



Recreation Ward 3 Committee

Terms of Reference

Purpose

To organize and deliver a minimum of three (2) programs (i.e. skating, soccer, T-Ball) as well as a minimum of four (2) events (i.e. Winter Carnival & Halloween Party).

Mandate

- a) The Committee will be comprised of One (1) Council member. A minimum of three (3) and a maximum of seven (7) members of the community will be appointed to the Committee by Council. Anyone wishing to join the Committee after the seven (7) seats have been filled shall be considered volunteers. The volunteers shall complete all necessary paperwork but shall not have a vote concerning Committee business.
- b) A Chairperson will be voted on during the first meeting. One (1) staff person may attend meetings acting as Secretary only, and shall not have a vote concerning Committee business.
- c) A tentative schedule for meetings will be developed in the first quarter. Meetings shall be held a minimum of six (6) times per year.
- d) All meetings are open to the public and the agenda shall be made available to the public twenty-four hours before the meeting.
- e) Quorum for meetings shall consist of a majority of the members of the Committee. If there are less than half the members present fifteen (15) minutes after commencement of the time appointed for a meeting, the meeting will be rescheduled.
- f) Minutes to be taken by the Secretary at each meeting. If there is a gathering of committee members that equals quorum (half the members or more), and they have come

together for the purpose of exercising the power or authority of Committee or for the purpose of doing the groundwork necessary to exercise that power or authority it is considered a meeting and minutes must be taken. When the minutes have been passed, they are to be made public.

- g) No formal decisions or debates are to be made through Emails. Any other emails/discussions regarding a committee program or event are to be sent to all members (including the Council Representative) and the staff member.
- h) Any requests for staff support shall be done through the Chairperson and are to go to the Committee and Managerial Assistant. Committee members shall not contact staff directly.
- i) The Committee may inform staff of grants available for recreational events or programs. The grant applications will be completed by staff, with assistance by the committee and then approved by Council.
- j) All Committee members and volunteers shall complete a liability waiver as well as online Accessibility Training. Anyone over the age of 18 shall also have a Vulnerable Sector Check completed.

Responsibilities

- a) Within the first quarter, a list is to be prepared to present to Council for dates of the events and programs for the upcoming year. Check the Community Calendar to see that events do not interfere with any other community events running at the same time.
- b) To organize programs/events to be accessible and inclusive to all residents.
- c) To have all information for posters, advertising etc., to the Committee and Managerial Assistant a minimum of four (4) weeks prior to the event/program taking place.
- d) To liaise with volunteers and Community Groups as needed.