



**Township of Puslinch Council Recreation and Community Wellness Advisory
Committee
Terms of Reference**

TERM: 2022-2026
ADOPTED: December 7, 2022
REVISED: October 18, 2023
December 18, 2024

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. Committee's are a Local Board as defined in the *Municipal Act, 2001, S.O. 2001, Chapter 25* and in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

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

2. ROLE

To serve in an advisory capacity to the Township of Puslinch Council on matters, issues, and policies related to community wellness and recreation. This committee will focus on enhancing recreational opportunities and resources within the Township, with equal attention to the needs and interests of seniors.

3. MANDATE

The primary function of the Recreation and Community Wellness Advisory Committee is to advise Council and make recommendations on issues affecting recreation facilities, parks, playing fields, playgrounds, and community programs. This committee will also emphasize the promotion of wellness initiatives, particularly for seniors. In addition, the Recreation and Community Wellness 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 and community wellness within the Township giving equal attention to initiatives that support seniors;
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 and community wellbeing; and
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 and Community Wellness Committee is composed of the following Members:
- ii. One (1) Council Member as appointed for the term by Council; six (6) members of the public as appointed by Council, two (2) of whom are required to be sixty-five (65) years of age or older; 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 and Community Wellness 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 and Community Wellness Committee mandate and purpose but must report through the Recreation Committee. The maximum membership on any subcommittee is no more than three (3).
- ii. The Recreation and Community Wellness Advisory Committee is allotted a maximum of two (2) goals/objectives at any given time. Training and development opportunities do not qualify as goals/objectives in addition, regular staff reports to Council do not qualify as goals/objectives.
- iii. Subcommittees are required to lead goals/objectives. Committee staff are in a support role assisting as needed.
- iv. At the request of the Recreation and Community Wellness Advisory Committee, special consideration may be given by Council should a time sensitive initiative be brought forward while the Committee has two (2) ongoing goals/objectives.
- v. Priority will be given to goals/objectives that are referred to the Committee by Council.

d. Qualifications

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. All members must at least eighteen (18) years of age;
- vii. Two (2) members at least sixty five (65) years of age;
- viii. 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 Tuesday 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 may meet jointly with the Youth Advisory Committee on an ad-hoc basis, as required by joint goals/objectives.

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

8. PROCEDURES AND PROTOCOLS

The Township Recreation and Community Wellness Advisory Committee shall adhere to the Township's policies and procedures including the rules of the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.



9. ABSENTEEISM

A Member that is to be absent for three or more consecutive meetings must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a written request to Council to be excused for three or more consecutive meetings, must include in their request the reason for the absence. The request will be considered by Council and the absence may be approved by Council by a majority vote. Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the committee and will be notified of this in writing by the committee chair.