

# PARKS, RECREATION & CULTURE COMMITTEE

## TERMS OF REFERENCE

### 1. Mandate

The purpose of the Parks, Recreation & Culture Committee (the “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 Committee will:

- 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;
- Consider and make recommendations to Council on any other matters referred to the Committee by Council; and
- Liaise, on behalf of Council, with the public and private agencies including senior governments, to encourage the provision of programs, services and support for parks, recreation and culture services.

\*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 one-year term, ending December 31, 2021.

- (a) The Committee will consist of six (6) voting members, as follows:
  - Three (3) 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 as a non-voting observer.
- (b) Volunteer members may service for up to three (3) terms on the Committee, except as otherwise determined by the Mayor; and
- (c) The Vice-Chairperson will preside at any meeting where the chair is absent.

### 4. **General Terms and Code of Conduct**

- (a) **Decorum and Debate:** Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee mandate, and be respectful of others' thoughts and opinions.
- (b) **Authority and Reporting:** The Committee and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference ("TOR") endorsed by the Mayor and Council.
- (c) **Media/Social Media:** Members of the Committee are not permitted to speak to the media as representatives of the Committee. Committee members must strive to convey the public interest and remember that they represent the City of Surrey; this means that they must be consistent with the City's position on specific issues. It is the policy of the City of Surrey to encourage clear and effective communication with all Committee members, stakeholders, and members of the public. Any use of social media must, as with all other forms of communication, meet tests of credibility, privacy, authority, and accountability.
- (d) **Professionalism:** Committee members who engage in activities regarding the City of Surrey or Committee initiatives/projects and promotions are expected to maintain a respectful, constructive, and professional tone that maintains the brand consistency of the City of Surrey.
- (e) **Confidentiality:** All new Committee members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" as part as their general orientation. All returning Committee members have previously signed a copy of the agreement and are expected to honor and uphold the provisions as outlined within the Agreement.

- (f) **Surrey Residency Requirement:** All Committee volunteers must be a resident of Surrey. Vacancies will be filled through advertisement placed in local newspapers, social media and on the City website; applications received will be reviewed by the Mayor.
- (g) **Conflict of Interest:** City policy regarding conflict of interest applies to all Committee members. A conflict-of interest exists if a Committee member is a director, member, or employee of an organization seeking to benefit from the City, or if the Committee member has a direct or indirect pecuniary(financial) interest in the outcome of committee deliberations. Committee members who have a conflict of interest with a topic being discussed must declare that they have a conflict of interest, describe the nature of the conflict, and leave the room prior to any discussions, and must refrain from voting thereon. Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of twelve (12) months following the completion of their term (s).

## **5. Meetings**

- (a) The Parks, Recreation & Culture Committee will generally meet monthly, at the call of the Chair or at a minimum of four times per year.
- (b) Quorum for a meeting of the Committee is one half (1/2) of the voting members. Any member who is absent from three (3) or more meetings of the committee per year without reason satisfactory to the Committee Chair may be removed from the Committee by the Mayor.
- (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.

## **6. Annual Work Plan**

- (a) From a strategic approach, the Committee will identify a concise set of annual targets and objectives for each year. The Annual Work Plan must be in line with the ToR and must outline specific targets as to what the Committee plans to achieve while supporting the work, priorities, and underlying principles of the City of Surrey.
- (b) The agreed upon Work Plan will be executed by the Committee, with the reasonable assistance of support staff and must contribute to the overarching goals for the City of Surrey.

## **7. Administration**

Staff assistance will be provided to the Committee, as necessary, by the General Manager, Parks, Recreation & Culture Department and other staff, as required.

**8. Authority**

- (a) Section 141 (1) of the Community Charter states that "The Mayor must establish standing committees for matters the Mayor considers would be better dealt with by a committee and must appoint persons to those committees."
- (b) This Committee is a standing committee appointed by the Mayor; and
- (c) The proceedings of the Committee are to be conducted in public unless the subject matter being considered falls within an applicable subsection of Section 90 of the Community Charter.

Supported by Council on January 11, 2021. This is a standing committee as set out in Section 141 of the *Community Charter*, the Terms of Reference were approved by the Mayor on January 11, 2021.