

Terms of Reference Southwest Middlesex Recreation Committee

Name

The following Committee of Council shall be established and named as follows: **Southwest Middlesex Recreation Committee**

Statement of Purpose

To assist the Municipality in promoting & continuing to develop communities that are appealing places to live, work & play. This will consist of providing advise on parks, recreation and community-related activities, in identifying capital requirements and providing input with regards to recreation programs and services within the Facilities & Recreation department.

Objectives

- i. Upon request from staff and/or Council, provides comments on and reviews information related to Facilities & Recreation based activities;
- ii. Assists in raising public awareness of the municipality's recreation facilities, parks and programs to increase usage;
- iii. Provide information on community events and programs that are being considered and/or planned;
- iv. Upon request from staff and/or Council, comments and reviews information related to the Strategic Plan and the Asset Management Plan;
- v. Support the goals, objectives and strategic directions outlined in the Strategic Plan and the Asset Management Plan;
- vi. The Committee shall act as a public forum when requested by staff and/or Council to engage and provide public input related to the municipality's recreation facilities, parks, policies and procedures and also engaging with the various recreation user groups;
- vii. Assist in defining community needs responding to trends in the area of recreation;
- viii. The Committee may raise items of interest or concern to the attention of staff and/or Council via reports;
- ix. Act as an advocate, liaison and coordinator on recreation matters with the community.

The Recreation Committee will not be responsible for the following:

- i. Daily operations of the municipality's Facilities & Recreation department.
- ii. Administration matters including directions to staff.
- iii. Regular maintenance of municipal properties.
- iv. Planning matters.
- v. Budget and capital projects.
- vi. Implementation of programs and projects.

Role of The Committee

- i. Providing comments upon request to staff and/or Council on future/potential recreational opportunities along with facilities, parks and open spaces to be offered by the Municipality of Southwest Middlesex.
- ii. Convene and hear public delegations from various members of the public and user groups on issues related to facilities, parks and open spaces upon request from staff and/or Council.
- iii. The committee may recommend to staff and/or Council that an issue of importance to the community be considered.
- iv. Prepare an annual report to Council outlining the committee's accomplishments during the year.

Membership & Roles

Voting members shall be appointed by Council from May 2019 to December 2020, and moving forward will be two-year terms (ie. the next term will run from January 2021 to December 2022), and shall include at most:

- One member of Southwest Middlesex Council
- Six members from the Southwest Middlesex community, both recreation sector (including not only sports-related but also entertainment, exercise, children & youth clubs) and not-for-profit sector (including Ag Society, CiB, CCC, Historical Society, Horticultural Society, Legion, Lions, Masons, churches, schools, museums)

Quorum shall consist of 50% plus one of the appointed members.

This committee shall meet quarterly.

Staff Support/Additional Resources

- i. Facilities & Recreation Manager
- ii. Municipal Administration – Recording Secretary
- iii. Additional Lower Tier Municipal Resources as required