



Terms of Reference

Blackstock Recreation Complex Advisory Committee

Approved by Council Resolution CR-2023-128 on April 3, 2023

Alternative formats available upon request by contacting:
accessibility@scugog.ca or 905-985-7346 ext. 115

Blackstock Recreation Complex Advisory Committee

Terms of Reference

1. Purpose

The role of the Blackstock Recreation Complex Advisory Committee is to provide advice, comments and recommendations to Council on services, activities and initiatives related to the Blackstock Recreation Complex.

2. Mandate

The mandate of the Blackstock Recreation Complex Advisory Committee shall be as follows:

- Liaise with the community individuals, groups, and organizations to gather input and encourage support for the replacement of the Blackstock Recreation Complex arena;
- Advise Senior Municipal Administration, the Community Services Department and Township Council on the programs and services offered/required at the Blackstock Recreation Complex;
- Assist in the identification of community recreation and leisure needs;
- Promote the activities and programs of the Complex;
- Encourage the provision of programs and services that are affordable, accessible, and inclusive; and
- Ensure the Blackstock Recreation Complex activities promote the advancement of programs and activities which are deemed beneficial to the community as a whole.

3. Committee Composition

The Committee shall be composed of seven (7) voting members, one (1) of which shall be a member of Council.

A Council member shall be appointed to the Committee to provide continuity between the Committee and Council and shall be a voting member of the Committee. The Mayor is a member ex-officio. Youth members (ages 13 – 18) are encouraged and welcomed and would be appointed by Council as non-voting members.

4. Subcommittees

The Committee may form Subcommittees and working groups as may be necessary to address specific issues. The Committee shall establish a clearly

defined, specific work plan for the subcommittee or working group, which shall not be the core function of the Committee. The work plan for the subcommittee or working group shall be provided to Council. These Subcommittees may draw upon a member of the Committee as well as outside resource members, as deemed necessary. The Chairperson of a Subcommittee and/or working group shall be a voting member of the Committee. Staff support will not be provided to a Subcommittee or working group.

5. Staff Support

Township Staff have two principal functions in regard to Committees: Committee Coordinator role and Staff liaison role, providing technical support, policy advice and guidance, as needed.

The Committee will receive administrative support (Committee Coordinator) from the Community Services Department. This will include the recording of minutes, the preparation of agendas, support necessary to convene a meeting and other support as may be necessary from time to time.

6. Procedures and Rules

As a formal Committee of Council the Committee is subject to the Procedure By-Law which governs the procedures of Council and its Committees and Board, Rules of Procedure for Committees, Boards and Advisory Committees Code of Conduct, the Township's Harassment Policy and any other applicable policies and/or procedures.

7. Conflict of Interest

A conflict of interest may arise for Committee members when their personal or business interests clash with the duties and decision of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 will apply to the Committee.

If a Committee member discloses a pecuniary interest, that member shall remove themselves from the meeting for the duration of the discussion and voting (if any) with respect to that matter.

8. Council Role

Council may, at its discretion, at least annually, review the composition of the Committee to ensure that it is representative of their mandate and is working effectively. Council can, with or without the advice of the Committee, make changes to the composition of the Committee to ensure Committee effectiveness.

9. Youth Members

Youth members shall serve a term of up to twelve (12) months, generally corresponding with the traditional school year and are not eligible to act as Chair or Vice Chair, and must meet the following requirements:

- Youth members shall reside in the Township of Scugog.
- Youth members must be secondary school students aged 13 to 18 and express an interest in accessibility issues.
- It is important that the youth member be able to attend as many Advisory Committee meetings as possible. The member should be able to be contacted or reached during the day should additional meetings be required.
- Applicants for youth membership must include a letter of reference from their school and a letter of parental/guardian support with their expression of interest.