

Board - Committee
Chapter 0067 - Recreation Advisory Committee

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Article 1- Established

67.1.1 Committee - purpose

A special body to be known as the "Woodstock Recreation Advisory Committee" herein after called the "Committee" is hereby established in order that Woodstock City Council may receive direct citizen input into matters relating to leisure and recreation. By-law 7992-04, April 1, 2004.

67.1.2 Committee - composition - members – qualification

The Woodstock Recreation Advisory Committee shall be composed of:

1. two voting members of Woodstock City Council for the current term; and
2. up to 10 voting members shall be members who are a resident, an owner of property or an employee within the City of Woodstock; and
3. up to four non-voting student members who are students attending any high school or college located in the City.

67.1.3 Appointments - effective upon resolution - expiry

All appointments to this Committee shall be for a four year period and become effective upon the passing of resolution of Council which provide for such appointments, and shall expire upon the completion of the term of appointment by Council or when a successor has been appointed. All appointments are at the discretion of Council. By-law 8325-07, February 1, 2007

67.1.3.1 Repealed: By-law 8325-07, 1 February, 2007

67.1.3.2 Vacancy - term

Persons appointed to fill vacancies where a committee member has resigned or is removed, shall have the same term as the committee member who has resigned or is removed. By-law 8325-07, February 1, 2007.

67.1.4 Chair - chosen - first meeting

A Chair shall be chosen from among the members at the first meeting of the Committee following Council's appointment at which at least a majority of members are present after November 30.

67.1.5 Chair - term - expiry

An appointment as Chair shall continue until November 30 in the following year, unless revoked by the Committee in the interim.

67.1.6 Chair - not Council member

The Chair shall not be a member of Council. By-law 7992-04, April 1, 2004.

67.1.7 Quorum - minimum

A quorum shall consist of a majority of the currently appointed voting members of the Committee either in person or, in special circumstances, by means via teleconference if deemed appropriate by the staff representative and the chair. Committee members attending meetings via teleconference shall constitute as being part of quorum. By-law 8325-07, February 1, 2007. By-law 9367-20, May 7, 2020

67.1.8 Members - with disability

The City will reimburse Committee members the equivalent of a local round trip taxi fare for all lay members who are unable, due to their disability, to utilize a personal automobile to attend scheduled meetings within the City.

Article 2 - Responsibility

67.2.1 Presentation - to Council

The Committee shall be responsible for presenting to Council its recommendations relating to matters set out in this Article in the form of a written report which may be accompanied by a presentation to Council.

67.2.2 Objectives - policy - development

The Committee shall be responsible for presenting to Council its recommendations relating to the setting of objectives and policies to be followed in connection with an appropriate recreation program for the City.

67.2.3 Objectives - activities - consideration - as required

The Committee shall make recommendations relating to those matters pertaining to the general objectives and policies as may, from time to time, be referred to it for consideration by Council.

67.2.4 Policy matters - as required

The Committee may make recommendations relating to other related policy matters that may come to the attention of the Committee.

67.2.5 Program - status - need - determination

The Committee shall make recommendations relating to the status of programs, and their relationship to community needs.

67.2.6 Capital project - determination - as required

The Committee may make recommendations relating to capital projects as may from time to time become necessary.

67.2.7 Fundraising venture - as required

The Committee shall obtain the authorization of Council prior to proceeding with fundraising ventures.

67.2.8 Members - to speak as Committee - directly to Council

The role of the Committee is to provide advice to Council on matters identified herein and matters referred to it from time to time by Council. Individual members shall contribute to the recommendations of the Committee and are expected to respect any recommendations forwarded to Council by the Committee.

67.2.9 Committee recommendations - to Council

Committee recommendations are to be directed to Council and not to external agencies, boards, individuals, or other authorities unless authorized in writing by Council.

67.2.10 Committee members - to respect decision

Individual members of the Committee have a responsibility to speak through the Committee and to respect the decisions of the Committee and Council. They shall not criticize the deliberations and decisions of the Committee or Council to any outside body or person. By-law 7992-04, April 1, 2004.

Article 3 - Staff - Responsibility

67.3.1 Director of Parks and Recreation - attendance

The Director of Parks and Recreation or designate shall attend all meetings in an advisory capacity only.

67.3.2 Secretary

The Director of Parks and Recreation or designate shall serve as the secretary at Committee meetings to be responsible for the recording of the minutes of the Committee and preparing the reports as required to communicate the recommendations of the Committee to Council. By-law 7992-04, April 1 2004; By-law 8758-12, May 17, 2012.

Article 4 - General Provisions

67.4.1 Meetings - every two months – minimum

The Committee shall meet at the time or times to be determined in advance by the Chair provided that at least one meeting shall be held every two months. By-law 7992-04, April 1, 2004.

67.4.2 Meetings - notice - in advance - all members

The Director of Parks and Recreation or designate shall give notice to all members of the Committee including the Director of Parks and Recreation at least twenty-four hours in advance of the meeting. The notice of the meeting shall include an agenda detailing the matters to be dealt with. By-law 7999-04, April 1 2009; By-law 8758-12, May 17, 2012.

67.4.3 Meetings - interested groups - organizations

The Committee shall meet from time to time with groups, organizations and individuals interested or involved in industrial, commercial or residential recreation activities to determine their particular concerns in their area of interest.

67.4.4 Meetings - open - exception confidential matters

All meetings of the Committee shall be public except when the provisions of subsection 239 (2) of the Municipal Act, 2001, c. 25 apply to the matter or matters being discussed. By-law 7992-04, April 1, 2004.

67.4.5 Annual report

The Committee shall have an opportunity to review the annual report of the Director of Parks and Recreation for the previous year and the budget submission for the upcoming year prior to submission to the City. The Committee may make comments on both of the aforementioned to Council. By-law 7992-04, April 1, 2004; By-law 8758-12, May 17, 2012.

67.4.6 Project - recreation related - attended to - as requested

The Committee shall attend to any project of a recreational nature as requested by Council.

67.4.7 Education - community

The Committee may make recommendations regarding the education of the community on recreational issues.

67.4.8 Public awareness - understanding

The Committee may make recommendations to increase the public awareness and understanding of the recreational issues within the City. By-law 7992-04, April 1, 2004.

67.4.9 Policy - procedure - establishment by Council

Upon the establishment by Council of any change in policy as set out in this Chapter or any other Chapter or by-law, the Chief Administrative Officer, through the Director of Parks and Recreation and such other members of the City administrative staff as may be prescribed or may be necessary, the Committee shall be responsible for the proper execution of those policies and procedures. By-law 7992-04, April 1, 2004; By-law 8758-12, May 17, 2012.

Article 5 - Repeal – Enactment

67.5.1 By-laws – previous

All other by-laws or parts thereof inconsistent with the provisions of this Chapter are hereby repealed.

67.5.2 Effective Date

This Chapter shall become effective as of third and final reading of the enabling by-law. By-law 7992-04, April 1, 2004.