



Parks, Recreation and Events Committee

Terms of Reference

Authority: Municipal Act, 2001

Committee Type: Standing Advisory

Lead Support Department: Culture and Recreation

Date Approved: November 28, 2023

Review Date: December 1, 2026

1. Purpose and Mandate

- 1.1 The Parks, Recreation and Events Committee acts as an advisory and decision-making body regarding matters pertaining to parks, recreation and events within the municipality.

2. Responsibilities

- 2.1 The Parks, Recreation, and Events Committee has the following responsibilities:
- a) Review and adopt policies related to parks, recreation and events.
 - b) Review, approve and provide feedback on any large-scale Town event.
 - c) Review, provide feedback and recommend to Council for adoption any parks or recreation master or long-term plan.
 - d) Hear and consider delegations and submissions from residents and community groups regarding the enhancement, operation, and alteration of culture and recreation related services.
 - e) Naming of municipal parks, having regard to the Naming of Parks and Recreation Facilities Policy, in effect at that time.
- 2.2 The committee is prohibited from interfering with staffing matters, and the day to day operations of the Town.

3. Membership

- 3.1 The Committee shall be comprised of all Members of Council.

- 3.2 The Chairperson of the Committee shall be the Mayor or appointed by the Mayor.
- 3.3 The Term of Membership shall be for four years to align with the term of Council.
- 3.4 Administrative resources for the Committee shall include personnel from:
 - Culture and Recreation, Public Works, and Finance, as may be necessary, having regard for the business items listed on any given agenda; and,
 - Council Services to provide administrative and procedural support.

4. Meeting Details

- 4.1 The Parks, Recreation and Events Committee shall meet at least quarterly at 4:30 pm on a schedule to be circulated by Council Services. Additional meetings may be scheduled, as necessary.
- 4.2 Members are not entitled to remuneration for serving on this Committee.

5. Link to Strategic Plan

Enhancing organizational excellence - Yes
Strengthen the community's engagement with the Town - N/A
Grow and diversify the local economy - N/A
Build on our high-quality of life - Yes
Sustaining strong public services and infrastructure - Yes

6. Related Policies and Reference Documents

- 6.1 The following policies, procedures, by-laws and/or legislation are applicable to the Parks, Recreation and Events Committee:
 - Procedure By-law, in effect at that time
 - Various Parks, Recreation and Events policies