



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 Township and held in surplus or reserves until the project proceeds. Funds received will be processed through the Township 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.

Considerations

Recreation Committees shall not hold separate bank accounts. All Committee financial transactions shall flow through Township accounts. All revenues shall be deposited through the cashier. Expenditures and reimbursements shall be submitted to the Manager of Parks, Recreation and Facility Services for approval prior to cheque issuance. Recreation Committees shall ensure that all purchases are in accordance with the Township's Procurement Policies. All transactions of the Committees shall be subject to all HST legislation, rules, policies, and procedures applicable to municipalities, as amended from time to time.

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

Where the Township 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 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 a minimum of 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 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 voting 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.

If a Member is absent from three (3) consecutive meetings and/or events without cause as established by the Committee, the Chair shall contact the Member in writing to confirm whether they wish to continue serving on the Committee and commit to the remainder of their term. Where a Member advises that they no longer wish to serve, or does not respond to the Chair's written request, the Chair may recommend to Council that the Member be released from their duties and replaced.



Reporting

As referenced under the "Meetings" section of this document, the Committee shall report minutes directly to the Manager of Manager of Parks, Recreation and Facility Services. Once the Manager receives and approves the minutes they will be placed on the next available Council Information Package for Council to receive as information.

The Legislative Services Division, in consultation with the Staff Resource(s), shall review the Terms of Reference of the Committee prior to the end of the Council Term and make any recommendations for amendments prior to the appointment of the new Committee.

Remuneration

The public members of the Committee shall receive an annual stipend based on \$25.00 per meeting to a maximum of \$250.00 annually. Committees meeting monthly shall not meet during the months of July and August in order to reflect a Committee summer recess unless deemed necessary by the Committee and/or Chair. Committee remuneration is based on a maximum of ten (10) meetings per year.

In addition, public members shall receive compensation for attending events and/or functions outside of regularly scheduled Committee meetings, up to a maximum of \$150.00, as follows:

- Major Events/Functions (4 hours or more) = \$25.00
- Minor Events/Functions (less than 4 hours) = \$15.00

Terms of Reference Approved: AUGUST 26, 2026