



## **Parks, Recreation and Events Committee**

### **Terms of Reference**

**Authority:** Municipal Act, 2001

**Committee Type:** Standing Advisory

**Lead Support Department:** Culture and Recreation

**Date Approved:** [Click or tap here to enter text.](#)

**Review Date:** [Click or tap to enter a date.](#)

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### **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