

OFFICE CONSOLIDATION

BY-LAW 2025-82

THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES

By-Law/Resolution #	Date Approved	Amendment #	Subject Matter
By-Law 2025-112	September 2, 2025	1	Change name to Parks and Recreation Committee

BEING a By-Law to establish a Parks and Recreation Committee.

WHEREAS section 9 of the *Municipal Act, 2001*, SO 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under that Act or any other Act;

AND WHEREAS the Municipal Services Committee reviewed Report ADM-2025-07 and concurs with the recommendation to pass a By-law to Establish a Parks and Recreation Committee;

NOW THEREFORE the Council of The Corporation of the Township of Rideau Lakes enacts as follows:

- 1) That a Parks and Recreation Committee be established
- 2) That the Terms of Reference for the Parks and Recreation Committee as attached hereto as Schedule 'A' be approved and adopted.

AND FURTHER that any other By-Laws, Resolutions, Motions or actions of Council that are in contravention of this By-Law are hereby repealed.

That this By-Law be read a first and second time this 2nd day of June, 2025.

Read a third time and finally passed this 2nd day of June, 2025

Originals on file with the Clerk

Arie Hoogenboom
Mayor

Mary Ellen Truelove
Clerk

SCHEDULE 'A'
To By-Law 2025-82

Terms of Reference

PARKS AND RECREATION COMMITTEE

PURPOSE:

The purpose of the Parks and Recreation Committee is to act as an advisory body and to make recommendations to Council regarding matters pertaining to recreation and programming within the municipality.

MANDATE:

The mandate of the Committee is to discuss community recreation and programming with a focus on enhancing the quality of life through providing a wide range of innovative, inclusive, and accessible programming. Such programming is to provide opportunities for physical activity, social interaction, and community engagement.

The committee shall do this through the following means:

- Oversee community programming specifically focused on the following areas:
 - Maximizing the use of Township Community Parks and Halls
 - Senior's Programming
 - Youth and Child Programming
- Advise Council in the implementation of the recommendations of the Parks and Recreation Master Plan. This will include an annual review of the recommendations and setting specific goals towards achieving the recommendations.
- Act as a conduit between the community and Council. The Committee will support and guide residents through the processes of successfully presenting ideas and needs to Council.
- To provide a voice and forum for recreational organizations, agencies and/or community groups for the greater good of the Township.
- To assist with the development, implementation and evaluation of long-term strategic plans and operational policies for the development and delivery of community programming. Provide input into parks, recreation and programming documents proposed by the Township.
- Provide input to the annual Community and Leisure Services budget from an asset management perspective, prioritizing recommendations for budget inclusion based on actual usage, community needs, and recommendations from the Parks and Recreation Master Plan.
- To implement partnership opportunities for fundraising and program development where possible.
- To create as necessary, separate working groups to work on behalf of the Committee and Council.
- Support the education of community recreation initiatives, including the Annual Volunteer Appreciation program.
- To undertake other projects and activities of a similar nature as specifically directed by Council.

RESTRICTIONS:

The Parks and Recreation Committee shall not become involved in, nor direct any Township staff member. It shall not address the following:

- Any human resources matter, which is direct day-to-day contact with the employees in relation to managing, supervising and assignment of tasks.
- Requests should come directly to the CAO to operate without interference and to direct staff when required.
- Authority – The Committee is an Advisory Committee of Council and does not have any delegated authority.

REPORTING TO:

Municipal Services Committee

COMPOSITION:

- 1) The Committee shall be comprised of the following:
 - Mayor as ex-officio
 - 4 members of Council (1 from each Ward)
 - 3 members of the public
 - 1 Library Staff Member
 - 1 Local Educator
 - 2 members of staff as Technical Advisors and non-voting Recreation and Volunteer Coordinator and the Manager of Facilities and Parks)
- 2) Appointments to the Committee are to be made by Resolution of Council.
- 3) Appointments to the Committee are for the Term of Council.
- 4) Quorum shall mean 50% + 1 of the members appointed.
- 5) Members shall elect a chair at the beginning of each term.
- 6) The Committee shall meet on a quarterly basis or at the call of the Chair or frequently as needed.

REPORTING/MEETING REQUIREMENTS:

- Agendas and minutes shall be prepared by the Secretary/Technical Advisor of the Committee.
- Meeting agendas and minutes will be distributed to the Committee members in accordance with the Procedure By-law.
- Voting and motion requirements shall be as set out in the Procedural By-law.
- Members shall follow municipal policies including but not limited to the Code of Conduct and the Municipal Conflict of Interest Act.
- Decisions of the Committee must be presented in the form of a recommendation to be referred to MSC/Council for consideration.
- Recommendations will be noted in the Committee minutes and approved at Regular Council meetings via MSC.
- Meetings shall be open to the public and shall be conducted in accordance with the Procedural By-law.
- The Chair shall act as the Committee's spokesperson for matters related to the Parks and Recreation Committee.
- Working Groups/Sub Committees
 - The Committee may, at its discretion, establish Working Groups/Sub Committees on any matters considered by the Committee to require particular action or study.

- The Committee shall appoint at least one Member of the Committee to each such working group or ad hoc committee.
- Working Groups and Ad Hoc Committees will report regularly and recommend courses of action to the Committee; and otherwise fulfil their respective responsibilities in accordance with the Committee's terms of reference.