

TERMS OF REFERENCE

THE CORPORATION OF THE TOWN OF PETROLIA
COMMITTEE/ADVISORY COMMITTEE OF COUNCIL

Committee Name:

Petrolia Community Services
Advisory Committee of Council

Department Responsible:

Community Services

Reporting Director:

Director of Facilities & Community Services

ROLE

Petrolia Community Services Advisory Committee is to provide oversight, education, research and advise in the areas of Parks & Recreation, Sportsfields, Beautification & Special Events

MANDATE, OBJECTIVES & RESPONSIBILITIES:

- To provide recommendation to Council on current & future needs of parks, green spaces etc..
- To make recommendations in the best interest of community recreation;
- To participate in all aspects of Town of Petrolia Signature events;
- When requested, to provide Council with public feedback and recommendation of special projects in recreation (ie: Playground equipment);
- To gain knowledge on current recreation trends, for Council consideration;
- To establish yearly, signature event theme and composition;

COMMITTEE COMPOSITION

The committee should consist of:

- 2 councillor representatives
- 6 community volunteers
- 2 youth volunteers
- Director of Facilities & Community Services (Non voting)
- Administrative Assistant (Non voting)
- Special Events Department Advistor (Non voting)
- Operations Department Advisor (Non voting)



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Appointed Chairperson

Chair: Director of Facilities & Community Services

1. Responsible for calling and scheduling meeting;
2. Responsible to create and distribute the Agenda through iCompass;
3. Responsible to ensure that the Agenda is provided to the Clerks office a minimum of 48 hours in advance of the meeting;
4. Responsible to ensure decorum and proper procedure occurs during meetings;
5. Inviting specialists or other guests as required;
6. Presiding over meeting and guiding it as per the agenda; (e) Ensuring a decision is reached on all agenda items;
7. Ensuring the Committee carries out its functions and meets its obligations;
8. Ensures that all recommendations of the Committee are brought forward to Town Council;

Appointed Secretary

Secretary: Administrative Assistant

1. Responsible to record meeting minutes in iCompass;
2. Responsible to provide the Clerks office with completed meeting minutes, within 7 days of the meeting date;
3. Responsible to distribute minutes to Committee Members;
4. Responsible to ensure the Committee Chair has signed the adopted meeting minutes:
 - i. Signed original copy to be provided to the Clerks Office.
5. Responsible to distribute correspondence and communication on behalf of the Committee and to all committee members;
6. Keep all pertinent committee records, in accordance with the Town of Petrolia retention policy;



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7. Assist the Chairperson as required.

QUORUM

For Quorum to be present, a **majority** of the committee members with a vote must be present and in attendance.

DUTIES OF MEMBERS

All members of the committee shall:

- a) Attend all committee meetings, when not possible to attend, send regrets in advance
- b) Provide suggestion and ideas
- c) Have an active participation role in preparation, day of and take down of committee events

MEETINGS

The Committee is to meet, the First (1st) Wednesday of each month at 7:00 pm

*Additional or special meetings may be convened by the chairperson.

The Agenda of every committee will be structured as follows:

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of previous meeting Minutes
- 4) Disclosure of Pecuniary Interest
- 5) Old/New Business
- 6) Report & Discussion
- 7) Date of Next Meeting
- 8) Adjournment

TERMS AND REPLACEMENT OF MEMBERS

The normal term for a committee member shall be for a Two (2) year term, and coincide with the Term of Council;

- Terms will be from January 1 – December 31

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- Call for application or renewal confirmation will be forwarded in October of the second year.

Members may apply to renew their terms, as often as they wish.

Members may not simply leave the committee without a replacement.

Resignation of a member

- A member may resign with written notice to the chair.
- In the event of a vacancy, through application, the vacancy will be filled for the remaining portion of the term.

If a member misses three (3) meetings in a one (1) year period, without sending regrets the member is considered to have resigned from the committee;

MARKETING & MEDIA

Prior to the release of any publication or Committee initiative the Town of Petrolia's Director of Marketing, Arts & Communication will be provided with a Draft version for review.

Only once approval has been granted by the Town should the Committee proceed.

All media enquiries shall be referred to the Director of Marketing, Arts & Communications or CAO in accordance with the Town of Petrolia media policy.

ENTITLEMENT TO COMPENSATION

Committee members will not receive any monetary reward for their contribution

Expenses incurred by members may be re-imbursed, so long as approval of the expense was provided by the Chair or Director in advance.

CODE OF CONDUCT & CONFLICT OF INTEREST

All members will conduct themselves in a professional manner at all times while a member.

All members must be in good standing with the Town of Petrolia.

All members will govern under the Code of Conduct as adopted by Council.



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If a member has, at any time, a conflict of interest in relation to a particular issue or interest they must declare this conflict of interest under the agenda order of business.

The conflict of interest is to be properly documented by the Secretary, and recorded in the minutes.

REVIEW

A review of these Terms of Reference will be undertaken every four years, and presented to Council for adoption or more frequently if deemed necessary by the committee.

COUNCIL ADOPTION:

Terms of Reference adopted by the Council of the Town of Petrolia on September 24, 2018 through By-Law 56-2018.