

## Municipality of Whitestone

### Terms of reference for the Recreation Committee

**Purpose:** The Recreation Committee shall provide and establish, conduct and maintain recreation programming and recommend improvements and maintenance for equipment, both real and personal for parks, playgrounds and other recreational activities and facilities.

#### **Mechanics of Operation:**

##### **Appointments:**

- Council will appoint members of the Committee for the term of Council.
- Executive Committee members shall consist of up to four (4) members consisting of up to two (2) members of Council and two (2) members at large.
- A Chairperson and a Secretary will be appointed/elected annually.
- Police checks: all members including sub-committees and volunteers who are involved with children's programs are required to complete police checks once per term of Council.

##### **Meetings:**

- The Committee is scheduled to meet on the 1<sup>st</sup> Wednesday of each month at 7:00 pm.
- The Committee shall hold regular meetings; a minimum of 4 meetings per year is required.
- Voting members who miss three consecutive meetings may lose voting privileges.
- Council shall be notified of the schedule.
- Additional meetings may be called at the discretion of the Chair.

##### **Minutes:**

- The Secretary shall record the proceedings and decisions of each meeting.
- The minutes shall be provided to Mayor and Council.
- It shall be the duty of the Secretary to forward any recommendations from the Committee to the appropriate body for consideration and action.

##### **Chairperson:**

- The Committee shall appoint/elect a Chairperson on an annual basis at the first meeting of the year.

##### **Secretary:**

- The Committee shall appoint a Secretary on a Meeting-to-Meeting basis.

##### **Treasurer:**

- The Municipal Treasurer shall act as Treasurer for the Committee.
- The Treasurer will keep a petty cash float.
- Requests for monies shall be made to the Treasurer in writing and accompanied with receipts.
- The Treasurer shall keep records of all expenditures and revenues.
- The Treasurer shall prepare a monthly financial report, which will be forwarded to the Secretary.
- Reconciliation from recreation events must be delivered to the Treasurer within two (2) weeks after the event.

## **Budget**

- A budget shall be set for the year by January 31<sup>st</sup> and recommended to Council for consideration.
- Supporting reasons shall be provided for each item.
- The Committee may receive donations to be applied to the budget for furtherance of the Recreation Programs.

## **Quorum**

- A quorum shall consist of 50% of membership.

## **The Recreation Committee**

- May set out a specific list of goals and objectives for Council's approval.
- Shall provide Council with an annual report either in writing or by personal presentation at a Council meeting.
- Recognize that Council will only act on recommendations in the form of resolutions made by the Committee.
- Recognize that Council ultimately has the discretion of approving, amending or defeating a recommendation.
- The Committee shall keep the residents of the Municipality, where possible, informed of the recreation opportunities that are available.
- The Committee shall receive an annual report to ensure that all recreation equipment be CSA approved, inspected annually (and monthly when in use) by the Facilities /Working Roads Superintendent. Any deficiencies should be reported to the Recreation Committee.
- The Committee shall appoint sub-committees and authorize such sub-committees to establish and operate area community programs of recreation. The Committee shall provide such services as it deems necessary, to assist these sub-committees in carrying out their activities. Each sub-committee shall be fully accountable to the Committee, by submitting a financial report and activity summary either in writing or in person within two weeks of their event.
- **Any program being done under the recreation umbrella must come before the Recreation Committee before proceeding.**
- **All volunteers must be registered as volunteers with the Municipality of Whitestone in order to have Liability Insurance coverage.**
- The Committee may prescribe fees for participating in or admittance to any part of the Community Programs of Recreation.

## **Council**

- Undertakes to refer related matters to the Recreation Committee for comment unless there is a valid reason not to do so.