

Terms of Reference – Recreation & Green Space Committee

Authority

The Recreation & Green Space Committee is a Select Committee of Council established under Section 55 of The Cities Act (Saskatchewan). The general purpose of Select Committees is to inquire into specific matters and report findings and recommendations to City Council for determination.

The Recreation & Green Space Committee is advisory in nature and reports directly to Council. The Committee has no independent decision-making authority unless specifically delegated by Council resolution.

Purpose

The Recreation & Green Space Committee is established to provide advice and recommendations to Council on matters related to parks, open spaces, recreation facilities, and community programming.

The Committee supports the development, enhancement, and sustainability of recreational opportunities and green spaces within the community.

Membership

Voting Members

- 3 Members of Council (Elected Officials)
- Up To 4 Members of the Public (determined by application and appointment of Council)
- Voting Members must be a resident of Martensville and at least 18 years of age.
- Employees of the City of Martensville are not eligible.
- Voting Members must have an interest in recreation and green space.
- A variety of user group candidate will be selected.
- Members shall be appointed by City Council for two (2) year terms, with the option to renew once for an additional two-year term.

Non-Voting Members

- Director of Recreation & Planning (or designate)
- Director of Infrastructure & Operations (or designate)
- One (1) city staff member shall be assigned to provide clerical support, coordinate meetings, and maintain records
- Designated youth representative, which may be filled by individuals aged 15-17, must also be a resident of Martensville. (determined by application and appointed by Council).
- Additional subject matter experts may attend meetings as required.

Roles and Responsibilities

Chair/Co-Chair

- Elected annually by the Committee
- Presides over meetings, preserves order, and ensures recommendations brought forward represent ideas or suggestions of the entire committee.
- Calls the meetings and sets the agenda with help from Administration.
- The Co-Chair shall serve in the function as Chair when the Chair is absent.
- If the Chair or Co-Chair are unable to attend the meeting, the meeting cannot proceed.

Committee Responsibilities

- Review and provide input on policies, plans, and initiatives related to recreation and greenspace.
- Bring forward community needs for parks, trails and recreational facilities.
- Collaborate on the update of the City of Martinsville Recreation and Parks Master Plan once updated then review annually.
- Promote environmental stewardship and sustainable land use practices.
- Encourage community engagement and participation in recreational programs and outdoor spaces.
- Report findings and recommendations to council.

Meetings and Procedures

- Meetings will be open to the public.
- Meetings shall be held quarterly. (The Chair or Co-Chair can call a meeting outside of quarterly meetings if necessary).
- Meetings will be held in City Facilities
- A quorum shall be 50% of voting members.
- The Chair and Co-Chair shall be elected by majority vote at the first meeting each year.
- Meeting shall be conducted in accordance with the City of Martinsville Council Procedural Bylaw No. 1-2019 and applicable sections of *The Cities Act*.
- Agenda items must be submitted to the Chair and administrative support at least one week in advance.
- The Chair will be responsible for setting the agenda.
- Recommendations to council shall be made by resolution of the committee.

Reporting

- The Recreation and Green Space Committee will report back to City Council on major initiatives and matters referred by Council.
- Minutes shall be recorded and shared with Council to be received as information.

Remuneration

- The Recreation & Green Space Committee serve as volunteers and shall not receive compensation.
- Reasonable expenses incurred in the fulfillment of committee duties may be reimbursed by the City, subject to approval.

Accountability

- Members are expected to attend meetings regularly and review agenda materials in advance.
- Members unable to continue service must submit a written resignation to the Chair with a copy to the City Clerk.
- City Council may remove any committee member at its discretion.

Conflict of Interest

- Members must act in the best interest of the City and disclose any real or perceived conflicts of interest.
- Members must recuse themselves from discussions where a conflict exists; such recusal will be noted in the minutes.
- Members shall not use privileged information gained through the committee for personal benefit.

Code of Conduct and Privacy

- Members must follow the City of Martinsville's Code of Ethics Bylaw for Members of City Council Bylaw #1-2021
- While committee member names are part of the public record, individual comments will not be attributed in meeting minutes unless required or requested.
- Communications and materials produced by the committee must respect privacy and dignity.