edwold No. 158;
  - d) The Director of Parks, Recreation, and Culture; and
  - e) Seven (7) to nine (9) individuals residing within Pilot Butte.
    - I. One must be a citizen representative of the senior citizen community (55+ years old).
    - II. One must be a citizen representative of the youth community (13 – 23 years old).
17. The Committee shall appoint a Chair and Vice-Chair every two years.
  - a) The Chair and Vice-Chair shall not be a member of Council or the Director of Parks, Recreation, and Culture.
18. The Committee shall appoint a recording secretary every two years.



- a) The recording secretary, with support from Town administration, shall act as administrative coordinator and recording secretary for the committee and shall prepare minutes to be shared with Council following each Committee meeting.
  - b) The recording secretary shall not be a member of Council or the Director of Parks, Recreation, and Culture.
19. Appointment terms shall be for no more than three (3) years.
20. Appointees may be reappointed from term-to-term for a maximum of three (3) consecutive terms.
21. Appointment terms shall commence January 1 – December 31<sup>st</sup> each year.
22. Council may, as its discretion, revoke the membership of any individual who has been appointed to the committee.
23. The Director of Parks, Recreation and Culture, or their designate, shall attend all committee meetings. Other members of administration or members of the public may be invited to attend to advise and provide information where required.

#### **APPOINTMENT AND REMUNERATION**

24. The Committee is a volunteer membership and community members shall receive no remuneration.
25. Members of Council shall receive remuneration as per The Council Remuneration Policy.
26. The procedure for appointment to the Committee for community members shall be:
- a) By advertisement, invite, or individual interest in completing the *Parks and Recreation Advisory Committee Application Form*.
  - b) All applications will be submitted to the Director of Parks and Recreation to provide to Council for review and selection of appointment into the committee.
27. The procedure or appointment to the Committee for Council members shall be by the resolution of Council.

#### **MEETING INFORMATION**

28. The Committee shall meet for a minimum of five (5) meetings per calendar year.
- a) The Director of Parks, Recreation, and Culture or Chairperson may request additional meetings be convened at their discretion.
29. An agenda shall be prepared and distributed minimum one (1) week prior to each meeting to all Committee members.
30. Meetings will be held in the Town of Pilot Butte's Council Chambers at 6:30 pm on the date of selection.
31. A minimum of five (5) members must be present to meet Quorum.
32. Voting shall only be required in the event Committee consensus is not able to be reached on a decision. In the event voting is required, each member shall have one (1) vote and in the event of a tie the vote shall not pass.



## **REPORTING AND COMMUNICATION**

33. The recording Secretary, or their designate, shall prepare minutes of all meetings of the Committee, including any recommendations of the Committee.
34. The minutes shall be circulated to Committee members as a DRAFT for review and approval before submission to Council and the Public. The Committee will have one (1) week from date of receiving minutes to report any edits.

## **EXPECTATIONS OF MEMBERS**

35. There is a minimum of five (5) meetings in any given year. Members are expected to attend all of them, barring unforeseen circumstances. If members are not able to attend one of the scheduled meetings, it is expected that they will inform the Director of Parks, Recreation, and Culture or the Chairperson of the Advisory Committee.
36. Members are expected to read and respond to communication provided to the Advisory Committee in a timely fashion.
37. Members are expected to treat other Committee members with respect.
38. Members are expected to provide a minimum of one (1) months written notice if their commitment or circumstance changes where they are not able to further sit on the Advisory Committee to the Director of Parks, Recreation, and Culture. Council will then review applications and appoint a replacement.
39. Members are expected to be accountable in providing any report or information regarding specific agenda items to the Committee at each Committee meeting.