

**Town of Ajax Recreation & Culture Advisory Committee  
Terms of Reference**

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**A. Purpose**

The Town of Ajax Recreation & Culture Advisory Committee (“the committee”) will serve to strengthen and increase recreation and cultural opportunities, and seek to improve the quality of life in Ajax for all residents and visitors. Recreation is described in a broad sense that encompasses sport, arts and culture, general leisure programs, festivals and community events, as well as recreation infrastructure.

**B. Mandate**

- **Support and assist with the goals, objectives and strategic directions, as outlined in current and proposed Recreation & Culture planning documents, with a specific focus on the Recreation, Parks and Culture Master Plan, the Integrated Community Arts and Cultural Plan (ICACP) and Sports & Physical Activity Strategy;**
- **Serve as a liaison and advise Council on matters pertaining to the effective and efficient delivery of recreation services, facilities, programs and special events;**
- **Act as a link to the department and the community through various community consultative processes in order to improve and encourage full use of recreation and arts resources available in Ajax;**
- **Identify issues, trends and gaps in service and advise on how to address these in service planning; and**
- **Provide advice on developing neighbourhood/local community programming responsive to demographics and need, that improve the quality of life for residents.**

**C. Work Plan**

The committee work plan shall be developed by **Recreation & Culture** staff and will appear as a standing item on the agenda so as to facilitate a regular review by the staff resource liaison representative(s) and/or the committee if deemed to be necessary.

**D. Lead Department**

The **Recreation & Culture Department** will be the lead for the committee. Staff from other departments and/or members of other agencies may attend meetings as required to provide expertise or report on various matters.

**E. Reporting Relationship**

The committee is to serve as an advisory body to Council. The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must first be considered by staff and/or Council. Council may cause the committee to review and report on matters pertaining to the committee’s mandate.

**F. Committee Composition**

The committee shall be comprised of 7-10 voting members who must be Ajax residents. Appointments will run concurrent with the term of Council. Appointments may be revoked at any time at the discretion of staff and/or Council. The committee shall also consist of up to 2 Members of Council who shall have full voting privileges. All members are to be appointed by way of Council resolution. The Mayor is an ex-officio member.

A representative from the **Recreation & Culture** department will serve as a staff resource liaison to the committee. The Committee Coordinator will provide organizational and procedural support to the committee.

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Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

**G. Chairperson**

Of the voting members a Chairperson and Vice-Chair shall be elected by majority vote on an annual basis. Members of Council are not eligible to serve as a Chairperson or Vice-Chair. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. If a Chair or Vice-Chair is not present, members are to select an acting Chairperson to serve in the same capacity for the duration of that meeting.

**H. Subcommittees**

Subcommittees *may* be formed to complete specific tasks related to the committee's mandate and work plan but must report through the committee.

**I. Decision Making and Voting**

Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall not reconsider a previous motion, unless directed to so by Council.

**J. Quorum**

Quorum shall be a simple majority of the total number of committee members (i.e. 50% plus one). If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not be fully ratified until supported by the majority of members. If no quorum is present and there are time constraints with respect to a particular item on the agenda, the Committee Coordinator may canvass members through alternative means in order to determine committee support for that particular item.

**K. Meeting Structure and Format**

Regular meetings will be held on a monthly basis. Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting. The Committee Coordinator will provide secretariat services to the committee. Minutes will be received by Council and substantive recommendations will be forwarded to staff for review and action if deemed necessary. Recommendations must relate to the committee's mandate.

In consultation with the committee and Council, representatives from the Recreation & Culture Services Department will generate content for each meeting so as to ensure progress of the committee's work plan. Relevant content from across Town departments also will be sought through circulation of an agenda forecast.

Committee meetings are open to the public and are subject to the provisions of Section 239 of the *Municipal Act, 2001*. Members of the public who are in attendance shall not interfere with the conduct of the committee.

The ***Town of Ajax Advisory Committee Corporate Policy & Procedure*** (Policy 047) shall be followed for all matters not specifically addressed within this document. These Terms of Reference are established by Council and can only be altered by Council approval.