

# PARKS, RECREATION & CULTURE COMMITTEE

## TERMS OF REFERENCE

### 1. Mandate

The purpose of the Parks, Recreation & Culture Committee is to provide advice to Council on strategies and activities related to parks, recreation, culture, diversity, inclusion, sport tourism and seniors' services in Surrey.

### 2. Role

The Parks, Recreation & Culture Committee is established to:

- Review and advise on the implementation of the Parks, Recreation & Culture Department's Strategic Plan and other related Council adopted Strategic Plans;
- Provide suggestions on strategies and services to enhance residents' awareness of and engagement in Parks, Recreation & Culture services in the City;
- Review and recommend a schedule of annual fees and charges for various Parks, Recreation & Culture and other community services to Council for approval;
- Recognize the important relationship between the City and the community-based Seniors Services Sector, and support these partnerships where possible;
- Review the policies, programs and initiatives of other organizations to establish best practices to better serve Surrey's diverse population;
- Provide input on strategies and services and identify opportunities that would enhance the capacity, sustainability and programming of not-for-profit and professional organizations in Surrey;
- Review and advise on the implementation of the Public Art Policy ("PAP") for the City of Surrey;
- Assist staff to identify potential funding resources and develop strategies to overcome barriers to accessing resources from other orders of government and foundations to advance Surrey;
- Review and recommend strategies that attract and retain cultural workers and artists in Surrey, including affordable live – work spaces and other amenities that support the development of their craft and expand Surrey's creative labour force and enterprise markets; and
- Advise on matters referred to the Committee by Council.

\*For clarity, the scope of this work includes parks, recreation & culture, diversity, sport tourism and seniors' opportunities as well as a broad range of activities undertaken by the City in support of the social well-being of all the City's residents.

### 3. **Membership**

The Parks, Recreation & Culture Committee is a standing committee appointed by the Mayor for a period of one-year commencing February 1, 2019.

- (a) The Committee will consist of eight (8) voting members, as follows:
- Four (4) members of City Council, appointed by the Mayor, with one designated as Chair and one designated as Vice Chair of the committee;
  - Three (3) volunteer members who are City of Surrey residents; and
  - One (1) Surrey Schools Trustee.

### 4. **Meetings**

- (a) The Parks, Recreation & Culture Committee will generally meet monthly, at the call of the Chair.
- (b) Quorum for a meeting of the Committee is one half (1/2) of the voting members plus one (1) member.
- (c) Community partners, subject matter experts or relevant guests may be invited at the call of the Chair.
- (d) Delegation requests will be directed to the City Clerk's Office and if approved by the Committee will be received at regular open meetings.
- (e) Minutes of meetings of the Committee will be recorded by the Legislative Services Division and be forwarded by the City Clerk to a Regular Council meeting as information and, where recommendations are included in the minutes, for consideration by City Council of the recommendations.

### 5. **Administration**

The following Administrative staff are to attend as necessary, by invitation of the Chair:

- Staff of the Parks, Recreation & Culture Department;
- Staff of the Planning & Development Department;
- Staff of the Investment & Inter-Governmental Relations Department;
- Staff of the Surrey Library; and
- Other staff as required.

*Approved by Council: April 1, 2019 (CC RES.19-60)*