

THE TOWNSHIP OF THE NORTH SHORE RECREATION

COMMITTEE TERMS OF REFERENCE

Approved by Council on August 14th, 2024

1. ESTABLISHMENT

In accordance with the Township of The North Shore Strategic plan, section 4.0, and by resolution dated December 14th, 2022, Council has established a Committee to be known as the "Township of The North Shore Recreation Committee" for the 2022-2026 Council term to:

- a) Preserve the Community
- b) Enhance the Community
- c) Promote the Community

2. DEFINITIONS

In these terms of Reference:

- a) "Clerk" means the person duly appointed as such to assist in carrying out his or her duties under these Terms of Reference.
- b) "Deputy Clerk" means the person who acts as backup to the Clerk in an emergency
- c) "Recreation Committee" means the Recreation Committee established by Council resolution dated December 14th, 2022, for the 2022-2026 Council term
- d) "Treasurer" means the person duly appointed as such to assist in carrying out his or her duties under these Terms of Reference.
- e) "Deputy Treasurer" means the person who acts as backup to the Treasurer in an emergency
- f) "Council" means the Municipal Council for the Township of The North Shore
- g) "Council Representative" means the person who has been appointed as the representative of Council
- h) "Chairperson" means the appointed person presiding at and preparing the agenda for a meeting.
- i) "Secretary" means the appointed person who takes minutes and assists with preparing the agenda for a meeting.
- j) "Event Coordinator" means the appointed person who plans and coordinates an event.

3. MANDATE

The mandate of the Recreation Committee is to act as a working group for Council in matters pertaining to planning community sports and other recreation events within the Township of The North Shore.

4. SCOPE OF COMMITTEE

The Recreation Committee will act in a working capacity to Council in matters pertaining to community parks, sports, and recreation events and will:

- a) Co-operate with other governmental agencies and community groups in the advancement of sound parks, sport and recreation planning and programming as directed by Council.
- b) Make recommendations to the Council regarding community, parks, sport and recreation services that exist or may be needed and the co-ordination of community parks, sport and recreation services with the programs of other agencies and voluntary organizations.

5. MEMBERSHIP, APPOINTMENT AND TERM

5.1 - The Recreation Committee may consist of up to six (6) members, including:

- a) One (1) representative from Council.
- b) Up to five (5) representatives as residents of the Township of the North Shore.

5.2 - Appointments to the Recreation Committee shall be made as follows:

- a) One (1) member of Council shall be appointed as the Council representative, on a 1-year term (November to November, with the exception of an Election year, or if the Chairperson of the time resigns).

5.3 - At the 1-year mark, a new Council member may be appointed by Council as the Council Representative, or the existing Council Representative may put their name forward to be re-appointed. A formal Resolution is to be adopted by a majority vote.

- a) Council shall appoint up to five (5) representatives from the public who are residents of the Township of the North Shore, and who will constitute as voting members.
- b) An Event Coordinator shall be appointed for each planned event by the Recreation Committee. A formal Resolution of the Recreation Committee is to be adopted by a majority vote.

c) Council may, at any time, remove any member of the Recreation Committee by Council Resolution. Alternatively, the Chair of the Recreation Committee may bring forward a recommendation for the removal of the Committee member to Council for consideration.

Reasoning for removal may include:

- The Committee member is absent for three successive Committee meetings without being authorized to do so by a Resolution of the Committee
- The Committee member violates the Terms of Reference for the Recreation Committee
- The Committee member violates Township of The North Shore policies and procedures

d) Any member of the Recreation Committee may resign therefrom at any time upon sending written notice to the Chairperson of the Recreation Committee.

e) The Term of the Recreation Committee, with the exception of Council members, shall be for the term of Council.

f) All members of the Recreation Committee shall serve without remuneration.

6. CHAIRPERSON AND SECRETARY

6.1 - The Chairperson and the Secretary shall be determined by the Recreation Committee each year (as a 1-year term) and a formal Resolution by the Recreation Committee for each position is to be adopted by a majority vote.

6.2 - If there are no members of the Recreation Committee (including the Council Representative) that put their name forward for appointment as the Chairperson, the Council Representative will automatically assume the role of Chairperson for the 1-year term.

a) In the case where it is scheduled that a new Chairperson is to be appointed, the meeting to appoint will be held previous to the 1-year term ending.

b) If any resignation/vacancy in the office of Chairperson should occur during the 1-year term for any reason, the members of the Recreation Committee shall elect a new member to fill the position for the remainder of the 1-year term at the Recreation Committee's next scheduled meeting.

6.3 - If the next scheduled meeting is not scheduled within seven (7) days of the resignation/vacancy notification, a special meeting will be called to be scheduled within seven (7) days of the resignation/vacancy notification by the Secretary.

6.4 - The Secretary shall call the meeting to order to appoint a new Chairperson of the Recreation Committee after receiving a resignation/vacancy notice and act as the Chairperson until the appointment is made, to which the new appointed Chairperson will assume the role of presiding official and shall preside over the remainder of the meeting.

7. MEETING PROCEDURES

a) The Recreation Committee shall abide by the procedures and limitations included in the Township of The North Shore Procedural By-law 19-13 as well as the Township of the North Shore's Workplace Anti-Violence, Harassment and Sexual Harassment Policy.

b) The following attendance of members of the Recreation Committee at a meeting shall constitute a quorum:

Committee of 6 members – 4 members needed at meeting for quorum.

Committee of 5 members – 3 members needed at meeting for quorum.

Committee of 4 members – 3 members needed at meeting for quorum.

Committee of 3 members – 2 members needed at meeting for quorum.

If there is no quorum present within 15 minutes of the scheduled time of the meeting, the Secretary must:

- i) Record the names of those present and absent and:
- ii) Adjourn the meeting until the next scheduled meeting date.

c) Minutes of the Recreation Committee meeting must be recorded and are to be signed by the Chairperson and the Secretary after the Recreation Committee approves them. Original signed minutes will be forwarded to the Clerk or Deputy Clerk for safekeeping and posted on the Township's website for public viewing.

d) The Recreation Committee shall meet, at a minimum, four times per calendar year. The meetings shall be scheduled the second Tuesday of January, April, July, and October at 6:00 PM, and on an as-needed basis at the call of the Chairperson.

e) Members must abide by the Pecuniary Interest provisions of the Township of The North Shore. Members who have a direct or indirect financial interest in a matter under discussion are not permitted to participate in the discussion of or the voting of the matter. The member must declare their conflict in writing, stating the general nature of their conflict, and then leave the part of the meeting where the matter is under discussion. Declaration must be noted in the minutes and the declaration in writing shall be provided to the Clerk or Deputy Clerk.

f) All members of the Recreation Committee, including the Chairperson, vote on every question unless they have declared a Pecuniary Interest. Members who do not indicate their vote are deemed to have voted against the question. If the votes are equal for and against, the resolution is defeated.

g) The Chairperson or Secretary shall prepare the Recreation Committee agenda and forward the completed agenda and all required backup to the Clerk or Deputy Clerk. The Clerk or Deputy Clerk will ensure the agenda package is scanned and forwarded back to the Chairperson and will have the agenda package posted to the Township's website.

The agenda with backup items shall be provided to the Clerk or Deputy Clerk no later than 12 PM the Thursday before the next scheduled meeting.

It is recommended that the report template provided with the Terms of Reference be utilized for reports from Recreation Committee members that are to be included on the agenda.

The agenda will be distributed by the Chairperson to the Recreation Committee members via email, unless otherwise requested by a Recreation Committee member, on the Friday before the next scheduled meeting. It is the responsibility of the Chairperson to contact Committee members when a meeting is called, cancelled, or rescheduled.

In the case where a Special meeting is called by the Chairperson, the only business to be dealt with at a Special meeting is that of which is listed on the Special meeting agenda. The agenda and any backup items will be forwarded to the Clerk or Deputy Clerk to scan and add to the Township's website, and the Chairperson shall distribute the agenda package for the Special meeting to Recreation Committee members via email as soon as possible.

h) A meeting may be cancelled by the Chairperson if one of the following instances occurs:

- Meeting quorum cannot be achieved
- In the event of an unforeseen or significant event, which may include an emergency or safety concern, loss of heat/electricity/water, the Chairperson is unable to attend the meeting, there have been no reports received for the meeting/the meeting has become redundant.

If a meeting is cancelled, the Chairperson will notify the Recreation Committee members as soon as possible, and the Clerk or Deputy Clerk as soon as possible who will then provide notice to the public.

i) Committee members who are unable to attend any scheduled or special meetings shall inform the Chairperson

8. RECOMMENDATIONS

8.1 - The Chairperson of the Recreation Committee shall report to Council regarding the Recreation Committee's planned events, updates, concerns, and any other pertinent information.

8.2 - The Chairperson shall forward recommendations from the Recreation Committee to the Clerk or Deputy Clerk for Council to approve at the next scheduled Council meeting regarding community, parks, sports or recreation services or events, and financial approval, to be adopted by Council Resolution.

9. ACCOUNTING

- a) The Recreation Committee will be given a budget for the year as determined by Council.
- b) Expenses will be authorized by Resolution. The resolution will be given to the Treasurer or Deputy Treasurer in order to create a Purchase Order and cheque/EFT. Signing authority is the same as the Township signing authority.
- c) Deposits are to be given to the Treasurer or Deputy Treasurer to deposit.
- d) Once per year, at budget time, the Chairperson will meet with Council to present financial information and expectations for the coming year.
- e) No expenditures shall be made by the Recreation Committee, nor any liability incurred which is not provided for in the annual budget of the Municipality, except with prior approval of Council.

10. PUBLIC RELATIONS

The Chairperson (if a member of Council) and/or the appointed Event Coordinator is responsible for communication with members of the media. The Chairperson and the Recreation Committee members must convey the public interest and remember that they represent the Township of The North Shore.

11. INSURANCE COVERAGE

During the volunteer term and in the performance of the volunteer activities:

- a) The Township's liability insurance protects both the Township and the volunteer against claims from third parties while the volunteer is performing volunteer activities. This does not cover loss or damage to the volunteer's property. There is no cost to the volunteer for this liability coverage.
- b) Volunteers are not authorized to use Township vehicles. The Township does not provide auto liability coverage for a volunteer's personal vehicle driven on behalf of the Township during their volunteering duties.
- c) The Workplace Safety and Insurance Board does not provide coverage for volunteers. Any person incurring injury or illness while volunteering will not be covered by the Township's WSIB policy.
- d) The Township does not provide volunteers with insurance for accidental death or dismemberment, nor for medical and dental expenses, nor wage loss as a result of an accident incurred by the volunteers. There is no group life insurance provided to volunteers.
- e) All Committee members and Volunteers are required to sign a "Release and Waiver of Liability" form before each event or volunteer opportunity.