

## Terms of Reference

### Establishment

This Committee was established in response to the motions approved by the County of Grande Prairie and the City of Grande Prairie in October 2016, to invite the Municipal District of Greenview, Town of Beaverlodge, Town of Sexsmith, and the Town of Wembley, to be part of a joint Grande Prairie recreation committee.

### Name

Grande Prairie Regional Recreation Committee (GPRRC)

### General Purpose

The general purpose of this Council committee is to provide a mechanism for the implementation of the Grande Prairie Area Joint Recreation Master Plan – 2016 (under separate covering) including inter-municipal information sharing, collaboration, and identifying special projects concerning regional recreation facilities, services and programs. The Committee will work in consultation with current Municipal Government Act and Intermunicipal Collaborative Framework legislation.

### Objectives

Including but not limited to:

1. Guide the direction for the implementation of the adopted ten year “Grande Prairie Area Joint Recreation Master Plan – 2016”.
2. Collaborate with respect to activities and plans for current and proposed regional recreation service delivery at a macro and micro level.
3. Identify emerging trends in recreation services.
4. Identify and review deficiencies in regional recreation service levels and discuss strategies to address those deficiencies.
5. Review community growth projections and demographics and the impact of the same on regional recreation services.
6. Advocate as a collective voice for enhanced recreation (regional and municipal) services at local and provincial levels.
7. Advocate for enhanced funding for recreation (regional and municipal) at provincial and federal levels.
8. Make recommendations to the respective Council’s for investment in capital projects or programs that support regional recreation services.
9. Support local autonomy while emphasizing that local efforts and outcomes can be optimized through regional cooperative efforts.
10. Identify and develop appropriate mechanisms for funding regional recreation facilities, explore ways to access provincial and federal recreation funding, and a process to determine suitable future recreation locations. For example, a third swimming pool in the region.

### **Membership & Composition**

Based on the principle of one vote per community, the Committee will consist of a minimum of one elected official from each of the following communities:

- City of Grande Prairie
- County of Grande Prairie
- Municipal District of Greenview
- Town of Beaverlodge
- Town of Sexsmith
- Town of Wembley

Additional elected officials from each municipality can attend meetings as they see fit. Administrative staff will attend from each municipality as non-voting members – there is no maximum or minimum requirement for administrative personnel. A representative of the Grande Prairie Regional Sport Connection is invited to attend regularly as a non-voting observer. Members of the community or other persons may be invited as required. It is expected that all designated members attend each meeting. However, in the event that the representative may be unable to attend, a delegate is to be assigned to attend on their behalf and advise the Coordinator prior to the meeting date.

### **Appointment and Term**

Respective Councils will appoint their elected official to serve on the Committee for a term of twelve (12) months to be reviewed each calendar year.

### **Quorum and Voting**

Quorum shall consist of a minimum representation of four of the six member municipalities. Voting shall be by a simple majority of one vote per community. Voting motions that involve financial commitment require attendance by all parties implicated financially. Alternatively, an official letter from the municipality (including the Resolution number or Council motion) that confirms their decision on a financial matter, may be presented by an administrative representative. The Committee may use electronic and / or proxy means to vote on certain items if necessary.

### **Request for Decision to all Councils**

A Request for Decision to all Councils will be developed upon the direction of a Committee motion and communicated to all municipalities by the Chair of that meeting for response. Each Member municipality is requested to table the Request at their next municipal Council meeting and must provide a resolution or motion indicating support and participation in the Committee's project / initiative, or not. Once majority support from all member municipalities has been achieved, the Committee will be tasked with the management of the project / initiative. Further consultation with the member municipalities will only occur if the scope of the project significantly changes or there is a need for additional funding.

### **Working Principles**

Decisions will be reached by majority vote and members are expected to follow their municipalities' respective Code of Conduct.

### **Meeting Schedule**

The Committee will meet twice per year and more often if required, beginning March 2017. Hosting and chairing of the meetings will rotate between each community. Meetings may be called in between regularly scheduled meetings by voting or non-voting members as required, with a minimum five days' notice provided.

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## **Reporting**

The Agenda will be drafted by the GPRRC Coordinator in collaboration with the Chair of the upcoming meeting and the associated administrative working group using the approved template provided. Agenda items brought forward by Committee members are due ten business days prior to the planned meeting date. The Agenda will be circulated by email to all parties a minimum of five business days prior to the planned meeting date. Meeting minutes will be recorded by the host community and shared amongst all members via email within five business days. Feedback on minutes is expected within an additional five business days. Motions will be numbered and recorded in the following format: GPRRC-03-01-2017-001 (Grande Prairie Regional Recreation Committee March 1, 2017 motion #001).

## **Sub Committees**

The Committee will form sub-committees as required, and may choose to appoint members from the Committee and from the general public.

## **Administrative Working Group**

Will be a separate entity and represent all communities involved. It will serve as an administrative body to support the ongoing work of the and the implementation of the Master Plan. It will not impact the autonomy of individual municipalities. Separate Terms of Reference for this administrative body will be established. Initially, the administrative working group will consist of one 0.75 FTE contract employee selected by the committee that would reside with an approved municipality. This role will be expanded by the committee as project and implementation workload dictates. An administrative recreation representative from each participating municipality would also be invited to sit on this working group. Administrative Working Group members will liaise with their municipal Council members regarding results of meetings and requests for decisions, as required.

## **Resources**

To support the administrative body, each municipality will contribute financially using a formula approved by the committee taking population and equalized assessment value into consideration. Regarding implementation of the Master Plan, funding for specific capital recreation projects and initiatives will be the responsibility of the assigned partners, fit within budgetary constraints and use a still to be determined financial model.

If a project is identified by two or municipalities as likely being funded by those select partners, funding discussions will occur between those members. The GPRRC could invite other regional partners to participate financially upon approval by their respective Council. In instances where a project is identified as being funded primarily by the City of Grande Prairie and the County of Grande Prairie, the project will be referred to the Intermunicipal Collaboration Committee (ICC) for further evaluation.

## **Public Relations**

The administrative body will coordinate all external communications and shared regional messaging, providing every committee member with an opportunity to participate equally. When speaking to the public or to the media on an issue related to GPRRC, Committee members must distinguish whether they are speaking as a member, as a representative of another agency or community group, or as an individual.

## **Outcomes**

Committee members will report back to their respective Council's on the results of the meeting and any follow up action required. Any action recommended by the Committee will require the approval of the respective Councils (as previously mentioned in Request for Decisions). Decisions of Council are to be reported back to the Committee membership at the

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subsequent quarterly meeting. Administration (independently or via the administrative committee) is responsible for enacting resolutions/motions of Council.

**Review and Evaluation**

The Terms of Reference will be reviewed as required, but at least once per year in March.

**Approved the 21<sup>st</sup> day of June, 2023.**