

RECREATION and CULTURE COMMITTEE OF ERIN (RACC)

DRAFT TERMS OF REFERENCE JUNE 1, 2004

1.0 GOAL

To advise and assist the Council and the citizens of the Town of Erin on matters associated with recreation and culture.

2.0 PRINCIPLES

Principles that guide the work of the Recreation & Culture Committee (RACC) include:

- A commitment to enhancing the quality of life for all residents
- A commitment to ensuring accessibility of recreation & culture to all residents of the Town of Erin
- A commitment to collaboration and partnership to achieve common objectives

3.0 MANDATE

The mandate of the Recreation & Culture Committee of Erin (RACC) is to provide advice on a range of recreational and cultural activities including but not limited to:

- Supporting and enhancing communications with the residents of the Town of Erin on recreational and cultural opportunities
- Supporting and enhancing existing recreational and cultural sectors within the community
- Identifying new and emerging recreational & cultural opportunities
- Ensuring broad consultation with community stakeholders on recreational & cultural issues and opportunities
- Working with other recreation and culture providers (Upper Grand District School Board, Credit Valley Conservation, Centre 2000 Management Committee, Minor Hockey, Baseball, Soccer, Erin Arts Foundation, etc.) to enhance recreation and culture in the Town of Erin
- Communicating, and collaborating where appropriate, with other Town of Erin committees (including Ballinafad Hall Committee, BIA, Environment Committee, Heritage Committee and Economic Development Committee etc.)

4.0 MEMBERSHIP AND RESPONSIBILITIES

The Recreation and Culture Committee of Erin (RACC) shall consist of 7-13 members appointed by resolution of Council. This membership shall be composed of members of the public and shall include one Councillor. Eligible members will generally be residents or taxpayers of the Town of Erin. To the greatest extent possible, public representation will be multi-sectored and include representatives from the following stakeholder groups:

- Minor sports organizations (Hockey, Soccer, Baseball, Figure Skating etc.)
- Other sports organizations (Adult sports groups etc.)
- Cultural organizations (Erin Arts Foundation, Erin Community Theater, Erin Cinema etc.)
- Other recreational & cultural organizations (Elora Cataract Trailway etc.)
- Community representatives (Members at large)

4.1 Members shall be appointed for a three-year term to run consistent with the term of Council. Members may also be appointed for shorter or more flexible terms in consideration of special circumstances (e.g.: student representatives, non-resident “experts”, or to fill out a prematurely vacated term.)

4.2 A Chair, Vice-Chair and recording secretary for RACC will be elected by majority vote among the members at the first meeting of every year. The Chair and Vice-Chair positions may be appointed to those positions for a maximum of three consecutive years. The Chair and/or the Vice-Chair will be expected to be available to make presentations to Council on RACC reports.

4.3 All members will be expected to devote some time between meetings to work on matters before the Committee.

4.4 In the absence of both the Chair & Vice-Chair, the quorum will appoint, from its members, a Chair for that particular meeting, who shall be subject to all the normal responsibilities and privileges assigned thereto.

4.5 By majority vote, RACC may recommend to Council, removal and/or replacement of any member who misses three consecutive full meetings of the Committee, subject to circumstances surrounding the absence. Members requesting a temporary leave of absence or intending to resign from the Committee should provide written notification to the Chair 30 days prior to such action.

4.6 If at any time Committee size drops below 7 members, Council shall appoint an appropriate number of new members.

4.7 In considering new appointments to the Committee, Council may select new members from any remaining applications received during prior RACC appointment periods. Council may also wish to advertise from new public applications from time to time, in accordance with current municipal procedures.

4.8 Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out their activities. To assist in this regard, the committee may, from time to time, request Council to make staff and/or Town consultants available to advise the committee as appropriate. (e.g. Arena managers, Town Manager etc.).

5.0 REPORTING

5.1 RACC is an advisory committee established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and are responsible to Council.

5.2 RACC reports directly to council, under the signature of the Chair or designate. RACC reports and communications will normally be directed to Council through the Town Clerk. The committee Chair, or designate, will be present at Council meetings when RACC reports are being considered. RACC may also appear before Council as a delegation.

5.3 As part of its ongoing reporting requirements, the RACC shall prepare an annual Status Report and Work Plan, which shall be submitted, to Council in January of each year. The report shall, among other things:

- a) summarize the activities and achievements of RACC over the previous year
- b) describe ongoing activities and issues and identify new priorities/concerns, and
- c) outline the Committee's primary projects for the upcoming year, including all anticipated budgetary needs.

5.4 The Committee shall keep proper minutes and records of every meeting and provide the Town with a copy of same.

6.0 FINANCING

6.1 Financial support for the committee will be reviewed annually as part of the Municipality's regular budget process. The Committee from time to time for consideration by Council may submit additional, special project funding requests.

6.2 Committee members will receive no remuneration for their involvement in committee activities. An exception to this clause may be granted by resolution of Council if so requested by RACC.

7.0 CONFLICT OF INTEREST

7.1 Members having a conflict of interest in any matter under consideration by the Committee shall declare the conflict of interest at the beginning of the meeting and shall not discuss or vote on the matter.

8.0 STAFF LIAISON AND SUPPORT SERVICES

8.1 Administrative support to be provided by the Town will include: the coordination of RACC related communications and correspondence; ensuring RACC reports are included in Council agenda packages; and minor clerical support as needed, such as photocopying.

8.2 Technical support to be provided by the Town will include: advice and consultation with Staff managers of Town owned and operated recreational and cultural facilities.

8.3 The Town Treasurer will administer the RACC budget.

9.0 MEETINGS

9.1 The committee shall normally meet once every month, or at the call of the Chair with adequate notice to be given to all members. All committee meetings are open to the public.

9.2 The Committee may, from time to time, invite resource persons to attend a meeting.

9.3 The Committee may establish sub-committees for various topics, issues or proposals as required. Such sub-committees may include non-RACC members, with the approval of the Chair, provided a RACC member chairs the sub-committee. Sub-committees shall report to the RACC committee through the sub-committee Chair.

9.4 Quorum for a full Committee meeting will be 50% of the current membership plus 1.

9.5 On matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus or majority position to Council. On matters where there is a significant lack of Committee consensus, minority positions may also be reported to Council, at the discretion of the Chair. The Chair generally does not vote, unless deemed necessary to break a tie.

10.0 AMENDMENTS

10.1 Amendments to the Terms of Reference can only be made by Council.

10.2 RACC may wish to review the Terms of Reference from time to time and make recommendations to Council regarding amendments.