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## Committee Application Recreation and Culture Committee

Applications can be sent by email to the Clerk at [clerk@greatermadawaska.com](mailto:clerk@greatermadawaska.com) or in person/mail to the Township Office at 19 Parnell St, Calabogie ON, K0J 1H0 or by Fax: 613-752-2617. Submission deadline is **August 8, 2025 at 4:00pm**. It is your responsibility to ensure that your application is received by the deadline, as late applications will not be considered.

**Please read the attached Committee Terms of Reference.**

### Contact Information:

Name: \_\_\_\_\_ Phone (Home): \_\_\_\_\_

Address: \_\_\_\_\_ Phone (Mobile): \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

Please indicate your preferred method of contact:

\_\_\_\_\_

### Questionnaire:

1. Have you read and understood the attached Committee Terms of Reference? \_\_\_\_\_
2. Are you 18 years of age or older? \_\_\_\_\_
3. Are you a Resident and/or taxpayer in the Township of Greater Madawaska? \_\_\_\_\_
4. Why would you like to serve on this Committee?

5. Describe any specific knowledge/experience/education background you have relating to this committee.

6. Describe any prior experience you have serving on a committee/board.

7. If you have prior committee experience, what was your most significant learning experience?

8. If you have prior committee experience, what was your most significant contribution?

9. How would you describe the way in which you work with others?

10. Please feel free to include any additional information that pertain to this application.

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**Applicant's Signature**

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**Date**

We thank all applicants for their interest; however, only those being considered for appointment to the committee will be contacted.

**Notice of Collection:**

This application may contain "Personal Information" as defined under the Municipal Freedom of Information Act and Protection Privacy Act. This information is collected pursuant to the Municipal Act, 2001 as amended. It will be used by the Township of Greater Madawaska to process this application to determine whether to appoint an individual to a committee, for the administration of such appointment and for law enforcement purposes to ensure compliance with all applicable statutes, regulations, and by-laws. Questions about this collection should be directed to the Clerk, 19 Parnell St, Calabogie, K0J 1H0 (613) 752-2229.

**Accessibility:**

Accommodation will be provided in accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)*.

## **Recreation and Culture Committee Terms of Reference**

### **Mandate:**

The Recreation and Culture Committee will provide support, advice, and recommendations to Council and Staff relative to enhancing the quality of life for Greater Madawaska residents through a wide range of innovative, inclusive, and accessible recreational programming, providing opportunities for physical activity, social interaction, and community engagement.

### **Scope of the Committee:**

To advise Council in order to meet the following objectives:

- Provide input in the development of plans and policies for open spaces, recreation, culture, and heritage;
- Pursue and facilitate the involvement of the community in leading, developing and delivering activities, programs and events that provide public engagement opportunities and build on the vitality of the culture, arts, recreation, and heritage of the community through partnerships and assistance to:
  1. The business community in general;
  2. Community groups;
  3. Arts and cultural groups;
  4. Non-profit organizations;
  5. Other municipalities; and
  6. Residents across all demographics.
- Raise the profile of parks, recreation and culture through positive support and promotion in the community;
- Encourage, nourish, and support volunteer organizations within the Township that provide leisure, special events, arts and culture services and facilities;
- Identify concerns and present constructive solutions for the Townships' programs, facilities, open spaces, trails, and events;

### **Composition:**

The Committee shall consist of the following:

#### **Voting Members:**

- One (1) Council representative
- Six (6) Members of the Public (preferably a minimum of one (1) member per Ward)

#### **Non-Voting Members:**

- Support Staff
- Recording Clerk

### **Roles and Responsibilities:**

At its inaugural meeting each term, the Committee will be responsible for electing a Chair from amongst the members of the Committee.

#### *Committee Members:*

- Attend Meetings (provide notification of absences to the Clerk)
- Send suggested agenda items to the Chair and Clerk for possible inclusion on future agendas
- Be prepared for meetings by reviewing material provided by the Clerk
- Participate in discussions
- Carry out tasks assigned to them by the Committee
- Provide suggestions and share resources from community members Chair and of the Committee

#### *Chair:*

- Manage the meeting and follow meeting procedures as outlined in the Township's Procedural By-law
- Moderate discussions but do not participate in debate until the end of discussion
- The Chair has the same voting rights as other members and votes like all other members
- Direct the discussion in a fair and efficient manner
- Keep the meeting on track and on schedule
- Meet with the Clerk and Staff Liaison prior to the meeting to plan the agenda
- Represent the Committee in official capacities such as speaking at Council

#### *Council Committee Members:*

- Advise members of the Committee on Council matters
- Bring Committee recommendations and motions to Council
- Report back to the Committee on feedback from Council.

#### *Staff Liaison:*

As a resource person, the responsibilities of the Staff Liaison are to:

- Provide guidance and advice and remain impartial during discussions of Committee matters with all members;
- Prepare any necessary reports for Council's consideration;
- Ensure that any recommendations proposed by the Committee do not contradict the Township's budget, by-laws or policies and procedures.



***Recording Clerk:***

(In some instances, the recording clerk and staff liaison are one in the same).

As a resource staff, the responsibilities of the recording clerk are to:

- Prepare the agenda for each meeting in consultation with the Committee Chair;
- Distribute the agenda to the Committee members as outlined in these Terms of Reference;
- Post agendas, minutes, and meeting dates/times to the Township's website/portal;
- Record the minutes of the meeting including resolutions, decisions, and other proceedings at the meeting, without note or comment;
- Submit the approved minutes of each Committee meeting for inclusion on the Regular Council agenda for Council's consideration;
- Track meeting attendance and coordinate Committee appointments and resignations;
- Book the meeting venue.

**Selection:**

Members of the public will apply to be members of the Committee by application, selected and appointed by council and staff based on established criteria and will include a broad representation and interest, equally from all wards, where possible, within the Township of Greater Madawaska pertaining to all facets of equity, diversity, and inclusion.

**Term of Appointment:**

The Committee members shall be appointed to coincide with the term of Council.

**Resources:**

The Clerk will be the point of contact for the Committee to the Township. The Clerk and Treasurer will also assist in the preparation and submission of budget requests/grant submissions to the Council if needed.

**Timing of Meetings:**

Meetings will be held on a set day and time determined by the Committee. At a minimum, a meeting is expected to be held four times per year.

**Agendas:**

The Clerk shall circulate the agendas of all meetings to the Committee 5 days before the scheduled meeting. Completed minutes shall be forwarded by the Clerk no later than 7 days after each meeting for information purposes and review.

**Administration:**

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the Township of Greater Madawaska. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of



Reference by the Committee shall be recommended to Council via a report for Council approval.

**Procedures:**

Meetings of the Committee shall be governed by the municipal Procedural By-law and Legislation. Consensus may be used through the process to encourage dialogue and decision-making in a collegial fashion.

**Conflict of Interest:**

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose a pecuniary interest to the Recording Clerk and absent themselves from meetings for the duration of the discussion and voting (if any) concerning that matter.

**Meeting Attendance:**

Any member of the Committee who misses three consecutive meetings, without being excused by the Committee, may be asked to resign from the Committee. In this circumstance, the Committee is asked to send notice to the CAO regarding the resignation of any member.

**Location of Meetings:**

The location of the meetings will be set by the Committee.

**Budget:**

The Committee will not be responsible for a budget unless Council approves their budget and delegation of responsibility to the Committee through its Terms of Reference.

**Dissolution:** At the discretion of the Council or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of the Council.