

Public Recreation and Culture Committee Terms of Reference

1.0 Mission Statement

The Public Recreation and Culture Committee is an advisory committee of Council with a mandate to advise and support Council on matters that relate to public recreation and culture including but not limited to parks, trails, beaches, programs, events, museum, and markets. The Public Recreation and Culture Committee will also provide support on any other related issues as requested by Council and/or the Recreation Director.

2.0 General

- a.** Provide support and recommendations to Council, applicable Staff and other associated Advisory Committees relative to recreation and culture.
- b.** To make recommendations as directed by Council with respect to recreation and culture practices, policies and procedures.
- c.** The Committee shall provide recommendations to Council on matters that have been referred by Council, staff and/or the general public to the Committee.
- d.** The Committee shall respond to proposed policies, projects, planning and other matters as referred by Council, and/or Department Heads/CAO.
- e.** To make recommendations to Council concerning Master Plans relating to Recreation and Culture.
- f.** Provide a voice and forum for recreation and culture matters.
- h.** Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.
- i.** The Committee may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee.

3.0 Appointment of Committee

- a.** The Committee shall consist of the following:
 - i. 1-2 Council members
 - ii. 5 to 7 members of the public representing various sectors of the community. Ideally membership may include representation from all areas of the Township and expertise in the following areas: - Recreation and Culture
- b.** The Chair, Vice-Chair and committee members shall be appointed by Council.
- c.** The term of office for committee members shall be for the term of the current council.
- d.** The Public Recreation and Culture Committee shall meet monthly, on the first Wednesday of each month at 7:00pm in Council Chambers.
- e.** The Public Recreation and Culture Committee shall make recommendations to Council, with each of the committee minutes forwarded to Council for acceptance.
- f.** If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.
- g.** The Public Recreation and Culture Committee shall be supported by an appropriate level of staff, as designated by the CAO/Clerk.

4.0 Committee Support

The Director of Recreation is designated as the staff resource. Additional staff resources may be utilized as required.