

County of Prince Edward  
Recreation Advisory Committee

**Recreation Advisory Committee  
Terms of Reference**

**Purpose**

To represent the Ward Recreation Committees:

- *To share ideas or problems and brainstorming solutions;*
- *To coordinate events, activities and ideas; and*
- *To advise County Council on matters concerning recreation programs and activities in the County.*

**Structure**

- As a committee of Council, the Recreation Advisory Committee is regulated through the County's Procedural Bylaw, the Ontario Municipal Conflict of Interest Act and the Ontario Municipal Act.
- The Advisory Committee will be comprised of 11 voting members; 1 representative from each of the Ward Recreation Committees and 2 Council members appointed annually by Council.
- *The Advisory Committee will meet a minimum of 4 times per year or at the call of the Chair.*
- *Location of the meetings shall vary with each Ward Recreation Committee having the opportunity of hosting a meeting to be set on an annual schedule.*
- *Appointed Council representative(s) will not be included in the quorum, however, will be ex-officio members and will be able to vote on any motion.*
- *A Quorum, for meeting purposes, will consist of 5 members being present.*
- *In order to ensure quorum an alternate member will be selected from the Ward Recreation Committee and may attend all meetings, however, there will be only one vote per Ward Recreation Committee.*
- *If a Ward Recreation Committee is not represented for three (3) meetings then the Chair of the Recreation Advisory committee would contact the Ward Recreation Committee to discuss the value in the meetings and encourage a representative to attend.*
- The Advisory Committee shall elect a Chair, Vice Chair, and a Treasurer.
- The Recreation, Parks & Culture Department will provide secretarial and administrative resources to support the Advisory Committee.
- The Manager of Recreation & Culture, as Recreation, Parks & Culture Department designate, shall act as the liaison to the Recreation Advisory Committee on behalf of the County of Prince Edward to provide assistance to the committee and to ensure that the committee is fulfilling its role in relation to the public trust.

**General Responsibilities**

- The Advisory Committee is to review and recommend to the Committee of the Whole on matters concerning recreation programs and properties in the County.
- The Advisory Committee will abide by all bylaws, policies and procedures of the Corporation of the County of Prince Edward.
- The Advisory Committee will deal with County wide recreation issues and activities.
- To determine annually if the Advisory Committee will receive a per capita allotment from each Ward Recreation Committee for County wide recreation purposes.
- The Advisory Committee is to receive information/reports for distribution to Ward Recreation Committees.
- The Advisory Committee will review the minutes and coordinate programs and activities of the Ward Recreation Committees.
- The Advisory Committee is to review the Terms of Reference annually.

**Financial Responsibilities**

- The Advisory Committee is to prepare an annual budget as a planning document for county wide recreation initiatives.

**April, 2011**

- The Advisory Committee is to receive deputations and funding requests for County wide recreation purposes supported by documentation such as preliminary budget, sources of funds, # of participants, and purpose of contribution.
- The Advisory Committee is to receive a follow up report from those receiving funds providing a financial report, summary of activity and number of participants within three (3) months of the funds being used.
- The Advisory Committee is to provide an annual report on the use of the per capita funds to the Committee of the Whole.

## Ward Recreation Committees Terms of Reference

### Purpose

To develop, co-ordinate, and support recreation programs and activities for the residents of their Ward.  
To be representative and responsive to the recreation, culture, and heritage needs of the Ward.  
To provide a focal point for the planning and delivery of Ward events and activities.  
To build a sense of community within the Ward and to encourage residents to get involved.  
To maintain a liaison and coordination with other Ward Recreation Committees and community groups.

### Structure

- The Ward Recreation Committee will report through the Recreation Advisory Committee as a sub-committee of the Recreation, Parks & Culture Standing Committee of Council through minutes of their meetings and representation at the Recreation Advisory Committee meetings.
- As a committee of Council, the Ward Recreation Committee is regulated through the County's Procedural Bylaw, the Ontario Municipal Conflict of Interest Act and the Ontario Municipal Act.
- Ward Recreation Committees will consist of a minimum of three (3) and maximum of nine (9) voting committee members. A list of the member's names and contact information are to be provided to the County each February which will be submitted through the Recreation, Parks & Culture Standing Committee to Council for approval.
- Committee members will come from a call for members or by attending a Ward Recreation meeting and new members must attend at least one meeting before being asked to join and be accepted by the Executive as a voting committee member.
- Should the number of members go below 3, the Committee bank account shall be closed and the funds held in trust until the Recreation Committee is re-established.
- A Chairperson, Vice Chair, Secretary and Treasurer (Executive) shall be elected annually from the voting members before the February Recreation Advisory Committee meeting.
- The committee may establish work groups as required to meet their responsibilities (e.g program committee, park improvement committee, fundraising committee, Canada Day committee).
- Some Ward Recreation Committees have affiliated groups and organizations (i.e. Ameliasburgh Fair and Milford Fair) that have been approved by Council as sub-committees for insurance purposes. The creation of future sub-committees will follow the process of approval through the Ward Recreation Committee and on through committee to Council with advice from a representative from the Recreation, Parks & Culture Department in consultation with the County's insurer.
- Ward Councillors serve in an ex-officio capacity on the Ward Recreation Committee and may vote on any issues presented.
- The Manager of Recreation & Culture, as Recreation, Parks & Culture Department designate, shall act as the liaison to the Ward Recreation Committee on behalf of the County of Prince Edward to provide assistance to the committee and to ensure that the committee is fulfilling its role in relation to the public trust.

### General Responsibilities

- Meet a minimum of 6 times per year; all meetings are to be publicized and open to the public as per the Ontario Municipal Act.
- Annual meeting shall be held and advertised – for the recruitment of new members and election of officers to be held in the Ward Community Hall.
- The Ward Recreation Committee will abide by all bylaws, policies and procedures of the Corporation of the County of Prince Edward.
- Meetings will be conducted by the Chair or designate of the committee with decisions by approved motion recorded by the secretary.
- Minutes of meetings, which will include approval of previous minutes, approved monthly financial report and approved activity reports, are to be sent to the Recreation, Parks & Culture Department for inclusion with the next Recreation Advisory Committee Agenda.

- A Quorum consisting of 50% of the voting members plus one must be present to make any decisions/motions (note: the Councillor is not included in setting the number for quorum).

### **Financial Responsibilities**

- Per Capita funds are to be used for Recreation/Culture/Heritage purposes within the Ward. Funds are not to fund access to activity outside of the County. (The County will be responsible for the cost of general operating and maintenance expenses associated with all municipally owned buildings and parks as provided for in the annual Budget.)
- Priorities for uses of funding include: programs, events; access to activities for children, youth, seniors and families; hall and park improvements; and community initiatives within the Ward. Funding of adult baseball, hockey, soccer or similar clubs may be considered based on a request from the group or club as a new initiative for start up costs or after exhausting all other avenues for funding and requires 2/3 majority approval of the Committee members. The Manager of Recreation & Culture may review the decision based on consistency throughout the Ward Recreation Committees.
- The annual allocation of per capita funding is to be fully expended as per the above priorities; any funds remaining must be carried over to be expended in the next year.
- Ward Recreation Committees may carry funds in reserve (including a portion of per capita funds and fundraising proceeds) over several years based on a County approved major project. Major projects, including project detail and financial plan, must be reviewed and approved by the Recreation, Parks and Culture Department prior to establishing reserves.
- Expenditures of all Ward Recreation Committee funds require an approved motion, duly recorded in the minutes; if a committee member is to be reimbursed that committee member should ensure that corresponding receipts are presented with the request at the meeting and should declare a pecuniary interest for that agenda item.
- Financial Records (receipts, invoices, bankbooks, etc.) should be retained with the annual financial statement and minutes for six (6) years.
- Two signatures are required on all cheques.
- Grants from higher levels of government or corporations and agencies are applied for by and in consultation with the County of Prince Edward Recreation, Parks & Culture Department.
- For application for the per capita grant the following shall be submitted by February 15 each year:
  1. Committee approved annual financial report for the previous year's operation, detailing all revenues and expenditures for all accounts held by the Ward Recreation Committee;
  2. Committee approved annual budget for the current year; and
  3. Approved financial statements for all Council authorized affiliated groups and organizations (i.e. South Marysburgh: Marysburgh Mummers, Milford In Bloom, Milford Fair Board; Ameliasburgh: Ameliasburgh Fair Board).
- The Manager of Recreation & Culture shall review all financial reports and provide input to the committee based on the financial expectations for Ward Recreation Committees.

### **Expectations of Committee Members**

In respect of duties and functioning of Ward Recreation committees, members are expected to:

- Declare any real, apparent or perceived conflict of interest in matters which may result in financial gain or personal benefit.
- Perform their duties with integrity, objectivity and impartiality and to conduct themselves at all times in a manner that respects the rights of others.
- Shall not breach the public trust or misappropriate public funds and/or resources.
- Support a positive and respectful environment that is free from personal harassment and conflict recognizing the dignity and worth of co-committee members, public officials, Ward residents and staff with whom they interact.
- Uphold the goals, objectives and policies of the County Council.