



## **Township of Puslinch Council Recreation Advisory Committee Terms of Reference**

TERM: 2022-2026  
ADOPTED: December 7, 2022  
REVISED: **October 18, 2023**

### **1. ENABLING LEGISLATION**

The Township's Procedural By-law provides that Council may at any time as is deemed necessary establish a Committee for matters within its jurisdiction.

The Recreation Committee was established through the adoption of By-law Number 2015-10.

### **2. ROLE**

To serve in an advisory capacity to Township of Puslinch Council on matters, issues and policies that relate to recreation within the Township of Puslinch with a focus on maximizing the Township's recreation resources.

### **3. MANDATE**

The primary function of the Recreation Advisory Committee is to advise Council and make recommendations on issues that affect recreation facilities, parks, playing fields, playgrounds, programs and community centre. In addition, the Recreation Advisory Committee is responsible to provide a forum for the exchange of information and engagement with the community.

### **4. PURPOSE**

The Committee will accomplish its mandate by:

1. Advising Council where applicable;
2. Act as an advocate for recreation within the Township;
3. Receiving the Township proposed user Fees and Charges By-law and capital and operating quarterly reports;



4. Reviewing practices and policies identified by staff and Council and making recommendations to improve the delivery of services to the public.
5. Encouraging and assisting, where necessary, programs of recreation to meet the needs and interests of the community;
8. Actively engage the Community on matters relating to recreation by promoting public awareness of Township recreational services;
9. Discussing concerns raised by the public and staff.

**5. TYPE OF COMMITTEE**

Council Advisory Committee

**6. MEMBERSHIP AND ROLES AND RESPONSIBILITIES**

**a. Composition**

- i. The Recreation Committee is composed of the following Members:
- ii. One (1) Council Member as appointed for the term by Council; four (4) members of the public as appointed by Council; and one (1) Township staff member being the Committee Coordinator (non-voting member).
- iii. A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.

**b. Roles and Responsibilities**

- i. The Chair shall be the Councillor appointed to the Recreation Advisory Committee and shall be appointed at the first meeting of the Committee and shall serve in this capacity for 4 (four) years being the term of Council.
- ii. When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The Acting Chair will be identified based on a scheduled prepared for the full 4 (four) year term.



- iii. The Chair's main role is to facilitate meetings.

**c. Subcommittees**

- i. Subcommittees may be formed to complete specific tasks related to the Recreation Committee mandate and purpose but must report through the Recreation Committee. The maximum membership on any subcommittee is no more than two (2).

**d. Qualifications**

- a. Citizen Appointee with the following qualifications:

- i. Interest in recreation;
- ii. Demonstrated commitment and interest in the municipality;
- iii. Knowledge of Township programs, clubs, sports organizations, etc. is considered an asset in addition to the following:
  - 1. Marketing / Communications
  - 2. Fundraising
  - 3. Financial
- iv. Flexibility to attend evening meetings is required including Special meetings with notice given in accordance with the Township Procedural By-law;
- v. Resident of the Township of Puslinch for the duration of the term;
- vi. At least 18 years of age;
- vii. Shall apply and be appointed by Council at the commencement of each new term

**7. MEETING SCHEDULE**

The Committee meets six (6) times annually on the third Thursday of the month at 7:00 p.m., or another time mutually agreed upon by the Committee, and as many additional times as the Committee deems necessary. Additionally, the Committee shall meet two (2) times per year, jointly with the Youth Advisory Committee.

During a municipal election year, meetings shall be cancelled where possible in the last quarter.



## **8. PROCEDURES AND PROTOCOLS**

The Township Recreation Advisory Committee shall adhere to the Township's Procedural By-law.