



STAFF REPORT

SUBMITTED BY: Chris Frotten

DATE: June 11, 2019

SUBJECT: Recreation Advisory Committee

ORIGIN

On April 8, the Sou'West Recreation Complex Advisory Committee suggested the establishment of a Recreation Commission or Recreation Advisory Committee.

On May 21, 2019, Council discussed the suggestion and tasked staff with developing a Terms of Reference for the establishment of a Recreation Advisory Committee to be considered by Council at a future meeting.

BACKGROUND

Sport and recreation help to build communities through social inclusion and a sense of connection and families through shared experiences and shared achievements. They also contribute to economic growth through business investment and employment and help sustain the environment by protecting open space and natural areas and through the use of active modes of transport.

Sport and recreation activities produce a healthier population, both physically and mentally, which in turn places less stress on the health care system. Research also shows that increasing community participation in organised sport and recreation contributes to what is known as "social capital", which is the social fabric, or glue that ties members together in a given locality.

Finally, places with high levels of social capital are generally safer, better governed and more prosperous, compared to places with low levels of social capital. Through participation, sport and recreation can help address anti-social behaviour and support education.

For these reasons, recreation has become one of the most important services provided by municipalities and requires an ongoing commitment to developing new and unique programs and managing current and building new infrastructure that meets the expectations of its residents.

In 2007, Council reviewed a draft proposal for a Recreation Advisory Committee but decided not to pursue it at that time due to the transition of Directors. Recently, there has been renewed discussion on the implementation of a RAC.

DISCUSSION

Since there has been question on the difference between a *committee* and a *commission*, I would first like to explain the difference between the two.

A committee is a subgroup of an original body, they are formed for a specific purpose and they report back to the main group. A commission is usually appointed to carry out a task and they can be both temporary & permanent in nature depending on the purpose. Commissions have powers as decided at the time of commissioning and rarely does it happen that terms of a commission are changed after it starts its job unlike a committee which is a very flexible body.

Why would we create a Recreation Advisory Committee?

Consistent Public Engagement

As mentioned above, recreation has become one of the most important services provided by municipalities and in order to assure it meets the expectations of its residents it is essential to engage the public on a consistent basis. There are multiple tools in which the Recreation Department can do this but one way to ensure consistency is in creating a group which assists the department with strategic vision of the department, the development, planning and implementation of new programs and the needs assessment of new program and infrastructure.

Different Perspectives

The end goal of any team is to create the highest quality of work. Quantity is also important, but not at the expense of quality. With an advisory committee in place, different community leaders can provide their unique experiences so the Municipality can benefit from them. Although the advice given may not always be incorporated in a decision, the unique viewpoints offered can help to deepen the department's understanding of what the needs are.

Strategic Insight

The Municipality is fortunate to have a variety of recreation infrastructure within its boundaries. That, however, does come with its challenges when it comes to ongoing maintenance and ultimately, replacement. For these reasons, it is important that any decision made in the future is strategic.

Community Development

Volunteers and community leaders are the heart of any community. The creation of a Recreation Advisory Committee will help us engage our residents on a consistent basis. The suggestions, and eventually improvements, made to our Recreation Department will then allow us to adapt to the evolving recreation needs, thus helping us development diverse and thriving communities.

BUDGET IMPLICATIONS

Other than for minimal meeting expenses, there would be no impact on the budget.

LEGAL IMPLICATIONS

The advisory committee would be ad-hoc committee of Council, therefore there would be no additional legal implications in creating the committee.

PUBLIC CONSULTATION/COMMUNICATIONS

N/A

RECOMMENDATION

Based on the feedback from the community and our Recreation Department, I would recommend initiating a committee based on the terms of reference presented.

SUGGESTED MOTION

Move that the Municipality of Barrington strike a Recreation Advisory Committee with the terms of reference presented.

ATTACHMENTS

- Proposed Terms of Reference.

Purpose

The purpose of the Recreation Advisory Committee (RAC) is to advise Council, the Chief Administrative Officer, and the Director and recommend policies on recreation matters, including services, facilities and specific community interests.

Mandate

The RAC will, consistent with the purpose described above, undertake the following:

- Advise on the implementation of a Recreation Master Plan.
- Develop and recommend policies to Council and respond to Council requests for advice and information.
- Provide a community perspective on parks, trails, facilities, services, local beaches and community programs.
- Support and enhance communications with the residents of the Municipality on matters relating to recreational opportunities.
- Ensure broad consultation with community stakeholder groups on recreational issues and opportunities.
- Review and provide feedback or comments on Recreation proposed projects, initiatives or challenges.
- Provide information on community events and programs that are being considered and/or planned.
- Identify new and emerging recreational opportunities.

The RAC will not be responsible for:

- Daily operations of the Municipality's recreational facilities, parks and programs.
- Administrative matters including directions to staff.
- Regular maintenance of facilities and parks.
- Budget and capital projects.
- Project/program implementation.

Membership

The Committee shall consist of nine (9) members, including seven (7) voting members.

Voting members:

- Two (2) Council members, one of which serving as Chair.
- One (1) community representative from each district for a total of five (5) representatives from the public.

Non-voting members:

- One (1) Recreation Director
- One (1) Municipal Physical Activity Leader (MPAL)

The Committee may, from time to time, consult with other agencies, municipal employees or organizations.

Appointments to the Committee shall be made as follows:

- Council shall appoint two (2) members of Council to serve as the Council members and one (1) member to serve as an alternate Council member.
- Council shall appoint one (1) representative from each district who are permanent residents of the Municipality on the basis of their knowledge, interest and/or experience in community recreation. Preference will be given for:
 - Nature appreciation
 - Indoor recreation
 - Outdoor recreation
 - Organized sports
 - Unstructured play and activities
 - Trails
 - Health and fitness
 - Water based activities
 - Sports tourism and special events

Council may, at any time, remove any member of the Committee by Council resolution and any member of the Committee may resign therefrom at any time upon sending written notice to the Chairperson of the Committee.

In the event of a vacancy during a regular term, the vacancy may be filled for the remainder of that term upon resolution of Council as soon as is convenient.

The term of each Member shall be two (2) years. Members may serve on the Committee for a maximum of three (3) consecutive terms and must remain out of office for at least one (1) year before being reappointed to the Committee by Council.

Meetings

The RAC normally will hold meetings monthly during the course of the year. Meeting dates and times shall be determined at the first meeting of the year by the committee.

Established meeting dates and times shall not be changed unless circumstances warrant special consideration. Meetings shall commence no later than 7:00 p.m. and shall conclude no later than 9:00 p.m.

Quorum

Quorum shall be four (4) Committee members. If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not to be fully ratified until supported by the majority of members. If no quorum is present and there are time constraints with respect to a particular item on the agenda, the Chair may canvass members through alternative means in order to determine Committee support for that particular item.

General Requirements

This Committee is established by Council and reports directly to Council.

An agenda will be prepared by the Recreation Department and distributed to members prior to meetings. Members will review the agenda and supporting information to be prepared to fully participate and be knowledgeable on all items to be discussed at the meeting.

Meetings shall follow the written agenda, and minutes shall be kept which accurately reflect the recommendations of the Committee. Minutes shall be reported directly to Council through a Council representative sitting on the Committee. Committee recommendations that require support and or direction shall be presented to Council for consideration.

This Committee shall make recommendations to Council in response to a request from either Council or Staff in the area of the Committee's mandate.

Budget and Resources

Committees are not given a budget however; under special circumstances Council may approve one-time expenditures to help committees achieve their goals and objectives. Any financial requirement of a committee should be identified prior to the approval of the annual operating budget by Council which is typically in April or May.

Administrative support will be provided by the Recreation Department and will include: the coordination of RAC related communications and correspondence; ensuring RAC reports are included in Council Agenda packages as deemed appropriate by the CAO; and minor clerical support as needed (such as photocopying).