

PARKS AND RECREATION COMMITTEE

Terms of Reference

December 2022

PURPOSE

The purpose of the Parks and Recreation Committee is to act as an advisory body and to make recommendations to Council relative to Council's Parks and Recreation requirements including:

- 1) Programs
- 2) Events
- 3) Parks and Recreation Facilities
- 4) Diversity and Inclusion
- 5) Operating and Maintenance Budget Recommendations to the Finance Committee
- 6) Capital Budget Recommendations to the Finance Committee

AUTHORITY

The Parks and Recreation Committee is an advisory committee to Council and does not have delegated authority other than contained in these Terms of Reference.

COMMITTEE COMPOSITION

The Committee shall consist of three (3) members of Council, appointed by the Mayor, one of whom shall be appointed Chair, and one who shall be Deputy Chair as determined by the Committee. Two (2) committee members present for a meeting is quorum.

The Committee may establish Sub-Committees for the better transaction of the business of the Committee.

MEMBERS DECEMBER 2022

Chairperson, Councillor Cory Stevenson; Councillor Steven Campbell; Councillor Judy Herlihy.

STAFF ASSIGNMENT

Manager of Parks and Recreation or Designate.

The Committee shall not direct Town staff except through the Chief Administrative Officer, other than staff assigned to the Committee and such direction shall only be for the proper administration of the Committee.

MEETINGS

The first meeting of the Committee shall be determined by the Chair. The Committee shall further meet as determined by the Committee, at the Committee's first meeting, and determined by majority vote.

All meetings of the Committee are open to the public, but the Committee may, by resolution of the Committee, conduct all or a portion of any meeting *in camera* in accordance with section 9 of the Town of Cornwall *Procedural Bylaw* 2019-01.

A schedule of meetings shall be established by the Committee at the Committee's first meeting, and a minimum of four scheduled meetings shall be held per calendar year. Additional meetings may be called by the Chair as may be necessary.

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Minutes shall be approved at the next Committee meeting and shall be signed by the Chair when approved.

Minutes of all meetings, and any other documentation that may be necessary, for Council's proper consideration of any matter that is subject of a recommendation of the Committee, shall be distributed to all members of Council through the monthly Committee of Council meeting package.

RESPONSIBILITIES

The Committee will act in an advisory capacity and work in conjunction with Town staff to provide advice and present recommendations to Council on the matters below.

- 1) Overall objectives for the Parks and Recreation Department.
- 2) The development of Town recreation programming and events.
- 3) Long term Parks and Recreation capital planning including parks, facilities, non asphalt trails and gardens, including items from the Parks, Recreation and Open Spaces Master Plan.
- 4) Consultation and liaison with residents and community user groups relating to Parks and Recreation matters including, but not limited to, senior's groups and local minor sports groups.
- 5) Recommendations regarding all Parks and Recreation plans and policies.
- 6) Any other matters that may be referred to the Committee by Council from time to time.

FUNCTIONS

- 1) Consult and liaise with residents and community user groups relating to Parks and Recreation matters, including but not limited to, senior's groups and local minor sports groups.
- 2) The recruitment and promotion of volunteers to assist in recreation programming and events.
- 3) Review submissions from community members and groups regarding the development, operation, enhancement or alteration Parks, Recreation Facilities or Events'
- 4) Develop partnership opportunities for fundraising and program development

REPORTING

Decisions of the Committee must be presented in the form of a recommendation to be referred to the Committee of Council for consideration and furtherance to Council for decision; recommendations will be noted in the Committee minutes.

The Committee may, by resolution, pass further Committee rules compliant with the Town of Cornwall Procedural Bylaw #2019-01 for the conduct of its meetings and business.

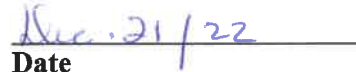
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Mayor



Date



CAO



Date