



Town of Trenton

POLICY NO. COM-20210713-05

APPROVED: 2021-07-13

PARKS & RECREATION COMMITTEE TERMS OF REFERENCE POLICY

Introduction

The Town of Trenton (hereafter “the Town”) has established the Parks & Recreation Committee as a standing advisory committee to provide Council with advice and recommendations in guiding municipal initiatives related to parks, trails, and recreation opportunities in Trenton.

1. Authority

1.1. Municipal Government Act

The Town of Trenton is authorized to establish committees of Council, as per Part I, Sections 24-27 of the Municipal Government Act, 1998, c. 18, s. 1.

1.2. Town Policies

All committee work will be carried out in accordance with the Town of Trenton’s Committee Procedural Policy (COM-20201013). Members are expected to operate in compliance with this policy and all policies, laws and regulations governing the Town.

2. Scope

The Parks and Recreation Committee will work with all parks and recreation staff members, Town staff, council members and community members to maximize the Town’s recreation resources and provide Council with advice and recommendations on issues affecting any Town owned recreational facilities, parks, playing fields, playgrounds, programs, events, and parks and recreation opportunities in the Town.

3. Goals & Objectives

3.1. The Parks and Recreation Committee is responsible to provide advice and recommendations in the following areas:

3.1.1. Protection and enhancement of dedicated park lands;

3.1.2. Protection and enhancement of the trail network and its designated trails;



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- 3.1.3. Enhancement of sport and recreation opportunities;
- 3.1.4. Matters relating to the programming and utilization of the Town's recreational facilities;
- 3.1.5. Develop and maintain working relationships with sport and recreation user groups;
- 3.1.6. Invitations and submissions from other community groups with respect to creating and enhancing recreational opportunities;
- 3.1.7. Monitoring ongoing aspects of the delivery of recreational services by the Trenton Parks and Recreation Department;
- 3.1.8. Consideration of existing or proposed bylaws and policies related to parks and recreation to improve the delivery of services to the public;
- 3.1.9. Available grants, funding initiatives and legislation related to parks and recreation;
- 3.1.10. Any other matters referred by Council; and
- 3.1.11. Other areas identified by the Committee for approval by Council.

4. Guiding Principles

4.1. Values

The Committee Procedural Policy Section 7.1 (Conduct of Members) will guide Committee efforts, promoting the highest ethical standards and professionalism while ensuring that the best interests of the community are met.

5. Number of Members

5.1. The Parks & Recreation Committee will be composed of:

- Four (4) Residents
 - One (1) Senior Representative
 - One (1) Youth Representative
 - One (1) Representative from the Trenton & Area Minor Softball Association
 - Director of Parks & Recreation
 - One (1) member of Council
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5.2. The Parks & Recreation Committee shall be supported by:

- Town Council
- Chief Administrative Officer (CAO)
- Director of Public Works

5.3. A cross section of people shall be chosen to bring to the committee relevant technical and professional expertise as well as strong advocacy, communication, and organizational skills.

		<u>CAO's Annotation for Official Policy Book</u>	
Policy Number:	COM-20210713-05	Date of Notice to Council Members of Intent to Consider (Minimum 7 Days):	<u>May 04, 2021</u>
Council Approval:	<u>2021/ 07/ 13</u> Y M D	Date of Passage of Current Policy:	<u>July 13, 2021</u>
Effective Date:	<u>2021/ 07/ 13</u> Y M D	I certify that this Policy was adopted by Council as indicated above.	
Supersedes Date:	<u> / /</u> Y M D	 Chief Administrative Officer	
	<i>INTERIM</i>		