



Township of Zorra Zorra Recreation Advisory Committee Terms of Reference

Preamble:

We strive to make Zorra better by doing our part. In Zorra, we take great pride in maintaining our exceptional rural lifestyle, made possible by our highly engaged community and government. Our location allows residents and businesses to enjoy a small village atmosphere with abundant green space, easy and fast access to big city amenities and large consumer markets. Zorra is progressive, environmentally strong and prosperous. Our highly productive rural land provides a solid foundation for successful and varied agriculture and food production. In Zorra Township, we care.

Mission Statement:

We are a vibrant community committed to enhancing the quality of life for Township of Zorra residents through the provision of leisure, parks, recreation, trails, arts, culture and program services.

1. Mandate

The purpose of the Zorra Recreation Advisory Committee (ZRAC) is to make recommendations to Council on all aspects relating to the provision of leisure, recreation, parks, trails, arts and culture services in the Township of Zorra whilst adhering to the visions put forward in the **Township of Zorra's Strategic Plan and the Recreation, Arts and Culture Master Plan.**

2. Objectives

- The Committee shall act as stewards of parks, open spaces, trails and community gathering spaces to ensure that current and future generations are able to experience the Township of Zorra's natural and built environments to its fullest potential.
- The Committee will advocate the benefits of leisure services to residents who use the services of parks and recreation. The advocacy will be based on the social, economic, personal and environmental benefits of the services to local residents.
- The Committee may propose and advocate for new initiatives and programs by way of recommendations to Council.

- The Committee shall collaborate with Zorra Township Council, the Recreation Department Staff, community groups, and volunteers to realize and sustain the community's vision of "a vibrant, prosperous, engaged and environmentally conscious community" as put forward in the **Township of Zorra's Strategic Plan and the Recreation, Arts and Culture Master Plan**.

3. Duties and Functions

The Zorra Recreation Advisory Committee shall be responsible for:

- providing a forum for citizens to raise issues and concerns regarding leisure, recreation, parks, trails, arts and culture;
- providing advice and guidance to Council on matters pertaining to policies, practices and programs concerning leisure, parks, recreation, trails, arts and culture;
- promoting leisure, parks, recreation, trails, arts and culture uses in the municipality;
- reviewing and advising on the leisure, parks, recreation, trails, arts and culture needs of the community for Zorra residents;
- providing opportunity for the pursuit of leisure, parks, recreation, trails, arts and culture in order to improve the quality of life in the community;
- establishing such sub-committees as it deems necessary to enquire into, and to make recommendations to the Committee, concerning any aspect of leisure, parks, recreation, trails, arts and culture activities and/or facilities; and
- coordinating and consulting with the appropriate groups where need be (including coordinating with Oxford County Trails Council).

4. Committee Structure

4.1. Committee Composition

The Committee shall be comprised of

- a) Eight (8) voting members who must be Zorra residents;
- b) Up to two (2) members of Council who shall have full voting privileges; and
- c) The Mayor shall sit "ex officio" on the Committee and may attend all meetings and shall have full voting privileges but shall not be counted for the purpose of quorum, as per **Procedural By-law 04-18 (s.8.4)**.

All members are to be appointed by way of Council resolution. Criteria to be considered by Council in selecting Committee Members is attached as Appendix "A". The application form to be used by prospective candidates is attached as Appendix "B".

A representative from the Recreation Department will serve as a staff resource to the Committee. Other staff and delegates may be invited to provide input at times. Staff and delegates are not to be counted towards quorum and do not have voting privileges.

4.2. Committee Term

Members shall be appointed for four-year terms, with a maximum continuous tenure of two full four-year terms. Committee members who have served the maximum tenure may be appointed for an additional term if the committee positions cannot be filled by eligible members. Appointments will run concurrent with the term of Council making the appointment. Appointments may be revoked at any time at the discretion of Council.

4.2.1. Vacancies

Vacancies arise when the term of the committee expires or a committee member resigns. Notice for the filling of vacancies will be published on the Township's website and Township newsletters (when possible). Additional recruitment measures may be employed by Township Staff, when deemed necessary, to fill vacancies on committees.

A mid-term vacancy may occur if:

- a) A member informs the Recreation Department staff in writing of their resignation. The Recreation Department staff will add the member's resignation to the upcoming Committee agenda under "information items", advertise to fill the vacancy and bring forward any applications for an appointment by Council;
- b) A member no longer meets the eligibility requirements; or
- c) A member misses more than 3 successive meetings without the approval of the Committee by resolution and affirmed by Council (**Municipal Act s.259(1)**).

Appointments will only be made for the remainder of the Committee term.

4.3. Committee Chair and Vice-Chair

Of the voting members, a Chair and Vice-Chair shall be elected by majority vote at the first meeting of the new term. The term of the Chair shall be four (4) years. Members of Council are not eligible to serve as a Chair or Vice-Chair. If a Chair or Vice-Chair is not present, members are to select an acting Chair to serve in the same capacity for the duration of that meeting.

The Chair is responsible for ensuring the effective operation of the Committee and its roles in accordance with the Township of Zorra's meeting procedures, as per **Procedural By-law #04-18 (s.6.0)**. Specifically, the Chair shall be responsible for:

- Calling meetings to order;
- Conducting meetings in accordance with the municipality's **Procedural By-law #04-18**;
- Establishing an atmosphere to encourage the exchange of ideas;

- Acting as spokesperson for the Committee; and,
- Representing the Zorra Recreation Advisory Committee when necessary.

The Vice-Chair is responsible for acting in the position of the Chair in the absence of the Chair. Otherwise, the Vice-Chair resumes a regular Committee Member role (see section 4.5.).

4.4. Secretary

The Secretary shall be a member of the Township of Zorra's staff unless otherwise advised. The Secretary shall be responsible for:

- Recording, processing and distributing minutes and agendas;
- Maintaining the files on the Committee and be knowledgeable in proper record-keeping procedures
- Ensuring draft minutes are prepared prior to next meeting for inclusion on upcoming Committee agenda; and
- Ensuring that adopted minutes are forwarded to the Recreation Department staff in a timely manner, for inclusion on upcoming Council agenda.

4.5. Committee Members

Committee members are expected to:

- Attend regular Committee meetings;
- Advise the Chair or Staff if unable to attend a meeting;
- Actively participate in Committee meetings;
- Work in a cooperative manner with other Committee members; and
- Actively participate in carrying out the duties, functions and objectives of the Committee.

5. Committee Operations

5.1. Meeting Structure and Format

Regular meetings will be held on a monthly basis on the fourth Monday of every month, excluding the months of July, August, and December. Meetings will be scheduled by the Zorra Recreation Advisory Committee at their first meeting of each year.

In consultation with the Committee and Council, representatives from the Recreation Department will generate content for each Agenda so as to ensure progress of the Committee's work.

In addition to regular meetings, special meetings of the Committee may be called as per the **Procedural By-law #04-18 (s.4.4)**.

Committee meetings are open to the public and are subject to the provisions of Section 239 of the **Municipal Act, 2001**. Members of the public who are in attendance shall not interfere with the conduct of the Committee. However, should these parties wish to participate in the meeting they may do so at an assigned time as designated in the Committee's Agenda (under "Public Question Period").

5.2. Quorum

The definition of quorum shall be consistent with that given in the **Procedural By-law #04-18 (s. 5.1)** and is the majority of the members of the Committee not prevented from voting by having a pecuniary interest under any Act (e.g. for a committee with 8 members, quorum is 5 members).

If no quorum is present one half hour after the time appointed for a meeting of the Committee, the Secretary shall record the names of the members present and the meeting shall stand adjourned until the day of the next regular or special meeting. If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not to be fully ratified until supported by the majority of members.

5.3. Decision Making and Voting

A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The Committee shall not reconsider a previous motion, unless directed to so by Council.

6. Order of Business

6.1. Committee Agenda

Unless circumstances and subject matter dictate otherwise, the order of procedure for meetings of the Committee shall generally be as follows:

1. Call to Order
2. Adoption of Agenda
3. Declaration of Pecuniary Interest
4. Minutes of last meeting
5. Delegations
6. Business Arising from the Minutes
7. New Business
8. Information Items
9. Public Question Period
10. Next Meeting

11. Adjournment

Committee Members will forward Agenda items to the Secretary by 4:30 p.m. on the Tuesday prior to the meeting. An electronic Agenda for each meeting will be distributed to members the Thursday prior to the meeting, including the minutes of the previous meeting. The agenda and minutes will be posted on the Township of Zorra's official website.

The original agenda and minutes will be managed by the Township's Records Management Coordinator.

6.2. Call to Order

As soon after the hour fixed for the meeting as there is a quorum present, the Chair shall call the members to order and the Secretary shall record the names of members in attendance.

6.3. Declaration of Pecuniary Interest or the General Nature Thereof

See "Conflict of Interest/Declaration of Pecuniary Interest" under s.10.3.

6.4. Minutes from Previous Meeting

The Committee will approve the minutes from the previous meeting. In the event that corrections are considered for the minutes of the previous meeting(s), it shall be considered appropriate to adopt the minutes as amended.

Approved and signed minutes will be received by Council. Substantive recommendations will be forwarded by the Secretary to the Recreation Department staff for review and Council action if deemed necessary. Recommendations must relate to the Committee's mandate. Any recommendations/resolutions from ZRAC that Council has made a decision on will be forwarded by email to the Committee from the Secretary. If further action is required, the item will be added to the upcoming Committee agenda.

Minutes of meetings will be managed by municipal records management practices accordingly as per the Township's **Records Management By-law**.

6.5. Delegations

Any Individual or group wishing to present information to the Committee shall advise the Secretary by 4:30 p.m. on the Tuesday prior to the regular meeting of the Committee stating the purpose of the delegation. The request shall state the nature of the business including specific detailed information to allow the Committee time to research the matter prior to the meeting at which the person wishes to be heard. If the Secretary is not satisfied that sufficient information has been provided to allow the Committee to make an informed decision, the individual or group shall be informed that further information is required. The delegation with the Committee will be postponed until such time as the necessary information is provided.

An individual heard by the Committee shall be limited in speaking to not more than fifteen (15) minutes, except a delegation consisting of more than three (3) persons shall be limited to not more than twenty (20) minutes. Under extenuating circumstances, speaking times may be extended by approval of the Committee.

6.6. Business Arising from the Minutes

Business arising from the minutes includes any reports, issues, and/or other pieces of information from previous meetings whereby no conclusion was drawn on the matter. Business may be carried over from previous meetings when more information is needed on the matter. The date of their first appearance on the agenda shall be noted and repeated for 2 months, and unless the item is disposed of by Council or Committee, the item shall be removed from the agenda.

6.7. New Business

New business includes items that have not been previously presented, considered, and/or acted upon by the Committee that require direction or a decision. New business may include matters that are introduced by a Committee Member to the Secretary on the Tuesday prior to the meeting (as per section 6.1) or at a meeting; however, consideration of the matter shall be given at the next regular meeting unless otherwise determined by consent of the majority of the Committee members.

6.8. Information Items

Items which do not require action of the Committee may be placed on the agenda as an information item. Information items may consist of the following items:

- a) Council reports from the previous Council agendas relating to leisure, parks, recreation, trails, arts and culture;
- b) Information and correspondence from the previous Council agendas that may be of interest to Committee Members;
- c) Announcements about past or upcoming events that a Committee member wishes to inform other members and the public about; and
- d) Any other relevant correspondence not requiring direction.

Should the Committee wish to take action on an Information Item, the Chair shall ask for a resolution, duly moved and seconded, to remove the item from the Information Item section and place in the appropriate section of the agenda.

6.9. Public Question Period

Members of the public may submit to any member or staff any question pertaining to the business of the Committee and matters of community interest. The member or official to whom a question is directed may answer orally at the same meeting or at the next

regular Committee meeting. The public are urged to contact staff prior to the meeting so that an item may be properly researched and presented to the Committee.

Should the question involve new business matters, consideration of said matter shall be given at the next regular meeting unless otherwise determined by consent of the majority of the Committee members.

7. Subcommittees

The Zorra Recreation Advisory Committee may establish subcommittees, as needed, to consider particular issues and carry out specific projects within the mandate of the Committee. Should the Committee decide that a subcommittee is needed for an issue pertaining to recreational services (e.g.. for trail activity), the formation of said subcommittee does not require the approval of Council. The subcommittee will follow this Terms of Reference unless otherwise determined by the Committee or Council.

The subcommittee shall be comprised of Zorra residents. The number of members shall not form quorum of the Committee that established said subcommittee. The Subcommittee may include Zorra Recreation Advisory Committee members and/or volunteers that have been approved by the Committee.

Quorum is not required nor permitted at subcommittee meetings and minutes are not necessary. However, any minutes must document all attendees present at the meeting as well as any information the subcommittee members deems important for Committee knowledge, including summarizing the subcommittees discussions and action in progress to the Committee.

8. Remuneration

Committee Members shall be compensated for their time and effort on the Committee with a flat rate remuneration of one hundred (100) dollars per annum. However, this rate is subject to a deduction of ten (10) dollars for every unattended Committee meeting by a Committee Member. Committee remuneration will be paid in December for every year that the member serves on said committee.

Remuneration is only applicable for regular Committee meetings and does not apply to special meetings and/or subcommittee meetings.

No member of Council that is a Council appointed member on the Committee shall receive remuneration for their membership on the Committee.

9. Reporting

9.1. Lead Department

The Recreation Department will be the lead for the Committee. Staff from other departments and/or members of other agencies may attend meetings as required to provide expertise or report on various matters.

9.2. Delegated Authority

The Committee is to serve as an advisory body to Council and does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must first be considered by staff and/or Council prior to legitimate action. Council may require that the Committee review and report on matters pertaining to the Committee's mandate.

9.3. Duty of Council

Council shall consider recommendations from the Zorra Recreation Advisory Committee and give appropriate consideration to said recommendations. Should Council disapprove of a recommendation from the Zorra Recreation Advisory Committee then Council shall return written reasons for their decision back to the Committee.

10. Responsibilities

10.1 Code of Conduct

All employees and volunteers will be guided by the Township of Zorra's policies and procedures, including Code of Conduct and Harassment and Violence in the Workplace Policy.

Such policies support a positive and respectful workplace that is free from personal harassment and workplace conflict.

10.3 Accessibility

The Township of Zorra is committed to promoting a barrier-free Township for employees, citizens and all who live, work, visit, and invest in the Township of Zorra, as put forward in Zorra's Accessibility Plan. As such, Committee members are to keep this vision of an accessible Zorra in mind when conducting Committee business.

10.3 Conflict of Interest/Declaration of Pecuniary Interest

Committee members are deemed not to have pecuniary conflict of interest in that they have no decision making ability. However, members should be cognizant of perceived conflict in terms of issues which may serve to benefit them personally. Members shall not use their status on Committees for personal or political gain.

10.4 Procedure

The Township of Zorra's Procedural By-Law shall be followed for all matters not specifically addressed within this document. In any case or instance of procedure not provided for, Roberts Rules of Order (Procedure) shall be followed, as near as is practical. These Terms of Reference are established by Council and can only be altered by Council.



APPENDIX "A"

Township of Zorra Zorra Recreation Advisory Committee

Criteria for Selecting Committee

1. The Council of the Township of Zorra shall use for the following criteria in selecting members to serve on the Zorra Recreation Advisory Committee:
 - The Committee shall be comprised of Zorra residents who have a wide range of skills and having a wish to serve their community by volunteering time for the betterment of recreation, arts and culture in the Township of Zorra.
 - In selecting Committee members, Council shall strive to achieve geographic diversity and representation from a variety of cultural and recreational groups.
 - Members willing to bring new perspectives, experiences and areas of interest to the Committee in leisure, recreation, parks, trails, arts and culture.
 - Demonstrated commitment and connections within their own community/networks.
 - Business or governance experience on other boards, committees or community groups.

2. Prospective members must be able to:
 - work in a co-operative manner with other Committee members
 - consult with community members on recreation related issues
 - commit to a four (4) year term
 - attend regularly-scheduled Committee meetings each month as required
 - attend special meetings, or meetings of Council, as may be required.



APPENDIX "B"
**Zorra Recreation Advisory
Committee**

Application Form

Name		
Home Address		
Home Phone	Cell Phone	Home E-mail
Work (if applicable) Company & Address		
Are you available to meet during evenings? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Please briefly outline your past experience as a volunteer, board and/or committee member.		
What new ideas would you bring to the Zorra Recreation Advisory Committee?		

What skills and knowledge would you bring to our Committee? Please indicate your experience in the following areas.	Very Experienced	Some Experience	Little or No Experience
Recreation programming			
Knowledge of recreation facilities			
Program planning and evaluation			
Strategic planning			
Communication, public and media relations			
Other relevant skills/knowledge:			