

**BYLAW 2023-027
SCHEDULE "A"**

**RECREATION AD HOC ADVISORY COMMITTEE
TERMS OF REFERENCE**



**CORPORATION OF THE
TOWNSHIP OF BLACK RIVER – MATHESON**
367 FOURTH AVE, P.O. Box 601, MATHESON, ON P0K 1N0
TELEPHONE (705) 273-2313
WEBSITE: www.twpbrm.ca

1. PURPOSE

The Recreation Ad Hoc Advisory Committee shall be a Committee of Council and shall provide support and recommendations to Council relative to enhancing the quality of life for the residents of Black River-Matheson by working with internal staff and/or 3rd party consultants to develop and present to Council for adoption a Recreational Master Plan.

2. MANDATE AND RESPONSIBILITIES

To be completed by December 31, 2023:

- a) That the Recreation Ad Hoc Advisory Committee work with staff to develop a Request for Proposal to engage a 3rd party consultant to develop a Recreational Master Plan;
- b) That the Recreation Ad Hoc Advisory Committee work with the consultant to develop a Recreational Master Plan for Council's approval and adoption;
- c) That the Recreation Ad Hoc Advisory Committee review the overall usage of the arena and provide recommendations to Council in order to enhance the overall utilization of the arena;
- d) That the Recreation Ad Hoc Advisory Committee review the overall usage and condition of the three (3) outdoor rinks and corresponding rink shacks and provide recommendations to Council to either upgrade the facilities or permanently dissolve their operation.

3. MEMBERSHIP

The Committee shall be comprised of four (4) appointed members of the public and ~~one (1)~~ two (2) appointed Council Members. The appointment of the four (4) members of the public will be focused on trying to seek representation from each of the surrounding hamlets.

The mayor is an ex-officio member.

TOWNSHIP OF BLACK RIVER – MATHESON
429 PARK LANE, P.O. BOX 601, MATHESON, ON P0K 1N0
COMMUNITIES OF: HOLTYRE – MATHESON – RAMORE – SHILLINGTON – VAL GAGNE

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The Assistant Director of Recreation/Executive Assistant shall be a resource and will provide guidance and advice and remain impartial during discussions. The Assistant Director of Recreation/Executive Assistant will prepare any necessary reports for Council's consideration.

The Clerk and or designate shall be the secretary to the Committee.

4. REMUNERATION

The Committee shall adhere to and seek guidance from By-law 2022-036 *Being a By-law to Provide for Remuneration and Expenses for Members of Council and Local Bards, Committees and Municipal Employees.*

5. QUORUM

Quorum shall be majority of the total number of Committee Members. i.e., 50% plus one.

6. TERM OF OFFICE

The Recreation Ad Hoc Advisory Committee shall cease to exist and automatically dissolve with the completion of the items listed in *section 2 – Mandate and Responsibilities.*

7. MEETING FREQUENCY

The Committee will recommend a meeting schedule at the first meeting in consultation with all appointed members and staff availability. The schedule will be approved by Council and posted publicly.

8. AUTHORITY

The Recreation Ad Hoc Advisory Committee is created by and responsible to Council.

9. ADMINISTRATION

- a. The Committee shall adhere to the council procedural by-law in its entirety,
- b. The Committee shall adhere to all applicable municipal policies.

10. CODE OF CONDUCT AND CONFLICT OF INTEREST

Committee members shall, at all-time follow the policies and procedures set out in the Township of Black River-Matheson Code of Conduct policy.

A conflict of interest may arise for committee members appointed by Council when personal or business interests clashes with or affect the duties and decisions of the committee. These members are required to adhere to the Municipal Conflict of Interest Act

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which contains strict rules regulating participation in matters to which there is a direct or indirect pecuniary interest. The onus to declare a conflict of interest lies with the members and not municipal staff.

Committee Members can seek advice from the Municipality's Integrity Commissioner respecting obligations under the Municipality's Code of Conduct policy and the Municipal Conflict of Interest Act.