

Town of Hanover Parks, Recreation & Culture Advisory Committee (PRCAC)

Terms of Reference

1.0 GOAL

To advise and assist Council on matters related to Parks, Recreation and Culture facilities, programs and services while working in partnership with the community to create opportunities for leisure activities, facilitate sustainable quality facilities and support healthy lifestyles for all ages and abilities to continue being a centre of excellence for our facilities, programs and services.

2.0 PRINCIPLES

We are a community that provides an inclusive and sustainable system of experiences that celebrates Hanover's heritage, culture and natural landscape, while promoting a healthy active lifestyle.

Principles that guide the work of the PRCAC include:

- Excellence – We are committed to being a leader in the provision of high quality, progressive programs, services and facilities for Hanover and area residents and visitors.
- Collaboration – We are committed to strong partnerships with our residents, staff, volunteers and community parks, recreation and culture program providers.
- Inclusion – We are committed to providing all individuals with opportunities to participate and enjoy Hanover's range of programs, services and spaces.
- Healthy Living – We are committed to delivering a range of programs and services providing opportunities for engagement in meaningful, healthy active living.

3.0 OBJECTIVES

The objectives of the Parks, Recreation & Culture Advisory Committee (PRCAC) is to provide input and advice to Council specific to the following:

- 3.1** To guide and oversee the objectives identified in the 2018 Parks, Recreation and Culture Master Plan.
- 3.2** To develop and review policies pertaining to the planning and implementation of parks, recreation and culture services.
- 3.3** To review and provide input for annual and long-term capital development projects.
- 3.4** To provide input during the acquisition, development or redevelopment of community parks, recreation and culture facilities to maximize use of space by all ages and abilities.
- 3.5** To provide input and assist in the development of programs, agreements or partnerships to enhance the provision of parks, recreation and culture services.
- 3.6** To review program and facility rates and fees annually.
- 3.7** To develop and recommend the framework for community assistance to address specific community projects or developments.

3.8 To be a liaison in the community for residents, agencies and community stakeholders.

4.0 MEMBERSHIP AND RESPONSIBILITIES

The Hanover PRCAC shall consist of 7 members appointed by resolution of Council. To the greatest extent possible, public representation will include a cross section of knowledge and experience from the following stakeholder groups:

- Council - 1
- Arts & Culture
- Sport (outdoor/indoor)
- Trails/Parks
- Families
- Adults
- Older Adults
- Youth
- Young Adults
- Community Members-at-Large

The Mayor shall serve as ex-officio on the PRCAC. Staff support shall be provided by the Director of Parks, Recreation & Culture or staff designate.

4.1 Members shall be appointed for the term of Council.

4.2 A Chair and Vice Chair for the PRCAC will be elected by the members at least once per Council term and no more than annually. The election shall be recorded in the minutes of the Committee.

4.3 All members will be expected to:

- Have demonstrated knowledge in their affiliation(s);
- Be a member of the community and recognized as an engaged resident with a well-developed community awareness;
- Be able to allocate sufficient time during the evening for participation in regularly scheduled meetings;
- Demonstrate a strong interest in and commitment to remaining informed on parks, recreation and culture strategies and issues;
- Participate as a team member, capable of a community ambassador role;
- Be strong proponents of parks, recreation and culture services enhancement for Hanover.

4.4 In the absence of the Chair or Vice Chair, the quorum will appoint, from its members, a Chair for that particular meeting, who shall be subject to all the normal responsibilities and privileges assigned thereto.

4.5 By majority vote, the PRCAC may recommend to Council, removal and/or replacement of any member who misses three consecutive full meetings of the Committee, subject to circumstances surrounding the absence. Members requesting a temporary leave of absence or intending to resign from the Committee should provide written notification to the staff liaison 30 days prior to such action.

- 4.6 In considering new appointments to the committee, the committee may recommend new members to be approached to consider applying. Committee positions will be advertised for public applications, in accordance with municipal procedures.
- 4.7 Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out their activities. To assist in this regard, the Committee may, from time to time, request Council to make staff and/or municipal consultants available to advise the committee as appropriate.
- 4.8 Municipal employees do not have voting privileges.
- 4.9 Committee proceedings shall be governed by the Town of Hanover Procedural By-law, Code of Conduct and other relevant policies and procedures.

5.0 **REPORTING**

- 5.1 The Hanover PRCAC is an Advisory Committee established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and are responsible to Council.
- 5.2 The Hanover PRCAC reports directly to Council. PRCAC reports and communications will be directed to Council through the Director of Parks, Recreation & Culture or staff designate.
- 5.3 When appearing before Town Council on behalf of, or as a representative of the Committee, Committee members shall present the Committee's official position on a particular matter. However, where a Committee member appears before Council and clearly indicates that they are appearing on behalf of another organization or as a citizen at large and not in their capacity as a member of the Committee, they may present a position which is their personal position or is the position of that organization they represent.

6.0 **FINANCING**

- 6.1 Financial support for the Committee will be reviewed annually as part of the Municipality's regular budget preparation process. Additional, special project funding requests may also be submitted by the Committee from time to time for consideration by Council.

7.0 **CONFLICT OF INTEREST**

- 7.1 Committee members have an obligation to disclose any issues of pecuniary interests or if they are personally affected by a matter before the Committee where there may be a perceived interest in the matter under consideration by the Committee. Members shall declare, in writing, the interest at the beginning of the meeting and shall not discuss or vote on the particular matter.

8.0 **STAFF LIAISON AND SUPPORT SERVICES**

- 8.1 Administrative support provided by the municipality will include: the coordination of PRCAC related communications and correspondence; arranging delegation speakers; ensuring PRCAC reports are included in Council agenda packages; and technical support as needed, such as photocopying.
- 8.2 The PRCAC budget will be administered by the Director of Parks, Recreation and Culture with input from the PRCAC.

9.0 MEETINGS

- 9.1 The Committee shall normally meet once every other month, or at the call of the Chair with adequate notice to be given to all members. The meetings will generally take place the 4th Wednesday of every month at 5pm. All Committee meetings are open to the public.
- 9.2 The Committee may, from time to time, invite resource persons to attend a meeting.
- 9.3 The Committee may establish Sub-Committees for various topics, issues or proposals as required. Such Sub-Committees may include non-PRCAC members, with the approval of the Chair, provided the Sub-Committee is chaired by a PRCAC member. Sub-Committees shall report to the PRCAC through the Sub-Committee chair.
- 9.4 Quorum as it relates to Committee means a majority (more than half) of the whole number of members of a Committee required by law to constitute the Committee except where a member has, or members have, declared a pecuniary interest pursuant to the *Municipal Conflict of Interest Act*, at which time the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.
- 9.6 Subject to the provisions of the municipality's Procedural By-law on matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus or majority position to Council. On matters where there is a significant lack of Committee consensus, minority positions may also be reported to Council, at the discretion of the Chair. The Chair generally does not vote, unless deemed necessary to break a tie.

10.0 AGENDAS AND MINUTES

- 10.1 An agenda for the upcoming Committee meeting will be prepared by staff for approval by the Chair and e-mailed and/or mailed to Committee members at least three days in advance of the meeting.
- 10.2 Formal minutes of the Committee meeting will be prepared by staff and e-mailed and/or mailed to Committee members two weeks following their meeting.
- 10.3 Minutes will be forwarded to the Clerk for inclusion on the Council agenda as soon as possible.

11.0 AMENDMENTS

- 11.1 The PRCAC may wish to review the Terms of Reference from time to time and make recommendations to Council regarding amendments.