



Parks & Recreation Advisory Committee

Terms of Reference

Revision Date: 2022-12-20

Effective Date: 2022-12-20

Next Revision Date: 2026

1.0 Introduction

The Municipal Act authorizes a municipal Council to establish or dissolve Boards or Committees. The Council of Hamilton Township has established a Parks and Recreation Advisory Committee.

The Township of Hamilton's Parks and Recreation Advisory Committee has been established by Council, as an advisory body to make recommendations on new programs and events, new capital budget projects and reviewing existing facilities to endeavor to meet the needs of the community.

The Advisory Committee shall endeavour to make recommendations that meet the greater need of residents of the Township of Hamilton and Community user groups.

2.0 Mandate

- To advise and make recommendations to Council on the programming and utilization of Parks, Recreational Facilities, Waterfronts and Green Space within the Township of Hamilton.
- To assist with the implementation of the Parks and Recreation Facilities Review and the Parks & Recreation Master Plan recommendations.
- To fundraise, where approved by Council, for special projects associated with Parks and Recreation amenities.

3.0 Responsibilities of the Parks & Recreation Advisory Committee

- Advise Council and staff on matters of parks, recreation facilities, waterfronts and green spaces within the Township of Hamilton;
- Act as a liaison between the Township of Hamilton and local volunteer groups;



- Explore ways to enhance services and programs through partnerships;
- Support the Township's Corporate Strategic Plan to promote parks and recreation services and facilities;
- Assist with the prioritization of projects where the highest demand is anticipated, addressing any change in user numbers and recreation activity trends;
- Advise and assist with the development of programs, special events, fundraising and other activities of the Committee;
- Promote, market and engage in events and programs and educate the importance of recreation services and amenities to the Township residents;
- Liaise with similar organizations to promote the Township of Hamilton's Parks and Recreation amenities;
- Advise and inform Council with regard to parks and recreation issues as they arise;

Park Facilities:

- Assist and make recommendations to continue to develop relationships with local user groups and potential partners;
- Review user statistics to determine existing and future facility needs.

Parkland and Open Spaces:

- Review and make recommendations on the need for new parkland or enhancements to existing parklands including sports fields, community parks, waterfront parks, trails, and open spaces;
- Review and make recommendations on park amenities such as play structures, tennis courts, and multi-use courts.

4.0 Composition of the Committee

The Committee will be appointed by Council, following a municipal election. The Committee shall be appointed to serve for the term of council.

Following an application and interview process, the committee shall be composed of:

- Two (2) members of Council
- Minimum of five (5) and maximum of seven (7) members-at-large who are qualified to be elected as members of Council. The members-at-large are appointed by the Council.



- Two (2) staff liaisons (Manager of Parks and Facilities and Municipal Clerk or designate) – no voting privileges.

5.0 Role of the Committee

The Committee shall endeavour to meet four times a year, with all meetings open to the public, except that legal, personnel and land acquisition / disposition matters may be discussed in-camera. If it is not necessary to meet this often or if it is necessary to meet more frequently, meetings shall be held at the call of the chair in consultation with the Manager of Parks and Facilities and staff liaison.

Membership on the committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

- At the Committee's first meeting of the term, a Chair and Vice Chair will be selected. These offices will be reviewed mid-term.
- Attend regular scheduled meetings. Members are required to notify the Chair, Secretary or the designated staff representative if they are unable to attend;
- Review all information supplied to them;
- Prepare information for use in the development of materials for the Committee;
- Promote the role of Committee;
- Offer input to committee reports to Council;

The Committee will review the Terms of Reference during the final year of its term, bringing forward any suggested changes or recommendations to Council for consideration.

6.0 Role of Staff

The Committee will receive administrative support from Township staff, including meeting preparation, recording and distributing minutes to committee members and Council, and communicate committee recommendations to Council and other relevant stakeholders.

Staff will provide required support to the Committee for the purposes of providing background information associated with policy and process.



7.0 Role of Council

The Council will appoint the members-at-large and provide funds according to an approved budget. The Council appointee will represent the committee at Council to disburse information. Should an issue arise that cannot be resolved, the Chair shall contact the Municipal Clerk.

8.0 Conflict of Interest

It is the individual responsibility of each Committee member to determine if there is a potential for pecuniary interest, to declare any conflicts and to refrain from discussion or voting on the matter. An example of pecuniary interest would be that a request from a user or other group comes forward and a Township Board / Advisory Committee member also holds a voting position on that group. The Municipal Conflict of Interest Act is available on-line at www.e-laws.gov.on.ca, or a copy can be obtained from the Township Office. It is not the responsibility of Township Staff to advise on matters of conflict, rather it is up to individual members to determine if a potential for conflict exists.

9.0 Meeting Protocol

- A majority of the members present constitutes a Quorum.
- Meetings shall follow a written agenda, and minutes shall be kept which accurately reflect the recommendations of the Committee. Minutes shall be reported directly to Council through a Council representative sitting on the Committee. Committee recommendations that require support and or direction shall be presented to Township Council for consideration.
- An agenda will be prepared by staff and distributed to members prior to meetings. Members will review the agenda and supporting information to be prepared to fully participate and be knowledgeable on all items to be discussed at the meeting.
- The Committee will make decisions and recommendations based on consensus. In the event consensus cannot be reached, the Committee will vote with a Resolution moved and seconded, with majority vote prevailing.
- The Township of Hamilton's Procedural By-law shall govern the proceedings and activities of the Township of Hamilton Parks & Recreation Advisory Committee.



10.0 Absenteeism

Unusual absenteeism will be addressed through the Mayor and Municipal Clerk, if necessary, for any member of the Committee. Consistent unexplained absenteeism could lead to the committee member being removed from the committee by Council.

11.0 Resignation

Any resignation of a member of the Committee shall be tendered to the Municipal Clerk in writing. The name of a replacement member shall be obtained through the public appointment process. When approved by Council, the new appointee shall serve the remainder of the vacant term.

12.0 Cross-Reference

- Council Report CD2022-23: Advisory Committees – 2022-2026 Term
- Council Report CD2022-28: Advisory Committee – 2022-2026 Term (Part Two)

13.0 Revision History

Date	Changes
2022-12-20	Minor clerical, staff roles / positions updated. Consolidated with Terms of References for Cold Springs Memorial Hall, Cold Springs Park, and Old Camborne Schoolhouse Advisory Committees.