



## **Recreation Committees (RC) Terms of Reference**

### **Definitions**

For the purposes of these Terms of Reference, the following definitions shall apply:

- a) "Township" means the Municipal Corporation of the Township of Tay;
- b) "Committee" means the Recreation Committee(s);
- c) "Council" means the governing body of the Township;
- d) "Councillor" means an elected official of the Township, including the Mayor;
- e) "Mayor" means the chief elected official of the Township;
- f) "Member" means an individual appointed to the Committee;
- g) "Municipal Act" means the Municipal Act, 2001, as amended;
- h) "Procedural By-law" means the Township By-law which provides the Rules of Procedure for Council and its' Committees.

### **Purpose**

Up to four (4) Recreation Committees may be established, covering the communities of Port McNicoll, Waverley, Victoria Harbour and Waubaushene. The purpose of all established Recreation Committees is to encourage and support community engagement in recreational activities and events throughout Tay Township.

### **Responsibilities**

The Recreation Committees shall:

- a) Develop recreational programs and recommend program policies to the Manager of Parks, Recreation and Facility Services. Each Committee shall ensure adequate supervision for all programs/events held. If adequate supervision is not maintained to Township standards, the program/event will be cancelled.
- b) Be responsible for raising funds for projects as approved by Council. Funds raised may be dedicated by donators for specific projects, and will be processed through the Municipal Office and held in surplus or reserves until the project proceeds. Funds received will be processed through the Municipal Office along with purchases.
- c) Ensure that all expenditures must be within an approved budget and be approved by the Committee before purchase commitments are made. Events or activities should be itemized in budget form with the net expenses being less



than \$1,000.00. All expenditures over \$1,000.00 must have approval of the Manager of Parks, Recreation and Facility Services.

- Council approval is required prior to the Committee issuing donations which exceed \$500.00 in a calendar year to a specific group, organization, person or cause.
- d) Ensure that all Committee financial transactions shall flow through the Township's financial records via separate accounts that are set up for each recreation committee. All revenues shall be deposited through the cashier and all applicable taxes (HST) remitted on behalf of the Committee. Cheque requisitions for expenditures or reimbursements shall be submitted to the Manager of Parks, Recreation and Facility Services for approval prior to cheque issuance. Rebates for HST shall be processed for the Recreation Committee at the time of cheque issuance.

Where a Recreation Committee currently holds its own bank account and it is not administratively feasible to flow its transactions through the Township records on a weekly basis, consideration will be given to including these transactions on a bi-annual basis. Revenue and Expense records including bank statements will be forwarded to the Township for the period ending June 30th and December 31st of each year.

Separate bank accounts, if held by a Recreation Committee, shall include the Treasurer of the Township of Tay as one of their signing authorities.

## **Considerations**

Committees, upon approval by Council, may solicit donations for approved capital projects and/or major events or Programs.

Where the Township of Tay has a facility to sell refreshments at a Township Park, the local Recreation Committee shall be given first right of refusal, with profits going toward that particular Committee.

Where the local Recreation Committee is operating the facility and is not operating the facility to the satisfaction of the Township, Council reserves the right to tender the facility out as per the following:

Where the local Recreation Committee does not wish to operate the concession booth for fundraising for their Committee or the Township of Tay has deemed that the Recreation Committee shall not be granted permission to run the facility, the facility will be offered through a tender process to the general public, with the revenue rentals placed into the general revenue funds against that particular facility.



## **Composition**

The Committee shall consist of up to seven (7) voting members, being a minimum of four (4) Tay residents and up to a maximum of three (3) residents from the surrounding area. Citizen member appointments shall be adopted by Council at the first Regular Council Meeting of each term.

Staff representation shall consist of the Manager of Parks, Recreation and Facility Services and/or their designate and other staff resources, as required. Staff shall be non-voting members and shall not be included to establish quorum.

Committee members shall be appointed by by-law for the term of Council, four (4) years, and until their successors are appointed. In the event that a membership vacancy presents itself during the Term of the Committee, Council shall fill the vacancy by appointment without the need to advertise.

Each Committee shall appoint, from amongst their members, either a Secretary-Treasurer or a Secretary and a Treasurer, if needed.

Committee members shall provide the Township of Tay with a Criminal Records Vulnerable Sector Check (OPP Form LE220) when appointed, and at the beginning of each term of office. The costs associated with the Check will be reimbursed by the Township.

## **Chair/Vice-Chair**

At its first meeting of each term of office, the Committee shall elect a Chair and Vice-Chair from among its members. If the role of the Chair becomes vacant for any reason during a term of office, the Committee shall elect a new Chairperson from among its members.

The Vice-Chair shall assume the role of the Chair in their absence.

## **Quorum**

A majority of members are required to be present to constitute a quorum.

## **Meetings**

The Committee(s) shall hold regular monthly meetings. Additional meetings shall be scheduled as considered necessary by the Committee or Chair.

Minutes of all Committee meetings shall be forwarded to the Manager of Parks, Recreation and Facility Services.



## Reporting

The Committee, through the staff resource, shall report to Council annually as to the Committee's projects and accomplishments.

## Remuneration

The members of each Committee, as appointed by Council, shall receive a stipend (assigned on a point system basis) for meetings and events attended, up to a maximum of three hundred and twenty (\$320.00) dollars for a period ranging from November 1<sup>st</sup> to October 31<sup>st</sup> each year. The Chair of each Committee (or an approved delegate) shall be responsible to record attendance and points for each meeting/function and submit the sheets to the Manager of Parks, Recreation and Facility Services by November 15<sup>th</sup> each year for payment of same in December.

Stipends for meetings and events shall be awarded on a point system basis, with the value of each point being set at \$2.50 with a maximum # of points not to exceed 128.

Points shall be awarded as follows:

MONTHLY MEETINGS:	4 points (maximum 12 meetings per year for Committee members)
MAJOR EVENTS:	6 points (4 hours or more)
MINOR EVENTS:	2 points (less than 4 hours)

If a member is absent for three consecutive meetings and/or functions without cause as established by the Committee, the Chair of the Committee at his/her discretion may recommend to Council that the member be replaced.

Terms of Reference Approved: October 26, 2022