

Corporation of the Township of Hamilton

Parks and Recreation Advisory Committee

Terms of Reference



Mandate

- To advise and make recommendations on the programming and utilization of Parks, Recreational Facilities, Waterfronts and Green Space within the Township of Hamilton to the Parks and Facilities Coordinator Committee.
- To assist with the implementation of the Parks and Recreation Facilities Review recommendations.

Objectives

The Township of Hamilton 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.

Responsibilities of the Parks and Recreation Advisory Committee

- Advise the Parks and Facilities Coordinator's Committee 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's numbers and recreation activity trends;
- Advise and assist with the development of programs and activities of the Committee;
- Promote, market and engage in events and programs and educate the importance of recreation services to the Township residents;
- Liaise with other like organizations to promote the Township of Hamilton Parks and Recreation Department;
- Advise and inform Council with regard to parks and recreation issues as they arise;

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- 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 and open spaces;
 - Review and make recommendations on park amenities such as; play structures, tennis courts and multi-use courts.

Composition of 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.
- Manager of Parks and Facilities
- Recording Secretary (staff)

Role of the Committee:

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

- Designate a Chair and Vice-chair;
- 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;

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Role of Staff:

The Manager of Parks and Recreation will act as resource to the Committee with no voting rights.

- 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.

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 CAO. If the issue is still not resolved, the Chair may, through the CAO, ultimately request a meeting with Council.

Meeting Protocol:

The Committee shall meet quarterly. 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.

At the Committee's first meeting of the term, a Chair and Vice Chair will be selected. These offices will be reviewed mid-term.

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.

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

The Township of Hamilton's Procedural By-law shall govern the proceedings and activities of the Township of Hamilton Parks & Recreation Advisory Committee.

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/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.

Quorum

A majority of the members present constitutes a Quorum.

Absenteeism

Unusual absenteeism will be addressed through the Chair and Mayor, if necessary, for any member of the Committee.

Resignation

Any resignation of a member of the Committee shall be tendered to the Chairperson in writing who will advise Council through the minutes of the Committee. 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.