



**ST JAMES TOWNSHIP, CHARLEVOIX COUNTY  
HARBOR, PARKS, AND RECREATION COMMITTEE  
COMMITTEE CHARTER  
APPROVED 12/2/22**

St James Township believes that having a vibrant harbor, attractive parks, and similar amenities (e.g., marinas, campground, sidewalks, non-motorized path, and trails, etc.) allow for recreational opportunities that are important for the economic strength and quality of life for the residents and visitors of Beaver Island. The Committee will serve as a forum for discussion and assist in the five-year updates of the Harbor, Parks, and Recreation Plan and its related Capital Improvement Plan as well consider annual plans and funding sources. Recommendations are to be provided to the Township Board and to the community.

**I. Committee Purpose:** The committee purpose is to:

- a) advise the Township Board and Township Planning Commission regarding harbor, parks, and recreation plans and annual priorities, needs, and funding sources, and
- b) manage a subcommittee that serves as the Harbor Lighthouse Team, with specific focus on the management of and capital improvements for the harbor lighthouse, in keeping with related federal requirements.

**II. Committee Name/Duration:** The name of this Committee shall be the St James Township Harbor, Parks, and Recreation Committee (HPR Committee) which shall be established for a period of two (2) years. After two years, the committee is eligible to be renewed on an on-going basis for periods of four (4) years, thereby matching the terms of the Township Board members. Each period starts December 1, which follows the November election of board members.

**III. Committee Membership:** The Committee shall be composed of seven (7) members, two ad hoc and five voting members with three members required at meetings to form a quorum. At least four members must reside in St James Township, the remaining members may reside in St James or Peaine Townships. One member should be a representative from the Port of St James Association.

**IV. Committee Officers:** The officers of the Committee shall be a Chair, Vice-Chair, and a Secretary. The Committee shall elect these officers at the first organizational meeting to serve the during the two-year period. At the first meeting during each subsequent four-year term, the same officer positions shall be elected to serve the four-year duration. The Chair shall have the authority to contact local, state, and federal officials and vendors seeking information on behalf of the Township.

**V. Committee Meetings:** The Committee shall meet at least quarterly and shall report to the townships' boards after each meeting. It is expected that during the startup of this Committee and during the periods the HPR Plan is being updated and reissued (prior to February 1, 2023, and each five-years thereafter), the Committee shall meet more frequently.

**VI. OMA and FOIA Compliance:** Written notice of the time and place of each meeting shall be sent out to Committee members and to the Township Clerk at least 24-hours before the meeting. The Committee shall comply with the Open Meetings Act and shall be subject to FOIA. Copies of agendas and minutes shall be concurrently sent to the Township Clerks and posted to a common webpage.

**VII. Establishment of Quorum:** One-half of the appointed voting members of the committee shall constitute a quorum. No meeting shall be called to order unless a quorum is present. A majority vote of those present shall be required in order for the Committee to act on any matter before it. Telephone and Zoom participation in a meeting may be allowed.

**VIII. Committee Recommendations:** The Committee is advisory in nature and is not granted the authority to negotiate or enter into any agreements on behalf of the Townships.

**IX. Committee Expenditures:** The Townships shall reimburse Committee members for their reasonable, out-of-pocket expenses subject to prior approval of the Township Supervisor.