

## **Terms of Reference – Recreation and Community Development**

### **Purpose**

To develop a strategic plan for Recreation and Community Development and to provide the Village Commission with advice and recommendations on issues relative to parks, trails, and recreation opportunities in New Minas, as outlined below, and as aligned with the strategic plan.

### **Mandate**

The Committee will provide advice and recommendations, on the request of the Commission, in the following areas.

- Consideration of existing or proposed bylaws and policies related to parks and recreation;
- Develop a strategic plan;
- Enhancement and development of recreation facilities;
- Enhancement and protection of dedicated park lands;
- Enhancement and protection of the trail network and its designated trails; in conjunction with the Annapolis Valley Trail Coalition (trail authority)
- Enhancement of sport and recreation opportunities;
- Matters referred to the committee by the Commission;
- Other areas identified by the committee for approval by the Commission.

Decisions of the Committee are advisory and are not binding on the Village. Comments or decisions of the Committee must be in a form of a recommendation, and will be referred to the Commission for consideration after the respective Committee Minutes have been adopted, unless otherwise directed by the Clerk Treasurer. Where Committee members are not in favour of a recommendation, dissenting comments must be noted in the Committee Minutes.

### **Membership**

The Committee will consist of up to a maximum of four (4) volunteer members and include the Village's Director of Recreation and Community Development as the chair. The remaining members will include One (1) member of the Village Commission, as appointed by the Village Commission, and two (2) members of the public, open to all residents and non-resident property owners of New Minas. The membership term is in effect from January 1, 2020 – March 31, 2021.

### **Committee Support**

When requested by the Village Commission or committee chair, Village or Municipal staff will attend a Committee meeting to provide technical support. Administrative support is provided by staff.

### **Meetings**

At its first meeting, the Committee will endorse the recommended meeting schedule provided by staff. The Committee will meet monthly, or at the call of the chair.

This Committee is not authorized to hold a meeting In-Camera.

**Agendas and Minutes**

Meeting agendas, minutes, and other related meeting documents will be distributed to the Committee by staff.

**Governance**

All Village Committees are governed in accordance with the applicable provisions of the Municipal Government Act.