

Approved: January 25, 2010

Bridgewater Parks, Recreation & Culture Advisory Committee Terms of Reference

1. The "Bridgewater Parks, Recreation & Culture Advisory Committee" is a standing committee of the Town of Bridgewater and is effective November 2009.
2. Definitions:
 - a. 'Advisory Committee' means a standing committee of the Town of Bridgewater;
 - b. 'Council' means the Council of the Town of Bridgewater;
 - c. 'Councillor' means a member of the Council for the Town of Bridgewater;
 - d. 'Community' means the County of Lunenburg;
 - e. 'Members' means members of the Advisory Committee;
 - f. 'Chair' means the person appointed by members to lead the Advisory Committee;
 - g. 'Vice-Chair' means the person who Chairs the meetings of the Advisory Committee in the absence of the Chair;
 - h. 'Director' means the Senior Administrator of the Parks, Recreation and Culture Department.
3. Objects:
 - a. To promote the opportunity for recreation and culture among residents of the Town in cooperation with volunteer community organizations.
 - b. To consult with, advise and make recommendations to the Council through the Director on matters affecting the development and maintenance of recreational facilities, programs and services.
 - c. To provide discussion and input on agreements entered into by the Town for the enhancement of recreation and park opportunities for its citizens.
 - d. To provide discussion and input whenever it is proposed to lease, sell or otherwise dispose of any municipal land that is held for park purposes or for other public recreation purposes, and whenever it is proposed to purchase or otherwise acquire land for public recreation purposes.

- e. To provide discussion and input with respect to Land Use By-Laws relating to facilities and parks and concerning areas of the Town to be zoned for recreation or park purposes.
- f. To assist with transparency, participation and evidence based decision making in community development activities.
- g. To nurture, value, respect and encourage volunteerism and provide all community members with the opportunity to become engaged.

4. Membership:

- a. The members of the Advisory Committee may be as follows:
 - i. Two members of the Council, who shall be appointed annually by the Council; and who shall hold office for the terms for which they are appointed (Nov 1 – Oct 31); and who shall cease to hold office upon ceasing to be members of the Council;
 - ii. Six residents of the community who shall upon response to a call for Expression of Interest, be appointed by the Council and who shall hold office for the terms for which they are respectively appointed;
 - 1. Initial appointments shall be for the following terms:
 - a. Two individuals for the term ending October 31, 2010
 - b. Two individuals for the term ending October 31, 2011
 - c. Two individuals for the term ending October 31, 2012
 - iii. One resident of the community who is under the age of nineteen years, who shall be appointed by the Council for a one (1) year term effective September 1 to August 31; and who shall cease to hold office upon ceasing to be a resident of the Town. This representative's term may be repeated for an additional one (1) year to a maximum of three (3) terms.
- b. In making the appointments to this Advisory Committee, Council shall endeavor to have a balanced representation of interests from the community.
- c. Citizen members shall be appointed for a term of three years, but a member shall be eligible for reappointment, provided that no one shall be eligible for appointment for more than three consecutive three year terms.
- d. Where a vacancy occurs on the Advisory Committee other than by reason of the expiration of the term of a member, the Council upon response to a call for a Expression of Interest and review and input from the Advisory Committee, shall appoint a person to fill the vacancy, as soon as possible; and that person shall hold

office for the remainder of the term of the member in whose place that person is appointed.

- e. The Chair of the Advisory Committee shall, at least one month prior to the expiration of the term of any member, other than those who are members of Council, notify Council in writing of the approaching expiration of such term. Where a vacancy occurs before the expiration of the term of office of any Member, the Chair shall notify the Council in writing of such vacancy.
- f. The Members, notwithstanding the foregoing provisions of this Section, shall hold office until their successors are appointed as herein set forth.
- g. Each Member shall serve without remuneration but shall be paid such expenses as are necessarily incurred by such member in the discharge of the member's duties with prior approval by the Advisory Committee.

5. Open Meetings

- a. All meetings of the Advisory Committee will be open for citizens to attend.
- b. Regular meetings of the Advisory Committee shall be held on at least seven days notice, but emergency meetings may be called by the Chair on one day's notice.

6. Other

- a. Appointments to the Advisory Committee will follow the policy entitled "Appointment of Citizens to Boards, Committees and Commissions" and be approved by Town Council by a resolution.
- b. The Committee shall operate in accordance with the procedures provided in the Municipal Government Act and the procedural policy for Town Council applies to the Advisory Committee unless Council, by policy, decides otherwise.

7. Administration

- a. Proposed agenda items should be submitted to the Director for consideration by the chair.
- b. The Chair is responsible for meeting agenda content and shall review proposed agenda items with the Director before each meeting.
- c. No Committee member shall instruct or give direction to, either publicly or privately, any employee of the Town.
- d. The Director is responsible for the management and administration of the Parks, Recreation and Culture Department and works with the committee to solicit their input for recommendations to Council.

8. Calling Meetings

- a. Meetings will be held at least quarterly unless decided otherwise by the Chair.

9. Chair or Vice-Chair

- a. Members on an annual basis will elect the Chair and Vice-Chair.

10. Decision Making

- a. The Advisory Committee makes recommendations to the Director based on general consensus.
- b. A quorum of the Committee shall be five members of the Committee.
- c. The Director will consider input from the Committee when making recommendations to Council.