



**The Corporation of the Township of Havelock-Belmont-Methuen**  
**MATHISON PROPERTY AND PARKS COMMITTEE**

***TERMS OF REFERENCE***

**1. PURPOSE**

The Mathison Property and Parks Committee is a Committee of Council established for the purpose of advising Council of recommended options for enhancing the Township owned green space properties as a means to encourage residents and visitors to use the Mathison Property and Township parks for recreational (i.e. walking, biking, bird watching etc.) and educational purposes.

**2. MANDATE**

The Mandate of the Committee is to:

- ◆ Research issues associated with the development of the Mathison Property and Township parks in order to make recommendations to Council on various options for levels of activity.
- ◆ Review and make recommendations to Council on fundraising opportunities to assist with the capital and operating costs associated with this development.

**3. MEMBERSHIP**

The Committee shall consist of:

- Two (2) members of Council with one acting as the Chair and one acting as an Alternate.
- Four (4) volunteers from the Community.

The public are welcome to attend meetings to observe the proceedings.

**4. TERM**

Members shall be appointed for a two-year term as per the appointment by-law adopted by Council.

Appointments are for a two (2) year term, with a maximum continuous tenure of three (3) consecutive two (2) year terms.

## **5. COMMITTEE CHAIR**

A Member of Council shall function as Chairperson of the Committee.

## **6. MEETING SCHEDULES AND LOCATION**

Meetings shall be open to the public and shall be conducted on a quarterly basis.

Meetings shall be held at the Municipal Office, 1 Ottawa Street East, Havelock, or at a mutually agreed upon accessible location within the municipality, if the Municipal Office is not available.

The Chairperson may call a “Special Meeting” to deal with issues of importance which are time sensitive or urgent in nature. Notice to Committee Members, Advisors and public shall be provided at least 48 hours in advance of meeting.

Quorum for meetings shall consist of a majority of the Members of the Committee.

## **7. DUTIES AND FUNCTIONS**

- ◆ Review Documents currently available.
- ◆ Establish criteria for property development.
- ◆ Prepare Minutes or regular reports on recommendations for Council per section # 10.
- ◆ Plan, organize and coordinate approved activities associated with the Mathison Property and Parks Fundraising.
- ◆ Assist Township Staff with the design and development of the Mathison Property and other Township parks.

## **8. RESOURCES/STAFF SUPPORT**

Township staff shall provide advisory support, as needed, including such services as coordination of meetings. Parks Department staff along with Public Works staff may provide technical advice as required.

The Committee may call upon the assistance of other Township Departments (e.g. Treasurer) if needed.

## **9. REMUNERATION**

Members of the Committee and Advisors shall participate voluntarily and as such, receive no compensation or remuneration.

## **10. REPORTING**

The Committee Chair shall report to Council following each meeting. Meeting minutes must be maintained and provided to the Township Clerk (to form part of the official records of the Township) and placed on the agenda of the next Open Session Council Meeting following a meeting of the Mathison Property and Parks Committee.

A report on the Committee's recommendations is to be submitted through the Committee Chair to Council as required.

## **11. BUDGET**

Expenses incurred by this Committee are to be approved by Council prior to being incurred and shall not exceed any budget amounts provided within the Township's Operating Budget.

## **12. CLOSED MEETINGS**

The Committee may, upon affirmative vote of the majority of its members present at a meeting, determine to hold any meeting or part of a meeting as a closed session in order to discuss matters permitted in *section 239 (2) of the Municipal Act, 2001*. If the Committee elects to hold a closed session, all persons not entitled to vote (with the exception of any Township Staff and all persons excepted by the members) shall vacate the premises where the meeting is taking place. Closed meetings can only be held in accordance with *Section 239 of the Municipal Act*. Prior to the commencement of closed session, a resolution shall be passed stating the general nature of the matter to be discussed and what sub- section of *section 239 (2)* applies.

## **13. CONFLICTS OF INTEREST**

Members shall abide by the rules outlined within *the Municipal Conflict of Interest Act* and shall disclose the pecuniary interest to the Committee Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

## **14. MEETING ATTENDANCE**

Any Member of the Committee who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations via a report to Council for the removal of any member in accordance with adopted policy.

## **15. INSURANCE**

The Mathison Property and Parks Committee is insured for Committee work through the Township's Policy as it applies to these terms of reference.

## **16. DISSOLUTION**

At the discretion of Council, or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

## **17. EXPULSION OF MEMBER**

Council may remove a member for reasons as listed, but is not limited to, the member being in contravention of the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Provincial Offences Act*, the *Municipal Conflict of Interest Act*; disrupting the work of the Committee or other legal issues. The process for expulsion of a member is as follows:

- ◆ If a member of the Committee ceases to maintain the eligibility requirements, is not willing or able to carry on his or her duties, or absents himself or herself from three consecutive meetings of the Committee without being authorized by resolution entered upon its minutes, he or she is deemed to have vacated his or her seat.
- ◆ A proposed recommendation to Council to terminate the appointment of a member of the Committee, shall be approved by Council resolution.

Revised: September 24, 2024