

TERMS OF REFERENCE

PINCHER CREEK & DISTRICT RECREATION ADVISORY COMMITTEE

PURPOSE OF THE COMMITTEE:

The Recreation Advisory Committee shall collectively represent all public recreation interests within the Town of Pincher Creek:

- To advise the Town of Pincher Creek on various recreation issues including fees and charges, programming and long term planning based on community needs.
- To bring forward recommendations to the Town of Pincher Creek regarding the repair, maintenance and improvements to Town parks and recreation facilities.
- To provide an avenue for community sport/recreation groups and citizens to discuss and put forward their ideas and concerns with respect to recreation services/programs and facilities.

MEMBERSHIP:

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The Committee shall be composed of up to seven voting members. Composition shall be as follows:

- The Town of Pincher Creek shall appoint up to six members (one to be a Town Councillor);
- The Municipal District of Pincher Creek No. 9 shall appoint one member who may or may not be an M.D. Councillor;
- Applications will be accepted from residents of Pincher Creek and District.

TERM OF OFFICE:

Council Representatives

- Town Councillor and Municipal District Councillor – term to commence on the day of their appointment and end on the day of the next Organizational Meeting of each Council.

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- In the event that either the Town of Pincher Creek or the M.D. of Pincher Creek No. 9 does not appoint a representative, then additional Members-At-Large can be appointed to bring the committee to seven members.

Members-at-Large

- To serve a three (3) year term with a maximum of four (4) terms, being a total of (12) years.
- Must apply to be appointed.
- Upon completion of a term, the position shall be advertised. A member who has held the position shall be eligible to re-apply for another term.
- Any Member of the Committee may resign upon sending notice in writing to the Town of Pincher Creek.
- Should a term become vacant, the vacancy will be advertised.

A Member of the Committee will be disqualified to serve on the Committee if they:

- Cease to be a resident of Pincher Creek or area.
- Are absent for three meetings in the past year of the Committee unless absences are authorized by the Town.
- Upon sending written notice to the Town of Pincher Creek.

CONDUCT OF MEETINGS:

- The Committee shall elect a Chairman, Vice-Chairman and Secretary from the membership attending the first regular meeting of the Committee each calendar year. Council members from the Town of Pincher Creek and Municipal District of Pincher Creek shall not be elected as Chairman or Vice-Chairman.
- The Committee shall hold no less than ten (10) regular meetings of the Committee each year. Special meetings may be called by the Chairman whenever it is considered expedient to do so or when requested in writing by a majority of the Committee members. Verbal or written notice shall be given to the Committee members not less than 24 hours prior to the meeting.
- Quorum will be a majority of appointed members.
- Motions do not require a seconder, cannot be made by the Chairman, and are passed by a simple majority.
- All members including the Chairman shall vote on all questions. In the event of a tie, the motion shall be lost.
- Agendas are to be prepared by Town Administration and circulated in advance of the meeting.

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- The Secretary shall record in writing the minutes of all regular and special meetings including a record of attendance. Copies of all minutes should be forwarded to the Council and Committee members within 14 days after their acceptance.
- The Secretary shall forward in writing all recommendations to the Town of Pincher Creek for consideration.
- Town Administration may attend Committee meetings in an advisory capacity and may serve as the Secretary.

AUTHORITY OF THE COMMITTEE:

- The Committee shall act in an advisory capacity to Town Council, and shall not have the power to employ personnel or to enter into any agreements.

FINANCIAL:

- Council may not incur any expenses unless authorized by the Town of Pincher Creek.
- The Director of Community Services shall incorporate the recommendations of the Committee in preparing budgeting and preparing long term forecasts including facilities.

Revised March 9, 2015