

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

### **Purpose**

The purpose of the Recreation and Programming Committee is to act as an advisory body and to make recommendations to Council regarding matters pertaining to recreation and events within the municipality.

### **Mandate**

The mandate of the Committee is to provide recreation and other community events and programming directly to the community with a focus on enhancing the quality of life through providing a wide range of innovative, inclusive, and accessible programming. Such programming shall provide opportunities for physical activity, social interaction, and community engagement.

The committee shall do this through the following means:

Developing and providing community programming specifically focused on the following program areas:

- i. Maximizing the use of Rosedale Hall
- ii. Senior's Programming
- iii. Youth and Child Programming

To provide Council with ideas and policies to develop Rosedale Centennial Hall into a hub for the community with respect to programming and recreation.

To provide a voice and forum for recreational organizations, agencies and/or community groups for the greater good of the Township.

To assist with the development, implementation and evaluation of long-term strategic plans and operational policies to direct the development and delivery of community programming.

Provide input into parks, recreation and programming documents proposed by the Township.

To implement partnership opportunities for fundraising and program development where possible

To create as necessary separate working groups to work on behalf of the Committee and Council.

To dispense and use in a responsible manner and in accordance with the Council approved procurement by-law any budgetary funds provided by Council through the regular annual budget.

To undertake other projects and activities of a similar nature as specifically directed by Council.

### **Restrictions**

The Recreation and Programming Committee shall not become involved in, nor direct any Montague Township staff member on the following:

- i. All human resources, which is the direct day-to-day contact with the employees in relation to managing, supervising and assignment of tasks.
- ii. Request should come directly to the Clerk Administrator to operate without interfere and to direct staff when required.

### **Authority**

The Recreation and Programming Committee is an Advisory Committee of Council and does not have any delegated authority.

### **Committee Composition**

The Committee shall consist of two (2) members of Council appointed by Council with one (1) member appointed to act as back up in the absence of the appointed members.

One (1) staff member from the Township as required to help with social media engagement only.

The committee shall also have eight (8) community members at large.

### **Committee Appointment**

In appointing the members of the Committee, Council shall consider the following:

- i. The candidate's potential to contribute to on-going development and support of the local parks and recreation sector.
- ii. Committee member skill sets, duties, and responsibilities
- iii. Maintaining a balance of gender, age, and cultural diversity of the community on the Committee

### **Term of Committee Member**

The term of the appointed committee members shall last the term of the Council in which they were elected.

### **Financial**

That all monies dispensed are done so appropriately as outlined in the procurement by-law and with the approval of Council where required.

To report on a quarterly basis, at minimum, the status of the budget of the Committee and the status of any upcoming event or project to Council at a Regular Meeting of Council.

To provide input and requests into the Township operating and capital budget yearly.

### **Reporting/Meeting Requirements**

Agendas and minutes shall be prepared by the Secretary of the Recreation and Programming Committee.

Meeting agendas and minutes will be distributed to the Committee members in accordance with the Procedure By-law.

Voting and motion requirements shall be the same as required by the Committee of the Whole meetings as set out in the Procedural By-law.

Members shall follow municipal policies including, but not limited to the Code of Conduct and the Municipal Conflict of Interest Act.

Decisions of the Committee must be presented in the form of a recommendation to be referred to Council for consideration. Recommendations will be noted in the Committee minutes and approved at Regular Council meetings.

Meetings shall be open to the public and shall be conducted in accordance with the Procedural By-law.

Meetings shall be held at minimum once per month on the 4<sup>th</sup> Thursday of every month at 7pm at Rosedale Hall, or during an emergency by Zoom.

At no time will a quorum of Council attend the meeting.

At the first meeting in a new term, the Committee shall elect from their numbers a Chair that will hold office at the pleasure of Committee for a one-year term and is then eligible for re-election.

The Chair Shall:

- i) Plan, direct and evaluate all Committee meetings.
- ii) Act as the Committee's spokesperson for matters related to the recreation Committee.

### **Working Groups/Sub Committees**

- i. The Committee may, at its discretion, establish Working Groups/Sub Committees on any matters considered by the Committee to require particular action or study.
- ii. The Committee shall appoint at least one Member of the Committee to each such working group or ad hoc committee.
- iii. Working Groups and Ad Hoc Committees will report regularly and recommend courses of action to the Committee; and otherwise fulfil their respective responsibilities in accordance with the Committee's terms of reference.