

Parks, Trails and Recreation Advisory Committee - Terms of Reference

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Parks, Trails and Recreation Advisory Committee - Terms of Reference

Preamble

The Parks, Trails and Recreation Advisory Committee was formed to foster and develop recreation opportunities within the City of Thorold to enhance individual and community wellbeing.

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

Goals and Purpose

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

- Co-operate with other governmental agencies and community groups in the advancement of quality parks, trails, sport and recreation planning and programming;
- Make recommendations to Council regarding:
 - parks, trails, sport and recreation services that exist or may be needed;
 - 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;
- 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
- Make recommendations to Council with respect to such issues as referred to from time to time.

Reporting Structure

The Parks, Trails and Recreation Advisory Committee will report directly to City Council.

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Membership

Composition

The Committee shall consist of the following voting members:

- At-large members (12)
- Councillors (Minimum of 2)
- Mayor (1)

Non-Voting Members and Staff Support:

The City's Recreational Program staff, and the Operations Manager Arena/Cemetery/Parks/Pools (or designate) will support the committee as the City of Thorold's staff liaisons

Term

Committee appointments shall be held for the term of Council.

The term of the Committee itself is determined by the Committee's mandate, goals and objectives.

Roles and Responsibilities

Chair and Vice Chair

The Chair will:

- Preside over all meetings and be responsible for the overall administration of the affairs of the Committee.
- Work with the Staff Liaison to build and coordinate the Committee/Board work plan and associated documents.
- Serve as the spokesperson for the Committee to City Council
- Provide annual reports to Council.

The Vice Chair, shall act as the Presiding Officer in absence of the Chair, or should the Chair be unable to fulfill his or her duties.

Committee Members

All Committee members, including the chair and vice-chair, have the responsibility to help achieve the Committee's mandate and responsibilities. Committee members are also responsible for:

- Electing a Chair and Vice-Chair

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- Reviewing meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration.
- Communicating activities of the committee to groups represented or those who may have an interest and offer information back to the committee
- Represent interests of community
- Create working groups as required to report back to them on specific matters
- Working within their budget (if applicable). Committees/Boards do not have the authority to commit City resources or direct the work of staff.

Staff Liaison

The staff Liaison will:

- work with the Chair and Vice-Chair in order to build a work plan for the Committee/Board and develop a regular reporting process to Council with respect to the performance and progress of the Committee/Board
- ensure matters within the mandate of the Committee are circulated to the Committee's attention through Reports and Memorandums where applicable.
- incorporate input from the Committee into staff reports where applicable.

Working Groups

Working groups or Subcommittees may be established, as required, to complete specific research or to implement a specific project. Subcommittees shall be approved by the Committee. Subcommittee Presiding Officers shall be appointed by the Committee as required.

Subcommittee Presiding Officers shall be responsible for calling and chairing subcommittee meetings, setting up meeting agendas, submitting minutes of subcommittee meetings to the staff representative of the Committee, and the preparation of subcommittee reports to the Committee.

Subcommittees

Lake Gibson Corridor Task Force

The Lake Gibson Corridor Task Force will operate as a subcommittee under the Parks, Trails and Recreation Advisory Committee. The mandate of the Lake Gibson Corridor Task Force is:

- The preservation of the Lake Gibson corridor from Allanburg to the Short Hills Provincial Park;
- To determine the amount of land to be preserved and dedicated as a Provincial Park as well as the establishment of a Parkway corridor;

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- To explore a number of options for preserving the lands within the Decew Parkway Corridor i.e. purchasing additional lands, arranging leases, establishing a Provincial Park;
- To determine the Parkway route connecting to the Short Hills Provincial Park and Welland Canals Parkway
- To establish a public participation program to ensure the residents of Thorold have input into the development of the Park and Parkway corridor;
- To liaise with other established groups and Committee's such as LACAC, Historical Society, EEAC, Friends of Short Hills Park and Friends of Twelve Mile Creek to identify historical points of interest and identify development constraint areas - in essence pulling together all sources of information to assist in determining the Parkway route and potential Provincial Park status; and
- To address historical, recreational, educational and environmental issues along the Parkway.

Thorold Active Transportation Sub-Committee

The Thorold Active Transportation Committee will operate as a subcommittee under the Parks, Trails and Recreation Advisory Committee. The Thorold Active Transportation subcommittee recognizes that walking and cycling are health and environmentally friendly ways to travel. The Thorold active Transportation Advisory Committee will work to encourage safe active transportation, as well as, development of new infrastructure that allows people to safely use human-powered forms of travel for transportation, commuting and recreational purposes more often.

Resources

The City's Clerks department is the designated department providing resource support to the committee, however, the committee also has access to staff from other departments as may be required.

The Clerks department shall be responsible for taking and distributing meeting minutes.

Meetings

Regular meetings shall be held every month. The date and time of meetings will be determined at the first meeting of each term. Special meetings will be at the call of the Chair.

Meetings shall be held at the City of Thorold Municipal Office. As required, the Committee may identify other meeting locations from time to time.

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Meetings of the Committee are open to the public, members of the public are invited to address the Committee on specific matters at the beginning of each meeting. Presentations to the committee shall not exceed ten minutes for any individual or group.

The mover of a motion speaks to the motion and is the last person to speak. All other members speak once for up to five minutes, and are permitted to reply to comments made by other members.

Absenteeism

Committee members who are absent from three (3) consecutive meetings shall forfeit their appointment, unless such absence is provided to the Committee prior to the meeting date/time.

Amendments to the Terms of Reference

The terms of reference should be reviewed and refined at a minimum of every four years to ensure that they remain current and meaningful.

Proposed amendments to the terms of reference shall require the approval of a majority of the Parks, Trails and Recreation Advisory Committee members present and those amendments if approved will be submitted to City Council for approval. Amendments to the terms of reference shall take effect only upon the approval of Council.

Glossary of Terms

n/a