

## Parks, Recreation & Culture Committee Terms of Reference

### **Purpose/Objective**

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The mandate of the Committee is the act as an advisory body to Council, the Chief Administrative Officer, and the Director regarding matters pertaining to the community parks, sport, recreation and culture.

The primary role of the Committee is to support the recreation, sport and cultural capacity of the community by:

- a) Providing quality parks, trails and facilities;
- b) Providing support services to community organizations;
- c) Planning and coordinating recreation, sport and cultural interests and opportunities;
- d) Facilitating the development of groups and organizations to meet a need;
- e) Providing direct programs and events where there is no other organization meeting that need;
- f) Providing information;
- g) Collaborating with other organizations, agencies and municipalities;
- h) Advising Council on policy to support the vision of an active, healthy community.

### **Appointment of Committee**

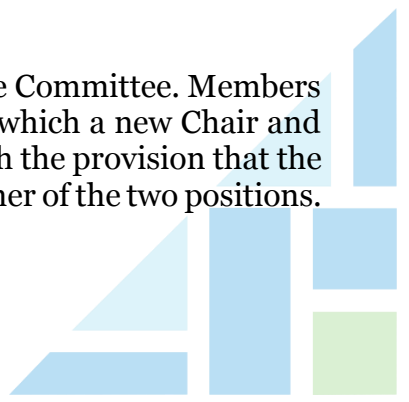
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The Committee will consist of three members of Town Council, preferably one from each ward. It will also consist of a minimum of four and a maximum of six citizen members.

The Committee will include one member drawn from the black or visible minority communities.

The Chair and Vice Chair of the Committee shall be elected by the Committee. Members so elected shall hold the positions for a period of one year, after which a new Chair and Vice Chair shall be elected by the members of the Committee, with the provision that the existing Chair and Vice Chair shall be eligible for re-election to either of the two positions.

A quorum consists of five voting members.



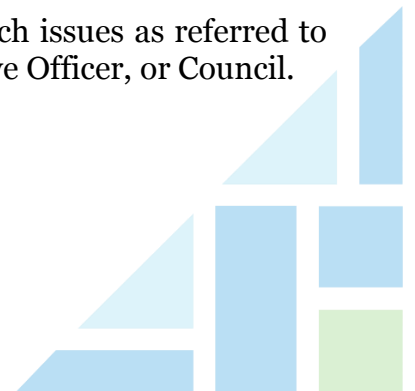
Appointments shall be annually for a period of up to three years with any such member so appointed eligible for one further term of appointment. Appointments shall be made by Council at a regular public meeting.

### **Responsibilities of Committee**

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The Committee will act in an advisory capacity to Council, the Chief Administrative Officer, and the Director in matters pertaining to community parks, sport, recreation and culture and will:

- a) Cooperate with other governmental agencies and civic groups in the advancement of sound parks, sport and recreation planning and programming, as requested by the Director;
- b) Make recommendations to the Director, the Chief Administrative Officer, and Council regarding:
  - i) Community parks, sport, and recreation services that exist or may be needed;
  - ii) The coordinator of community parks, sport, and recreation services with the programs of other agencies and voluntary organizations; so as to allow the Director, the Chief Administrative Officer, and Council to ensure the most effective use is being made of the parks, sport, recreations and culture resources in the community.
- c) Receive submissions from community groups and make recommendations to the Director and Chief Administrative Officer, and Council with respect to the grants-in-aid given by Council;
- d) Receive submissions from community groups with respect to municipal land re-allocation and any other parks, sport, and recreation issue referred to the Committee by the Director;
- e) Assist the Director in bringing together informal groups to determine the parks, sport, and recreation needs of the community; resolve disputes between community groups with respect to parks, sport, and recreation issues; and aid in cooperative planning; and
- f) Consider and make recommendations with respect to such issues as referred to from time to time by the Director, the Chief Administrative Officer, or Council.



## **Accountability**

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Committee members are expected to attend meetings regularly. If a member is continuously absent from Committee meetings for a period of three consecutive regularly scheduled meetings, unless the absence is because of illness, or similar acceptable reasoning, the member is deemed removed and Council may proceed to replace that member. If a Committee member finds it necessary to resign from the Committee, a letter to that effect should be sent to the Chair of the Committee and copied to the Secretary.

Town Council shall have the power to remove any member of the Committee from office at any time.

## **Committee Meetings**

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Committee meetings are held on a monthly basis, and take place the second Tuesday of every month at 7:00pm at Town Hall.

## **Additional Information**

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For additional information on the Parks, Recreation & Culture Committee, please contact the Recreation Director at 902-8893-6922 or via email at [dmackenzie@truro.ca](mailto:dmackenzie@truro.ca).

