

TERMS OF REFERENCE

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| ISSUED: | AMENDED: |
| PARKS, RECREATION AND FACILITIES ADVISORY COMMITTEE | |

AUTHORITY: The Cities Act, SS 2002, c C-11.1, Section 55
“A council may establish council committees and other bodies and define their functions.”

MEETINGS: Bi-Monthly (February, April, June, September, November) – First Tuesday commencing at 5:30 p.m.

QUORUM: Simple majority (50% plus 1)

ADMINISTRATIVE RESOURCES: Director of Parks and Recreation Services

SECRETARY: Parks and Recreation Department

AGENDA PREPARATION: Bylaw No. 5176, Procedure Bylaw

RESPONSIBILITIES:

- Provide input with respect to policies, rules and regulations concerning the use of lands set aside for parks, cemeteries or recreation purposes.
- Provide input with respect to policy recommendations with respect to parks and open spaces, recreation programs and services and facility operations.
- Encourage individuals and groups to offer constructive criticism of the City's parks and recreation policies to stimulate and promote the interest of the public in civic beautification.
- In exercising its functions, the Committee shall faithfully observe the terms and conditions of any trust which may attach to any of the parks, playgrounds, recreational centres or other facilities administered by the Department, or any trust which may attach to any equipment donated to the City by any person or organization.
- Act as a liaison body between civic government and all horticultural and recreational bodies in the City.
- Advise City Council on strategies to improve the accessibility and inclusivity of services, programs, facilities and other infrastructure, including the identification and removal of barriers that hinder full participation in the community by some Moose Jaw residents.
- Develop funding criteria and assist with the adjudication of grants related to parks and open space infrastructure and leisure programs and services.
- Facilitate input on management of heritage assets owned by the City.

EXPECTATIONS:

- Recognize that the chief role of the City of Moose Jaw is to provide exceptional customer service to our customers, citizens, visitors of Moose Jaw and each other.
- To create a City of communities, a City that cares about its people, the environment and the opportunities to live, work and prosper.
- Recognize the importance of teamwork to provide the best possible service to internal and external customers.

COMPOSITION:

The Parks, Recreation and Facilities Advisory Committee will consist of 9 voting members consisting of the following:

- (1) City Council representative.
- (1) citizen representative of the senior citizen community (55+ years old).
- (1) citizen representative of the youth community (16 – 23 years old).
- (6) additional citizen representatives.

Non-Voting Resource Members

- City Administration, clerical staff or public delegations.

MEETINGS:

- The Parks, Recreation and Facilities Advisory Committee will meet bi-monthly (February, April, June, September and November) on the fourth Wednesday of each month at 5:30 p.m.
- The Department of Parks and Recreation Services shall provide administrative support to each meeting.
- Members shall serve without receiving remuneration.
- All topics to be placed on the agenda shall be a joint decision of the Director of Parks and Recreation Services and the Chair of the Committee.
- Meetings are open to the public. Members of the public may not enter into discussion during the meeting unless they are registered delegations or are invited to speak. Members of the public will not have voting privileges. Members of the public wishing to address may do as delegations by meeting the requirements outlined in the City's Procedure Bylaw.

APPOINTMENT AND TERM:

- (1) City Council representative: 1-year Council term.
- All other Voting Members: 2-year terms, maximum of 3 consecutive terms (6 years).
- Appointments to be made by City Council.

- A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at the first meeting held in January of the current year. The term of office for both positions is one (1) year and an individual may serve a maximum of two (2) consecutive years as Chair and Vice-Chair.
- If the Chair resigns before the completion of their term, the Vice-Chair will complete the term left vacant and a new Vice-Chair will be elected from the members to complete the term left vacant. If a member resigns before the completion of their term, the vacancy will be filled through the recruitment process as established by the Office of the City Clerk.
- Members who miss three consecutive meetings, without pre-agreement from the remaining members, will be deemed to have resigned from the Committee subject to the appointee having the opportunity to address the Committee in writing regarding their absenteeism. Council reserves the right to make the final decision regarding ending appointments.

PREFERRED QUALIFICATIONS:

- Demonstrated knowledge, interest or expertise in addressing accessibility issues or construction and design of public spaces and facilities.
- Sound general knowledge of the City of Moose Jaw and area and its potential parks, recreation and facility issues.
- Be prepared and informed for meetings by reviewing any materials provided in advance.
- Provide input received from the broad community and bring additional perspectives to the discussion.
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
- All citizens appointed to the Parks, Recreation and Facilities Advisory Committee must be residents of Moose Jaw.

Resource Documents

The Cities Act
Bylaw No. 5176, Procedure Bylaw