

THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2014-68

BEING A BY-LAW TO ESTABLISH A CULTURE & RECREATION ADVISORY COMMITTEE FOR THE CORPORATION OF THE TOWNSHIP OF SEVERN

WHEREAS the *Municipal Act*, S.O. 2001, Chapter 25, Section 8.(1), confers broad authority to municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS it is deemed expedient to establish a Culture & Recreation Advisory Committee for the Corporation of the Township of Severn;

NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF SEVERN HEREBY ENACTS AS FOLLOWS:

1. That a Culture & Recreation Advisory Committee ("Committee") for the Township of Severn is hereby established.
2. That the Committee shall consist of seven (7) members as follows:
 - o Six (6) Electors
 - o One (1) Member of Council
3. That the Committee shall act in an advisory capacity and submit recommendations to Severn Township Council only.
4. The term of office of the Committee Members shall be for a term concurrent with that of Council or until their successors are appointed by Council.
5. The Committee shall elect a Chairperson and a Vice Chairperson annually at the first scheduled meeting from among its members and such other officers as may be required.
6. A quorum shall consist of a majority of all members of the Committee.
7. All members of the Committee are to cast a vote and the outcome will be based on a simple majority. In the instance of a tie vote, the motion will be lost.
8. The Committee shall hold regular meetings in accordance with the Township of Severn Procedural By-law or at the Call of the Chair. The location of the meetings will be the Township Office except as otherwise decided by the Chairperson and denoted on the agenda.
9. The conduct of meetings is pursuant to the provisions of the *Municipal Act*, S.O. 2001, Chapter 25, and the Township Procedural By-law to govern the proceedings of Committees.
10. The Secretary for the Committee shall be as appointed by the Chief Administrative Officer. The Secretary shall, in consultation with the Chairperson, prepare agendas, attend all meetings, record the minutes, and shall issue all correspondence required by the Committee. The Secretary may act within the terms of this By-law or as directed by the Committee. The Secretary is not a member of the Committee and does not have a vote.

11. The format of the Agenda shall be in accordance with Township Procedural By-law and shall include the following:

- Call to Order
- Disclosure of Pecuniary Interest & the General Nature Thereof
- Delegations
- Reports from Officials (for information)
- Reports from Officials (for direction)
- Correspondence (for information)
- Correspondence (for direction)
- Adjournment

12. The Secretary shall compile minutes of the meeting which are to be forwarded to Council for adoption of the Committee's recommendations.

13. The Director of Public Works and/or appropriate Township staff may be requested to be in attendance. Staff's role will be upon request to provide information, respond to inquiries and undertake any follow-up about a specific matter. Their attendance will be recorded in the minutes.

14. The Terms of Reference for the Committee shall be as follows:

Culture & Recreation

- o Review and recommend to Council on matters concerning recreation programs and properties within the Township
- o Deal with Township recreation activities
- o Receive correspondence pertaining to recreation interests from the public
- o Receive deputations and funding requests for Township recreation purposes supported by documentation such as preliminary budget and number of participants for recommendation to Council
- o Recommend grant opportunities to Council & Local Groups
- o Review and recommend on long-range park plans for the Washago Centennial Park and Coldwater Fairgrounds
- o Review the culture & historical needs of the community for recommendation to Council

Unthoff Trail

- o The Committee shall maintain and promote the Unthoff Trail by monitoring its condition, performing approved basic maintenance, acting as a liaison with other organizations who wish to volunteer on the trail, and notifying staff of larger maintenance concerns that need to be addressed.
- o The Committee shall ensure the trail is maintained to a standard suitable for shared uses including but not limited to snowmobiling by working as a Committee to establish trail standards and by recruiting volunteers and service groups to assist with trail upgrades and maintenance.
- o The Committee shall encourage the Unthoff Trail's recreational development and management by volunteer groups.
- o The Committee may provide advice and support to the Director of Public Works on recreational trail matters.

15. The Committee shall encourage park and recreational facility development and management.

16. The Committee shall research and make recommendations on specific matters referred to the Committee by Council.

17. The Committee may, if requested by a Community Group, provide advice with respect to recreation matters. The Committee may receive public comments on specific issues through the process of public meetings, open houses, and specific focus group workshops, and as a means to promote public awareness of recreation and culture.

18. The conduct of the Culture & Recreation Advisory Committee and its members are governed by the same legislation as Council. Of particular note, are the *Municipal Act*, the *Municipal Conflict of Interest Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.
19. That this By-law shall come into force and effect on the 1st day of January, 2015.
20. That By-law 2013-03 be and it is hereby repealed.

By-law read a first and second time this 1st day of October, 2014.

By-law read a third time and finally passed this 1st day of October, 2014.

CORPORATION OF THE TOWNSHIP OF SEVERN


MAYOR


CLERK