



Parks and Recreation Advisory Committee Terms of Reference

1.0 Mission Statement

The Parks and Recreation Advisory Committee is an advisory committee of Council with a mandate to provide support and advice to Council, applicable Staff and other associated Advisory Committees relative to enhancing the quality of life for Mississippi Mills residents through a wide range of innovative, inclusive and accessible programming, providing opportunities for physical activity, social interaction and community engagement.

2.0 General

- a. Provide support and advice to Council, applicable Staff and other associated Advisory Committees relative to promoting recreation activities, programming, recreation facilities, recreation trails and parks.
- b. The Committee shall provide recommendations to Council/Committee of the Whole on matters that have been referred by Council/Committee of the Whole to the Committee.
- c. The Committee shall respond to proposed policies, projects, planning and other matters as referred by Council, and/or Department Heads/CAO.
- d. Support Council and staff in the advancement of parks, sport and recreation planning and programming.
- e. Help identify to staff and/or Council recommendations regarding: community parks, recreation trails, sport, and recreation services that exist or may be needed.
- f. Identify activities that support community and individual well-being through a collaborative delivery of sustainable parks and recreation opportunities.
- g. Provide a voice and forum for recreational organizations, agencies, and or community groups for the greater good of Mississippi Mills.
- h. Encourage community involvement in matters and projects related to parks and recreation.
- i. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.

- j. 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 to 2 Council members
 - ii. Mayor (ex-officio)
 - iii. Staff support
 - iv. 5- 7 members of the public representing various sectors of the business community with diverse knowledge. Ideally membership may include representation from all wards with expertise in recreation-related activities.
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be two (2) years with an option to renew for an additional two (2) year term.
- d. The Parks and Recreation Advisory Committee shall meet a minimum of six (6) times per year.
- e. The Parks and Recreation Advisory Committee shall report directly 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.

4.0 Committee Support

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

5.0 Expenses/Budget

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.