Town of Vermilion

Terms of Reference

Parks, Recreation, Culture and Environmental Committee

Purpose

1) The purpose of the Parks, Recreation, Culture and Environmental Committee is to provide advice and guidance to the Town in relation to parks, recreation and culture matters. The Committee shall adjudicate community grant funding applications on behalf of the Town and provide recommendations to the Town on funding applications.

Definitions

Administration	An employee of the Town of Vermilion
Committee	Parks, Recreation, Culture and Environmental Committee
Council	An individual elected to office pursuant to the Municipal Government Act (MGA) who serves as an elected official of the Town of Vermilion
County	The County of Vermilion River in the Province of Alberta
Immediate Family Member	Includes spouse/common-law partner, child, parent or sibling, including all step an in-law.
Member	Parks, Recreation, Culture and Environmental Committee member
Quorum	The majority of the members appointed to the Committee, meaning 50% +1 of Members of the Committee
Town	The Town of Vermilion in the Province of Alberta

Committee Composition

1) The Parks, Recreation, Culture and Environmental Committee shall be comprised of no more than eleven (11) Committee members:
   a) Two (2) Members of Town Council shall be appointed to the Committee during the annual Council Committee appointments;
   b) One (1) Member from the County of Vermilion River Council;

c) Eight (8) public members from the Town of Vermilion and/or County of Vermilion River representing interests or organizations pertaining to Parks, Recreation, Culture and Environment.

2) Town Council or County of Vermilion River Council appointments may be changed at any time, by the resolution of the respective Council.
   a) The Members of Council appointed to the Committee act as a conduit between Council and the Committee, ensuring Council's Strategic Plan, Bylaws and Policies are considered in Committee discussions and recommendations, and keeping Council informed of the Committee's activities.
   b) Council Members that sit on the Committee with full Committee privileges and rights, with the exception that such members shall not be elected to the Chair or Vice-Chair positions.
3) The Mayor of the Town of Vermilion and the Reeve of the County of Vermilion River may serve in an ex officio capacity to the Committee, with the authority to attend meetings and speak to issues under discussion, but shall not make motions, vote or hold a Committee position.
4) Committee appointments may occur throughout the year. All applications to serve on the Committee shall be reviewed by the Committee, which may provide a recommendation for appointment to Town Council. Town Council retains sole authority for Committee appointments and shall make all final appointment decisions.
5) Committee Members, other than Council representatives, shall be appointed for staggered three (3) year terms to ensure continuity of membership and organizational knowledge. To establish and maintain staggered terms, initial appointments may be for less than three (3) years where necessary. Members may serve a maximum of two (2) consecutive terms, after which they must be absent from the Committee for at least one (1) year before being eligible for reappointment. Council representatives shall be appointed annually.
6) Any member of the Committee who is absent from three (3) consecutive regular meetings of the Committee shall forfeit his or her position on the Committee unless such absence is authorized by resolution of the Committee. Any member forfeiting their position on the Committee due to absence shall not be eligible for reappointment for a period of at least one year.
7) In the event of a Committee Member position vacancy, the Director of Community and Protective Services will open a call for new Member(s) and bring all applicants to the Committee for consideration and recommendation to Town Council.

Town Administration Roles & Responsibilities

8) The Director of Community and Protective Services for the Town of Vermilion, or their delegate, shall be present at meetings to provide input and expertise, but shall not make motions, vote or hold a Committee position.
9) The administrative support for the Director of Community and Protective Services, or their delegate, shall attend meetings and act as the recording secretary for the Committee, scheduling meetings, preparing agendas, and capturing meeting minutes.
10) The Director of Community and Protective Services shall act as a liaison between Council and any community service, cultural or recreation organization or group. The Director of Community and Protective Services shall work with these groups in an effort to provide a broad range of community recreational and cultural services for the Town.
11) The Director of Community and Protective Services shall support the Committee in its review of community grant funding applications and shall act as a liaison between the Committee, Council and community organizations.

Remuneration

12) Committee members shall not be remunerated for their participation on the Committee.

Officers

13) Committee Members shall elect a Chair and Vice-Chair annually in the 4th Quarter during the organizational meeting of the Committee.
14) Each Officer shall hold the seat on the Committee for a term of one (1) year. Each role has the following responsibilities:
    a) Chair
        i) The Chair shall preside over all meetings of the Committee, preserve order, and enforce the rules of procedure
        ii) The Chair shall call a vote on all matters to determine resolutions
        iii) Review the proposed agenda with the Director of Community & Protective Services
    b) Vice-Chair
        i) In absence of the Chair, the Vice-Chair shall have all powers and authority of the Chair during the Chair's absence.
    c) If the Chair and the Vice-Chair are both absent, the Committee may appoint another Member to act in place of the Chair and Vice-Chair during their absence.

Meetings

15) Regular meetings of the Committee shall be held at least quarterly, or more often at the discretion of the Committee Chair. The time and place of meeting may be changed by the Committee from time to time as deemed advisable.
16) Special meetings may be called by the Chair, provided that a minimum of twenty-four (24) hours' written notice is given to all Committee Members.
17) Minutes shall be kept of all regular and special meetings and shall be recorded by the recording secretary of the Committee. All Committee minutes shall be provided to the Town of Vermilion Council and County of Vermilion Council within two (2) weeks of their approval by the Committee.
18) Virtual attendance for meetings is not permitted and attendance shall be in-person.
19) All Committee members are expected to attend the meeting prepared and having reviewed all information provided in advance.
20) Meetings shall not proceed without Quorum. If Quorum is not present within fifteen (15) minutes of the scheduled meeting time, the meeting shall not proceed. No business shall be conducted other than the recording of attendance and the scheduling of a future meeting.
21) In the event of a tie vote, the motion shall be considered defeated.
22) Sub-committees may be formed for initiatives, at the full discretion of the Town. These sub-committees may include individuals and representatives that do not formally sit on the Committee. Sub-committees are intended for task-oriented projects.

Powers and Duties of the Committee

23) The Committee shall act as an advisory body to Town Council with regard to all matters affecting parks, recreation, and cultural services in the Town in support of the Town's current Strategic Plan as approved from time to time.

24) The Committee shall have the following responsibilities:
    a) The Committee shall advise Council on matters pertaining to the jurisdiction of the Committee as set out in this Terms of Reference
    b) The Committee may provide recommendations to Council on the development, maintenance and use of all recreational and cultural facilities, as well as greenspaces.
    c) The Committee may provide recommendations to Council regarding the development of a broad range of recreation and culture programs, services and policies that will provide opportunities for people of all ages and shall make recommendations to Council governing such programs and services.
    d) The Committee may hear and consider representations by any individual, organization or delegation of citizens requesting an appointment with respect to recreation, culture and parks issues within the Committee's mandate and shall make recommendations to Council as deemed appropriate.

Community Grant Funding Program

25) Town Council shall annually allocate a budget for community grant funding.
26) The Committee shall review and evaluate all applications submitted, in accordance with the criteria established within the Community Grant Funding Policy.
    a) Committee Members shall not participate in the review or recommendation of any grant application submitted by an organization for which them or an Immediate Family Member serves as an employee, officer, director, or voting member.
27) Following its review, the Committee shall provide recommendations to Town Council regarding the allocation of grant funding to eligible community groups, organizations and initiatives.
28) All grant funding recommendations are subject to final approval by Town Council.
29) The Committee may recommend full funding, partial funding, or denial of an application based on the merits of the application and available funding within the approved annual budget.

Conflict of Interest

30) Committee Members have an obligation to disclose any actual, potential or perceived conflict of interest related to a matter under consideration. Upon declaring a conflict, the Member shall refrain from discussion, voting and participation on the matter until it has been concluded and shall leave the meeting room for the duration of the discussion where required by the Chair.

Termination

31) Town Council may terminate the Committee at any time by resolution of Council, if it determines that the Committee is no longer required or is not serving its intended purpose.

Review

32) The Committee shall review these Terms of Reference annually, and any recommended amendments shall be forwarded to Council for consideration and approval.