ROCKY VIEW COUNTY

RECREATION GOVERNANCE COMMITTEE

Terms of Reference

TOR-#C-RGC

Purpose

1 The Rocky View County Recreation Governance Committee (RGC or Committee) is to:

(1) Foster the creation, development, and operations of recreation programs, facilities, infrastructure, services, parks, and park land;

(2) Act as an approving body regarding matters pertaining to recreation, parks and cultural services in the County, including grant applications, studies, and master plans;

(3) Support recreation, parks, and cultural facility development and programs through the Community Recreation Funding program;

(4) Support the County-wide *Recreation and Parks Master Plan*, recreation planning, and community engagement; and

(5) Recognize that long-term strategic planning is required, planning for future facilities needs to be prioritized, and funding needs to be allocated.

Functions

2 Council delegates the following governance responsibilities to the RGC:

(1) Review and approve matters pertaining to recreation, parks, and cultural services, including the review of current and future recreation services in the County;

(2) Collaborate with other governmental agencies, school boards, and stakeholder groups in the advancement of parks and recreation planning and programming;

(3) Engage non-profit organizations and community groups in the advancement of parks and recreation planning and programming to ensure the most effective use of resources in the community;

(4) Receive, evaluate, and approve operational, capital, and emergency recreation grant applications based on policy, Administration's recommendations, criteria identified in the County-wide *Community Needs Assessment*, and the County *Recreation and Parks Master Plan*.

(a) With the exception of the pre-approved multi-year agreements, to be eligible for funding, applicants requesting $100,000 or more are required to present to RGC, unless the Chair deems a presentation unnecessary.

(5) Hear presentations from the public and stakeholder groups on matters affecting the recreational needs of the County;

ROCKY VIEW COUNTY

RECREATION GOVERNANCE COMMITTEE

Terms of Reference

TOR-#C-RGC

(6) Ensure recreational, parks, and cultural services and facilities are available for County residents of all ages, income levels, skills, and lifestyles;

(7) Receive updates from Administration on emerging and ongoing recreation projects and initiatives;

(8) Establish recreation priorities by hearing from members of the public, stakeholder groups, and Administration that align with the County-wide *Recreation and Parks Master Plan*;

(9) Foster public awareness, recognition, and support for recreation; and

(10) Provide direction to Administration by resolution.

3 The RGC may establish subcommittees to address specific issues or topics (e.g.: public policy, research, sub-sector issues and challenges, district and regional issues, etc.)

Membership

4 The RGC consists of all members of Council appointed for a two year term.

Chair

5 The Chair is appointed by Council at the annual Organizational Meeting for a two year term, and the Vice Chair is appointed by the RGC at its first meeting following the Organizational Meeting for a two year term.

6 The Chair is responsible for presiding over meetings when in attendance.

7 The Chair and Vice Chair are responsible for:

(1) Approving third party presentations; and

(2) Approving agendas prior to publication.

8 The Vice Chair will take over the duties of the Chair whenever the Chair is unavailable.

Meetings

9 The Committee will meet a minimum of four times annually on the dates set at the annual Organizational Meeting of Council.

ROCKY VIEW COUNTY

RECREATION GOVERNANCE COMMITTEE

Terms of Reference

TOR-#C-RGC

10 Additional meetings or special meetings may be held at the call of the Chair.

11 No meetings are held during the summer and winter breaks (August and December).

12 Meetings will be conducted in accordance with the County's *Procedure Bylaw*.

13 All meetings are open to the public. If required, closed sessions will be held in accordance with the *Municipal Government Act*, *Freedom of Information and Protection of Privacy Act*, and the County's *Procedure Bylaw*.

14 Meetings are attended by the:

(1) Executive Leadership Team or their authorized delegates;

(2) Recreation, Parks, and Community Support Manager or their authorized delegate;

(3) Municipal Clerk or their authorized delegate; and

(4) Relevant subject matter experts.

14.1 Quorum is three members of the Recreation Governance Committee.

Agendas

15 Meetings will have a formal agenda. Agendas, information packages, and minutes will be circulated to the Committee via email one week prior to each meeting.

16 Agendas will be proposed by Administration with input from the Committee, with final approval by the Chair and Vice Chair.

Presentations

17 Public presentations to the RGC are no longer than 20 minutes in duration, unless the Committee passes a resolution to extend the presentation time, and may be followed by questions from the RGC to the presenters and Administration.

18 Notwithstanding the process outlined in the County's *Procedure Bylaw*, the Committee may, by resolution, allow members of the public to address the RGC on an agenda item following the presentation and question period for that item.

ROCKY VIEW COUNTY

RECREATION GOVERNANCE COMMITTEE

Terms of Reference

TOR-#C-RGC

19 All presentations and discussion are directed through the Chair, and presenters are not permitted to ask questions of the Committee.

20 The Chair may defer approved presentations to a future RGC meeting or cancel the presentation when:

(1) A presenter introduces new material or amended presentation materials after the agenda has been published; or

(2) Otherwise at the discretion of the Chair.

Presentation Request Process

21 A completed application form must be submitted to Administration eight weeks prior to the scheduled RGC meeting in order for the presentation to be included on the agenda.

22 For all presentations, Administration will review the proposal and determine if the subject matter of the presentation is within the mandate of the RGC.

23 If the presentation request proceeds to the RGC, Administration will contact the presenter to confirm their presentation date and time and the deadline for submitting presentation materials.

24 Presentation materials must be submitted to Administration six weeks prior to the scheduled RGC meeting.

25 Administration will prepare an introductory cover report for each presentation, and the presentation materials provided by presenters will be included in RGC agendas.

26 If the Chair and Vice Chair reject a third party presentation request, Administration will advise the presenter of the reason for the rejection and that a revised presentation may be submitted in the future.

Relationship between the Committee and Administration

27 Administration will work as a liaison between the RGC and the community, providing support services to community organizations, as well as planning, coordinating, and communicating recreation, parks, and cultural interests, and opportunities.

28 Committee members will closely work with the Administrative staff assigned to their division to support community growth and the development and implementation of programs, facilities, and recreation amenities.

ROCKY VIEW COUNTY

RECREATION GOVERNANCE COMMITTEE

Terms of Reference

TOR-#C-RGC

29 Administration will advise RGC on policy to support the vision of an active and healthy community, develop new community partnerships, and support the implementation of the *Recreation and Parks Master Plan.*

30 Notwithstanding Section 28, any dialogue between Committee members and Administration outside of Committee meetings will be informal, and RGC members should not provide direction to Administration except through resolution passed at a Committee meeting.

31 Administration will review operational and capital grant applications for compliance with policy, and the Committee will evaluate applications and may by resolution:

(1) Approve the funding request, either in full or in part;

(2) Request more information from the applicant; or

(3) Decline the request.

32 Administration will propose a list of preapproved recreational providers who will receive an annual contribution on a multi-year based agreement from the County as part of Recreation, Parks, and Community Support's operational budget, and the Committee will evaluate applications and may by resolution:

(1) Approve the proposed agreement and funding request, either in full or in part;

(2) Request more information from the applicant; or

(3) Decline the proposed agreement.

33 The Committee will receive administrative support, including the recording of minutes, meeting preparation and communicating recommendations to relevant stakeholders.

Relationship with Community Members

34 The Committee may reach out to residents to inform them of changes in recreation, to request feedback, or to establish subcommittees with public membership to address recreation-specific questions that require public input as defined in the County's *Public Participation Policy*.

35 The Committee may establish subcommittees as necessary to ensure meaningful stakeholder engagement and to enrich Council and Administration's decision-making when there is an opportunity for stakeholders to shape action or policy.

36 Subcommittees will be composed of individuals who:

(1) Can think strategically on behalf of the County as a whole;

ROCKY VIEW COUNTY

RECREATION GOVERNANCE COMMITTEE

Terms of Reference

TOR-#C-RGC

(2) Have the ability to work in a group comprised of diverse individuals; and

(3) Are knowledgeable and experienced in their local recreational affairs.

37 Subcommittee members are appointed by the RGC based on Administration recommendation.

38 Subcommittee members may also be members of community or advocacy groups provided that their interests are declared at the time of appointment and they abide by the pecuniary interest provisions in the County's *Board and Committee Code of Conduct Bylaw*.

Definitions

39 In these Terms of Reference, the following definitions apply:

(1) **"*Administration*"** means the operations and staff of Rocky View County under the direction of the Chief Administrative Officer;

(2) **"*Chief Administrative Officer*"** means the Chief Administrative Officer of Rocky View County as defined in the *Municipal Government Act* or their authorized delegate;

(3) **"*Council*"** means the duly elected Council of Rocky View County;

(4) **"*Board and Committee Code of Conduct Bylaw*"** means Rocky View County Bylaw C-7855-2018, being the *Board and Committee Code of Conduct Bylaw*, as amended from time to time;

(5) **"*Council Policy*"** means policies that are approved by Council and focus on the strategic direction of programs and services provided by the County;

(6) ***"Cultural"*** means a shared community identity as expressed by beliefs, values, traditions, and aspirations found in local events, arts, and heritage;

(7) **"*Municipal Government Act*"** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time;

(8) **"*Organizational Meeting*"** means an organizational meeting of Council held pursuant to section 192 of the *Municipal Government Act*;

(9) ***"Park"*** means a park space typically located in an urban setting that has been formally engineered and constructed to offer recreational and leisure activities. Parks typically contain turf grass, pathways, planted trees and horticultural beds, park furniture, sports fields and other built improvements.

ROCKY VIEW COUNTY

RECREATION GOVERNANCE COMMITTEE

Terms of Reference

TOR-#C-RGC

(10) ***"Park Land"*** means property owned, controlled, or maintained by the County that is typically located in rural, commercial, or industrial settings. Park land may include Municipal Reserves and Environmental Reserves that have not been formally landscaped or contain built improvements.

(11) **"*Procedure Bylaw*"** means Rocky View County Bylaw C-7907-2019, being the *Procedure Bylaw*, as amended or replaced from time to time;

(12) **"*Rocky View County*"** means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;

(13) **"*Recreation*"** means an experience that results from freely chosen participation in physical, social, intellectual, creative, and spiritual pursuits that enhance individual and community wellbeing;

(14) **"*Recreation Master Plan*"** is a Council approved planning document that defines the recreational and cultural needs of residents;

(15) **"*Recreation Facility*"** means a location designed and equipped for the conduct of sports, leisure time activities, and other customary and usual recreational activities;

(16) **"*Recreation Services*"** means a broad concept related to sports, fitness, social recreation, special community events, and capital community Initiative development;

(17) **"*Social*"** means the connections individuals have to each other and to the wider community;

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