

West Elgin Recreation Committee Terms of Reference

Purpose

To enhance the quality of life for the residents of the Municipality of West Elgin through an advisory body and make recommendations to the West Elgin Council regarding matters pertaining to parks, recreation and events within the community.

Authority

The West Elgin Recreation Committee is an advisory committee to Council and does not have any delegated authority.

Committee Composition

The West Elgin Recreation Committee shall be comprised of two (2) members of Council as appointed and five (5) members of the public. The committee shall also include Parks and Recreation Staff (as required-dependent on agenda items)

Term

Committee members term will be consistent with that approved by council.

Chairperson

The chairperson shall be appointed by the committee.

Schedule of Meetings

The committee shall meet monthly, or all the call of the chair. The committee shall hold a minimum of eight (8) meetings.

Mandate

The committee will act in an advisory capacity and work in conjunction with Municipal staff to provide advice and present recommendations to council for matters within the following areas.

- Development and planning regarding Municipal run events and recreation programming.
- Review submissions from community associations, organizations, residents and user groups regarding the enhancement of recreational opportunities within the Municipality.
- Create and implement partnership opportunities for funding and program development.
- Provide input on the West Elgin Recreation Programming budget and capital expenses.

- Advise council on matters of parks, trails, green spaces, and recreational facilities within the municipality of West Elgin
- Advise and assist in the development of educational programs and promote the activities of the committee.
- Liaise with other like organizations to promote recreation programming within West Elgin
- Provide a forum for citizens ideas to be brought forth regarding recreation, leisure and parks within West Elgin
- Advocate on behalf of recreation and parks users in the municipality
- Advise on the recreational needs of the community.
- Provide opportunity for all members of the community to pursue recreation
- Promote volunteerism through the support of projects and services related to parks, recreation and culture.
- Aid in planning of events that have a forecasted budget and goals.
- Support and enhancing existing, new and emerging recreational opportunities.
- Encouraging community members to become involved with projects, events, and to increase the development of recreation and leisure programs.

Community Development

The Municipality of West Elgin Recreation Committee will be responsible for providing input and recommendations in the area of parks and recreation activity in the municipality.

- The committee shall assist with the development of new and innovative programs that positively affect the operation of the Parks and Recreation Department.
- The committee will advocate the social, economic, personal, environmental and health benefits of recreation services to all residents of West Elgin.
- The committee shall liaise with community groups and individuals to ensure awareness of the needs of the residents are being met and that new partnerships and collaborations are being developed.
- The committee shall assist where possible with the West Elgin Parks and Recreation Department and other community groups to ensure all programs and services are accessible to attain the expected level of services to all residents within the Municipality.
- The committee shall assist with implementations associated with volunteer management, with a special focus on recruitment, recognition and retention.

Recommended by the Committee: March 22, 2023