



**Township of Cramahe
Parks & Recreation Advisory Committee**

Parks & Recreation Advisory Committee Terms of Reference

Date Approved by Council: June 16th, 2020

Mandate:

The Parks and Recreation Committee will serve as a liaison between the Parks and Recreation Department and Council. The Committee will also make recommendations, if necessary, to Council regarding the below identified "Goals/Objectives" of the Parks and Recreation Committee.

Authority:

The Committee is an advisory committee of Council and does not have any delegated authority.

Goals/Objectives:

1. Review, discuss and support the Parks and Recreation Department and Manager of Parks, Recreation and Facilities, with decisions and planning related to recreational programming, protection and enhancement of parks and trails, enhancements of recreational facilities and playground equipment, and legislation compliance;
2. Review, if necessary, policies as drafted by the Manager of Parks, Recreation and Facilities that would be beneficial to the community, the department and to ensure a safe working environment;
3. Assist in the preparation of the Parks and Recreation Department operational and capital budget. Review quarterly budget vs actual financial statements;
4. Discuss best practices related to parks and recreation organizational structure, shared service opportunities, the local needs and level of service requirements of our community;
5. Work within the Terms of Reference as a guidance document for the Cramahe Parks and Recreation Advisory Committee and recommend, if required, changes for Council consideration;

Reporting to Council:

Unless otherwise directed by Council, the minutes of committee meetings will be presented to Council for adoption and approval. Report to Council every 30 days, or as required, through monthly reports.

Committee Composition:

Membership shall consist of two members of Council, which include the Council member appointed as the Champion for Parks and Recreation Services and alternate Council member appointed for Parks and Recreation Services. The Committee will also include the Manager of Parks, Recreation and Facilities, Parks and Recreation Leadhand, and any other support staff as deemed necessary by the Committee.

Membership will also be open up to a maximum of four (4) volunteer members of the public.

Administrative support will be provided by the Clerks office.

Restrictions:

1. The Parks and Recreation Advisory Committee shall not direct the Manager of Parks, Recreation and Facilities or other Personnel in the day-to-day operation of employees in relation to managing/supervising/assignment of tasks.

2. It shall be the sole responsibility of department head/manager to operate within his/her department pursuant to the description of his/her duties without interference of the Parks and Recreation Advisory Committee.

Declaration of Office

I do solemnly promise and declare that:

1. I will truly, faithfully and impartially, to the best of my knowledge and ability execute the position of Committee member, to which I have been appointed in this Township.
2. I have not received and will not receive any payment, or promise thereof, as a result of my appointment.
3. I will disclose any pecuniary interest, direct or indirect.
4. I will abide by the following Township of Cramahe policies and by-laws:
 - Council and Committee Code of Conduct
 - Procedure By-Law
 - Committee Policy
 - Procurement Policy
 - Any other relevant policies or by-laws.

Name: _____

Signature: _____

Date: _____

Appointment Date: _____ **Resolution Number:** _____