

Recreation, Parks and Events Committee

Applicable Legislation: N/A

Applicable Municipal By-law(s): Council Procedural By-law No. 2023-55

Purpose:

The Recreation, Parks and Events Committee focuses on initiatives aimed at making East Ferris a strong community to live and play in. The guiding principles for the committee's mandate are expressed in the *East Ferris Strategic Plan*.

Mandate:

The Committee acts as an advisory body to the Council of the Municipality of East Ferris on matters pertaining to recreation services, parks and events.

The Committee will:

- schedule and execute family-friendly events in the community to promote gathering and connection
- review and provide recommendations on the conceptual planning of parks and recreation facilities that will benefit the community;
- assist in bringing together informal groups and ensure appropriate community involvement: to determine the recreation, parks and culture programming needs of the community; and to aid in cooperative planning;
- liaise with Municipal Staff in response to inquiries from the community related to recreation, events, parks and culture matters;
- consider and make recommendations with respect to issues as referred to from time to time by the CAO, Director of Community Services or Council; and
- foster high levels of communication between the staff Liaison, the community groups and partners regarding local recreation, leisure and cultural events and services.

Committee Composition:

The Committee shall be composed of five (5) members for the duration of the term of Council as follows:

- one (1) member of Council to act as Chair; and
- four (4) members of the public.

The following members are non-voting members/resource persons:

- Director of Community Services;
- Municipal Clerk or Deputy Clerk as recording clerk; and
- Program Coordinator as support staff.

The Mayor is an “ex-officio” member. The Mayor has a right to vote but has no right in quorum.

Meeting Procedures:

The meeting procedures shall follow Council’s Procedural By-Law No. 2023-55, a by-law to govern the proceedings of Council, Local Boards and Committees. Meetings shall be held every other month (January, March, May, July, September and November) or at the call of the Chair. The regular meeting day and time that is convenient to members of the Committee shall be determined on consensus at the first meeting of the term. Occasional correspondence may be sent by staff between meetings to clarify items, or to provide information regarding events.

The Municipal Clerk or Deputy Clerk shall be the recording clerk. Duties will include:

- preparing agendas for circulation to Committee members;
- distributing agendas, minutes and correspondence to Committee members; and
- recording minutes of meetings and distributing to the municipal Clerk for Council.

Reporting Relationship:

- The Municipality commits to an annual budget for events, to which the Committee is delegated the authority to manage. Senior management shall maintain the final signing authority for all invoices prior to payment.
- If in extenuating circumstances, the Committee finds itself in a situation where they will be significantly over budget, they must, by resolution of the Committee, bring a request to Council for consideration which details the reason for the over expenditure, the necessity of the expense, and any proposed solutions for counteracting the over expenditure. Minor budget amendments may be made by the CAO and/or the Director of Community Services.
- All other recommendations of the Committee must be adopted by resolution prior to presentation to Council; and
- Recommendations of the Committee will be submitted to Council in the form of a resolution and/or staff report containing the proposed recommendation.

Department Jurisdiction:

- Recreation & Facilities Department

Department Staff Contact:

- Director of Community Services

Remuneration:

- There is no remuneration for this Committee.

The Committee will not be responsible for the following:

- daily operations of the Municipality's Recreation & Facilities Department;
- administrative matters including human resources and direction to staff; and
- deliberation and implementation of the Department's operating budget.