



1. Purpose

- 1.1. The Committee will advise Municipal Council on all matters pertinent to recreation programs for consideration by Council.

2. Mandate

- 2.1. The Committee will review and facilitate recommendations of recreation programs, events, and initiatives identified by Council, the Recreation Department, and the Committee itself. The ultimate goal is to enhance the quality of life of Richmond County residents through a wide range of innovative, inclusive, and accessible recreation and active living programs and events.

3. Role and Responsibilities

- 3.1. The Committee will provide advice on recreation and active living programs that will benefit the residents.
- 3.2. The Committee will review community-based recreation inventory to identify any service gaps.
- 3.3. The Committee will explore ways to enhance recreation services and programs in all of Richmond County.
- 3.4. The Advisory Committee is to review the Terms of Reference annually.

4. Composition and Terms of Appointment

- 4.1. The Recreation Advisory Committee will be comprised of 12 members:
 - Eight (8) community representatives
 - One (1) member of the current Council
 - Three (3) resource members of the Community Development and Recreation Department

- 4.2. Council appointments shall be from the beginning of their term for up to two years and renewable for an additional two years following a committee review by Council. Members at large appointment shall be for four years with the first year beginning one year after the municipal election cycle.
- 4.3. The Committee will receive administrative support from the Richmond County Community Development and Recreation Department, including the recording of minutes, meeting preparation, and communicating Committee recommendations to Richmond County Municipal Council.
- 4.4. The Co-Chairs shall be elected by the Committee for a one (1) year term, with the provision that they will be eligible for re-election after the completion of the term.
- 4.5. If a Committee member is absent for three consecutive meetings without a justifiable cause (in discussion with the co-chairs), they shall be deemed to have forfeited their membership.
- 4.6. Voting Members (9):
 - (8) community representatives
 - (1) Council member
- 4.7. Non-voting members (3):
 - One (1) Director of Community Development and Recreation
 - One (1) Active Living/Community Engagement Coordinator
 - One (1) Departmental Administrator/Customer Service

5. Meetings

- 5.1. Meeting procedures shall follow the Council Procedural Policy.
- 5.2. The Advisory Committee will meet a minimum of four (4) times per year.
- 5.3. A quorum for meeting purposes will be the majority of voting members.
- 5.4. An agenda will be prepared and distributed to members prior to meetings as per the Strategic Communications Plan. Members will review the agenda and supporting information to be prepared to fully participate in and be knowledgeable on all items to be discussed at the meeting.

6. Authority and Accountability

6.1 The Recreation Advisory Committee is a committee formally approved by Council and is provided with the authority to make recommendations to Council. Final decisions related to the work of the Committee rests with Municipal Council.

6.2 At least quarterly, progress reports shall be presented to Council at Committee of the Whole meetings by a designated member (member of Council, staff, and/ or citizen appointee). The timing of the quarterly reports will be influenced as appropriate by the meeting frequency/activity of the ABCC. If a committee meets at least once, it shall be included in the next quarter reports.

7. Related Documentation

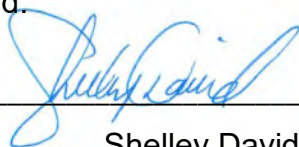
- [Committees Policy](#)
- [Council Procedural Policy](#)
- [Strategic Communications Plan](#)
- [Active Living and Recreation Plan](#)
- [Accessibility Plan](#)
- [Municipal Government Act](#)

8. Version Log

Version Number	Amendment Description	Council Approval	Date
1	New	Yes	October 15 th , 2024

9. Certification

I, Shelley David, Municipal Clerk for the Municipality of the County of Richmond, hereby certify that these Terms of Reference were duly approved.



Shelley David
Municipal Clerk