

# Recreation Facility Steering Committee

## Terms of Reference

### 1. Purpose

The Municipal Recreation Facility Steering Committee (the "Committee") is established to provide advice and recommendations to the Municipal Council regarding the potential development of a new recreational facility. The Committee will assess community needs, explore feasibility, and offer guidance on design, location, funding, and operational considerations.

### 2. Objectives

The Committee will:

1. Determine what recreation services are priority to be represented in the new build.
2. Make recommendations to Council on revenue generating and/or self-sustaining facility and program space including recreation services, government/institutional space, lease space, etc.
3. Conduct research and engage with current and potential user groups and organizations to further assess and refine the needs for a recreational facility. Needs assessment should consider, but not be limited to, recreation programming, sports and athletics, accessibility, policies, recreation trends, and equity.
4. Develop a concept plan.
5. Develop criteria and evaluate potential sites and provide recommendations on suitable locations.
6. Explore and recommend funding options, including grants, partnerships, and municipal contributions.
7. Review best practices in recreational facility development, sustainability, and operation with the goal of optimizing year-round facility usage and minimizing long-term maintenance and recapitalization costs
8. Gather community input to ensure the facility meets current and future public needs and reflects the Municipality's shifting demographics and growth patterns.
9. Recommend additional studies or reports to Council.
10. Recommend additional committees or subcommittees to Council.
11. Provide periodic reports and a final recommendation to Council.

### 3. Composition

The Committee shall consist of 11 voting members, including:

1. Warden
2. 2 Municipal Councilors
3. Church Memorial Park Board of Trustees representative – Chair
4. Church Memorial Park Board of Trustees representative – Treasurer
5. Public Citizen – Original Special Interest Group representative
6. Representative appointed by Chester Minor Hockey Association
7. Representative appointed by the Chester Curling Club
8. Student representative – appointed by FHCS Principal
9. Member at Large – appointed by Council
10. Chair of the Chester Municipal Recreation Committee (CMRC)

*Ex Officio Members:*

1. CAO – Ex Officio
2. MOC Project Manager – Ex Officio

Other resources would be provide support as needed, and may include consultants

**4. Meetings**

1. The Committee shall meet [frequency, e.g., monthly] or as required.
2. Quorum shall be a majority of the voting members.

**5. Reporting & Deliverables**

1. The Committee shall designate one elected official to provide regular updates to Council.
2. A final concept plan with recommendations shall be submitted within 18 months of the formation of this Committee.

**6. Term**

1. The Committee shall serve for a term of 2 years or until the final report is submitted, whichever comes first.

**7. Chairperson**

1. The Committee shall elect a Chair from among its voting members at the first meeting.
2. The Chair shall preside over meetings, set agendas, and ensure orderly discussion.

**8. Voting Process**

1. Each voting member shall have one vote.
2. Recommendations to Council or decisions shall be made by consensus or a simple majority of members present.
3. In the event of a tie, the motion shall be considered defeated.

**9. Authority & Limitations**

1. The Committee serves in an advisory capacity and does not have decision-making authority.
2. Any financial commitments must be approved by Council.

Approved by Council on February 27, 2025 (2025-125)