

## **Parks and Recreation Advisory Committee Terms of Reference**

### **Purpose:**

The Township of Selwyn Parks and Recreation Advisory Committee is an advisory committee appointed by Council to review and facilitate the recommendations in the 2012 Recreation Services Plan, as amended, regarding parks and recreation initiatives, facilities and events; and other specific projects identified by Council.

### **Background:**

The Township of Selwyn completed a review of recreation services and facilities through the Recreation Services Plan (RSP) in 2012. Subsequently, an update to the RSP was completed in 2018. The RSP included many recommendations concerning engaging the community, promoting Township events and programs and the importance of recreation services to Selwyn residents. In 2014, Council committed to establish an advisory committee for the implementation of the RSP as recommended in the Functional Review of the Parks & Recreation Department completed by David A. Clarke Consulting Inc. earlier in 2014.

Further, establishing the Parks and Recreation Advisory Committee will not only achieve these objectives but also align with the Township's 2012 Corporate Strategic Plan to:

- *Foster a healthy, engaged and connected community;*
- *Cultivate partnerships and promote collaboration;*
- *Achieve excellence in governance and service delivery.*

### **Composition:**

The Committee will be appointed by Council following an application and interview process and shall be comprised of nine (9) members, including:

- Seven (7) members of the public;
- Two (2) members of the current Council;

The Committee shall be appointed to serve for the term of Council.

The Committee will receive administrative support from Township staff, including the recording of minutes, meeting preparation and communicating Committee recommendations to the Township Council and other relevant stakeholders. Relevant staff / departments will provide required support to the Committee for the purposes of providing background information associated with policy and process.

Staff support members shall not be voting members.

The Committee will have the opportunity to form Adhoc Subcommittees for a project-specific initiative. Individuals recruited will have project-based knowledge.

### **Duties and Functions:**

Through the following actions, the Committee will assist in reviewing applicable components of the RSP (see Appendix 1, attached) and make recommendations regarding the development and promotion of parks and recreation services in the Township of Selwyn.

- Support local volunteer groups to build their capacity;
- Act as liaison between the Township and local volunteer groups;
- Participate in the 5 year review of the 2012 RSP;
- Explore ways to enhance services and programs through partnerships;
- Support the Township's Corporate Communication Strategy to promote parks and recreation services and facilities;
- Review of the community-based recreation inventory to identify any major services gaps;
- Assist with prioritization of projects where the highest demand is anticipated, addressing any change in user's numbers or recreation activity trends;
- Assist Council and staff in identifying potential financial resources for the development of programs or refurbishment of facilities;
- Review, evaluate and recommend any adjustments to the RSP's objectives on a yearly basis.
- Indoor Facilities
  - Assist and make recommendations to continue to develop relationship with local school boards to develop reciprocal partnerships;
  - Review user statistics to determine existing and future facility needs.
- Outdoor Facilities
  - Parkland
    - Review and make recommendations on the need for new parkland or enhancements to existing parklands including sports fields, community parks and open space;

- Review and make recommendations on park amenities such as; play structures, splash pads, skate parks and multi-use courts;
  - Review and make recommendations on the need for new waterfront access;
  - Review and make recommendations on the need for community allotment gardens.
- Marina
    - Review and make recommendations on the need for new seasonal docking spaces;
    - Review and make recommendations on the equipment rental services such as; paddleboards, canoes and kayaks.

### **Meeting Protocol:**

The Committee shall meet bi-monthly. If it is not necessary to meet this often or if it is necessary to meet more frequently, meetings shall be held at the call of the Chair.

At the Committee's first meeting of their term, a Chair and Vice-Chair will be selected. These offices will be reviewed mid-term.

Meetings shall follow a written agenda, and minutes shall be kept which accurately reflect the recommendations of the Committee. Minutes shall be reported directly to Council through a Council representative sitting on the Committee. Committee recommendations that require support and or direction shall be presented to Township Council for consideration.

An agenda will be prepared and distributed to members prior to meetings. Members will review the agenda and supporting information to be prepared to fully participate and be knowledgeable on all items to be discussed at the meeting.

The Committee will make decisions and recommendations based on consensus. In the event consensus cannot be reached, the Committee will vote with a Resolution moved and seconded, with majority vote prevailing.

The Committee will review the Terms of Reference during its term, bringing forward any suggested changes or recommendations to Council for consideration.