



Parks, Recreation and Culture Advisory Committee

Terms of Reference

Mandate:

To provide advice to Council on priorities for planning and policy development with regards to sports, arts, leisure, culture, heritage, parks and recreation facilities and activities.

Scope of the Committee:

To advise Council in order to meet the following objectives:

- Provide input in the development of plans and policies for open spaces, recreation, culture, heritage and the arts;
- Pursue and facilitate the involvement of community in leading, developing and delivering activities, programs and events that provide public engagement opportunities and build on the vitality of the culture, arts, recreation and heritage of the community through partnerships and assistance to:
 - The business community in general;
 - Community groups;
 - Arts and cultural groups;
 - Non-profit organizations;
 - Other municipalities; and
 - Residents across all demographics.
- Raise the profile of parks, recreation and culture through positive support and promotion in the community;
- Help to ensure communication and coordination across all organizations in the Municipality engaged in these activities.
- Encourage, nourish and support volunteer organizations within the Municipality who provide leisure, special events, arts and culture services and facilities;
- Identify concerns and present constructive solutions for the Municipality of Trent Lakes' programs, facilities, open spaces, trails and events;
- Form sub-committees to deal with specific initiatives and identify strategic solutions; and
- Undertake other assignment as may be requested by Council, as it relates to the overall purpose of the committee.

The Committee does not concern itself with administrative or operational issues, except as presented in the context of policy and planning considerations.

Membership and Organization:

The Committee shall consist of the following:

Voting members:

- Two (2) Council representatives
- Four (4) citizen members
- One (1) dedicated member of the Buckhorn Community Centre and Athletic Association (“BCC”) with one assigned alternate

Non-voting members:

- Staff Secretary
- Invited guests by the Committee

Consideration will be given to citizen members who represent a diversity of experience, knowledge and disciplines related to culture, waterfront and trails, and parks and recreation.

The Committee shall be appointed to coincide with the term of Council.

The Committee members will abide by the Committee and Board Policy (Policy AD-50) and the relevant Procedure By-law.

Remuneration:

None.

Meetings and Minutes:

The Committee shall hold monthly meetings at the Municipal Office commencing at 5:00 p.m. By majority agreement of voting members, a regular monthly meeting may be cancelled for lack of topics to discuss. Additional meetings of the Committee may be called by the Chair to address urgent matters.

The meetings of the Committee shall be open to the public and conducted in accordance with the provision of the relevant Procedure By-law, as well as the Committee and Board Policy (AD-50).

The agenda shall be publicly circulated one week in advance of a meeting and minutes including all recommendations and/or requests will be sent to Council following the meeting.