



Township of Ryerson Parks and Recreation Advisory Committee Terms of Reference

1. Establishment

By resolution dated October 4, 2016, Council has established a committee to be known as the “Parks and Recreation Advisory Committee” (“Committee”).

2. Mandate

To advise Council and make recommendations regarding matters pertaining to community parks and events, as well as recreation facilities and programs.

3. Scope of Committee

- 3.1 advocate for parks and recreation in Ryerson Township
- 3.2 identify opportunities for the development of existing parks and the creation of new sites
- 3.3 provide insight and recommendations regarding recreational services, events, and programs
- 3.4 contribute to the development of a Ryerson Township Parks and Recreation Strategy
- 3.5 form sub-committee or working groups to organize special events or pursue new initiatives

4. Membership, Appointment, and Term

- 4.1 The Committee shall consist of up to five (5) voting members to be comprised of volunteers from the community at large, one (1) non-voting representative from Council, and one (1) paid staff liaison
- 4.2 The Reeve or Deputy Reeve will be ex-officio member
- 4.3 The Community Economic Development Officer shall be a non-voting advisor to the committee
- 4.4 A majority of the voting members will be residents of the Township of Ryerson
- 4.5 Membership will be advertised on the Township website and in the Ryerson newsletter
- 4.6 Committee members will be appointed by Council
- 4.7 The term of a Committee member is two (2) years; a Committee member may apply for a re-appointment

- 4.8 One member will be appointed by vote of the committee at the first meeting of each term to act as Chair and one member to act as Vice-Chair
- 4.9 Council may, at any time, remove any member of the Committee by Council resolution and any member of the Committee may resign therefrom at any time upon sending written notice to the Chairperson of the Committee
- 4.10 In the event of a vacancy during a regular term, the vacancy may be filled for the remainder of that term upon resolution of Council as soon as is convenient

5. Meetings

- 5.1 The Committee will hold a minimum of six (6) meetings per year
- 5.2 The date and time of the regular meetings will be established at the first meeting of each term
- 5.3 Meetings will have a formal agenda; agendas, information packages, and minutes will be circulated to Committee Members via email prior to each meeting
- 5.4 Conduct shall abide by the procedures and limitations outlined in the Township of Ryerson Procedural By-Law.
- 5.5 The attendance of three (3) voting members shall constitute a quorum
- 5.6 All meetings shall be open to the public; if required, close meetings will be held in accordance with Municipal Act procedures

6. Reporting

The Committee may advise and make recommendations to Council in accordance with its role. Reports may be submitted as follows:

- 6.1 Verbally by a Council representative
- 6.2 Verbally by the Chair or designated representative
- 6.3 Minutes from the Committee meetings
- 6.4 Written reports

7. Staff Support

- 7.1 Minutes of meetings will be recorded by the Committee Staff Liaison
- 7.2 For each Committee meeting, the Committee Staff Liaison shall work with the Chairperson to organize, prepare, and distribute meeting materials

Date: October 4, 2016