



Parks, Trails and Recreation Advisory Committee

Mandate:

To advise Council and make recommendations on the programming, utilization and expansion of Parks, Trails and Recreational facilities within the City of Thorold.

To review, revise and implement the recommendations contained within the City of Thorold Parks and Recreation Master Plan.

To develop and obtain Council approval of Sub-Committees when necessary.

To receive on a quarterly basis updates from the Sub-Committees.

Scope of the Committee:

The Committee will act in an advisory capacity to Council in matters pertaining to community parks, trails, sport and recreation, and will:

- a) Co-operate with other governmental agencies and community groups in the advancement of quality parks, trails, sport and recreation planning and programming;
- b) Make recommendations to Council regarding:
 - i) parks, trails, sport and recreation services that exist or may be needed;
 - ii) the coordination of community parks, sport and recreation services with the programs of other agencies and voluntary organizations to ensure the most effective use is being made of the parks, trails, sport and recreation resources in the community;
- c) Assist in bringing together informal groups to determine the parks, trails, sport and recreation needs of the community and aid in co-operative planning; and
- d) Make recommendations to Council with respect to such issues as referred to from time to time.

Membership and Term:

The Committee shall consist of the following voting members:

- 11 at-large members

Quorum is calculated as 50% of the voting members, plus one (1). Therefore, quorum for this Committee is 7, provided all positions are filled and there are no vacancies.

Non-Voting Members and Staff Support:

- Two (2) Council representatives
- Mayor, as ex-officio
- Recreation Coordinator
- Operations Manager Arena/Cemetery/Parks/Pool (or designate)
- Staff Representative

The Committee will be appointed until completion of its mandate and/or the end of the Council term (November 15, 2026), whichever is to occur first.

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 providing written notification to the City Clerk's Office. Committee members must adhere to the Code of Conduct and the Harassment Policy.

Committee members who are absent from three (3) consecutive meetings shall forfeit their appointment.

Appointment of Chair:

At its first meeting, the Parks, Trails and Recreation Advisory Committee shall name an appointed member to act as Chair. Should a conflict of interest be declared, the declarant shall excuse themselves from the roundtable discussion.

Duties of the Chair:

- Preside at all meetings of the Committee
- Liaise with the Staff Representative to prepare agenda
- Enforce Terms of Reference for the Committee
- Maintain order and decorum at all meetings

Minutes:

The minutes shall be the responsibility of the City Clerk's Department. Minutes shall be approved by the Parks, Trails and Recreation Advisory Committee prior to being submitted to the next Council agenda to be received for information purposes and filed by Council and only contain action items, such as motions.

Sub-Committees:

The establishment of sub-committee(s) shall be at the discretion of Council, as required to assist with meeting the Committee's objective.

The location and frequency of the sub-committee meetings shall be at the discretion of the Chair of such.

Sub-committees shall designate one member to act as a liaison to the Parks, Trails and Recreation Advisory Committee.

Meeting:

The Parks, Trails and Recreation Committee will typically meet every month during regular business hours at Thorold City Hall or at the call of the Chair.

Conflict of Interest:

Members having a conflict in any matter before the Advisory Committee must declare a conflict and shall abstain from voting on the matter.

Rules of Order:

Unless, otherwise specifically provided by the Terms of Reference, all decisions of the Committee meetings shall be by majority of the members present and voting. The Rules of order not, specifically covered by the Terms of Reference shall be in accordance with the City's Procedure By-Law.

Order of Business:

The Order of Business at regular meetings shall be:

- 1) Call meeting to order
- 2) Adoption of Agenda
- 3) Adopting of Minutes
- 4) Declaration of Interest
- 5) Committee Business
- 6) RoundTable
- 7) Next Meeting
- 8) Adjournment

Budget

A yearly budget may be submitted to the Staff Representative for consideration. The submission must include the amount requested and purpose. Council may approve the budget based on available funds. Any changes to the budget or reallocation of funds must be approved by Council through motion.

Amendment of Terms of References:

These Terms of Reference and any necessary amendments must be approved by Thorold City Council and will become effective when ratified by Thorold City Council. Any provisions of these Terms of Reference may be modified amended or repealed.

Corporate and/or Private Donations and Fundraising Activities:

Policy No. 100-18 dated April 21st, 1998 of the Policy Procedure manual for the City of Thorold along any revisions of this policy will be adhered to.

Approved by Council: May 16, 2017

Amended by Council: November 16, 2021