



Community Parks, Recreation & Events Committee

Terms of Reference

Purpose/Objective

The mandate of the committee is to act as an advisory body to Council, the Chief Administrative Officer, and the Director of Community Development regarding matters pertaining to the community parks, recreation and special events.

The primary role of the Committee is to support the recreation, arts and sport capacity of the community by:

- Providing quality parks, trails and facilities;
- Providing support services to community organizations;
- Planning and coordinating recreation, sport, cultural, arts, social interests, special events, festivals and opportunities
- Facilitating the development of groups and organizations to meet a need;
- Providing direct programs and events where there is no other organization meeting that need;
- Providing information;
- Managing budgets for festivals, events, recreation programming, and professional development for the purpose of offering a need in the community (Sports Coach, Zumba Instructor etc.);
- Working with the community on volunteerism & fundraising for the specific needs of this committee;
- Collaborating with other organizations, agencies and municipalities;
- Advising Council on policy to support the vision of an active, healthy community.

Appointment of Committee

The Committee will consist of two members of Town Council, one member is required in attendance of a meeting. It will also consist of a minimum of three and maximum of five citizens; one of these citizens being a teenager (12-18 YR) and positions will be advertised until full. This committee will be supported by town staff.

The Chair and Vice Chair of the Committee shall be elected by the Committee. The Chair must be an elected official. Members so elected shall hold the position for a period of one year, after which a new

Chair and Vice Chair shall be elected by the members of the Committee, with the provision that the existing Chair and Vice Chair shall be eligible for re-election to either of two positions.

A quorum consists of five voting members.

Appointments to the committee shall follow the Town of Stewiacke's Citizen Appointment Process Policy.

Responsibilities of Committee

The Committee will act in an advisory capacity to Council, the Chief Administrative Officer, and the Director of Community Development in matters pertaining to community parks, sport, arts, recreation and special events and will:

- Cooperate with other government agencies and civic groups as requested by the Director;
- Make recommendations to the Director, the Chief Administrative Officer and Council regarding;
 - Community parks, sports, arts, and recreation services that exist or may be needed;
 - The coordination of other agencies and voluntary organizations; so as to allow the Director, the Chief Administrative Office and Council to ensure the most effective use is being made of the parks, sport, arts, recreation and special events in the community.
- Receive submissions from community groups with respect to municipal land reallocation and any other parks, sport, arts and recreation issue referred to the Committee by the Director;
- Assist the Director in bringing together informal groups to determine the parks, sport, arts and recreation needs of the community; resolve disputes between community groups with respect to parks, sport and recreation issues; and aid in cooperative planning; and
- Consider and make recommendations with respect to such issues as referred to from time to time by the Director, the Chief Administrative Officer, or Council.
- Present yearly budget to Stewiacke Council for approval based on the year's event/program schedule.

Committee Meetings

A committee meeting schedule will be set by the committee. There is a required minimum of 6 meetings per year.

Additional Information

For additional information (advertisements, vacancies, public communications) on the Community Parks, Recreation & Events Committee, please visit the Town of Stewiacke's website

<https://www.stewiacke.net/> the Town's Official Facebook page, or contact the town office town@stewiacke.net 902-639-2231.