

THE CORPORATION OF THE TOWNSHIP OF LAIRD

By-Law No. 1072-23

**BEING A BY-LAW TO ESTABLISH THE TERMS OF REFERENCE FOR
THE TOWNSHIP OF LAIRD RECREATION COMMITTEE
AND SUB-COMMITTEES**

WHEREAS Section 11 (2) of the Municipal Act, 2001 c. 25 S.O. 2001 as amended, authorizes Council to pass by-laws and make such regulations for the governance structure of the municipality and its local boards;

AND WHEREAS Section 11 (3) of the Municipal Act, 2001 c. 25 S.O. 2001 as amended, authorizes Council to pass by-laws respecting culture, parks, recreation and heritage;

NOW THEREFORE the Council of the Township of Laird hereby enacts as follows that:

1. That the Recreation Committee Terms of Reference attached as Schedule 'A' forms part of this by-law.
2. That By-law 741-95 is hereby rescinded.
3. This by-law come into full force and take effect immediately upon the final passing thereof.

Read and Passed in Open Meeting this 19th day of January 2023.

Mayor _____
Shawn Evoy

Seal

Clerk _____
Jennifer Errington



Recreation Committee

Terms of Reference

1. Mandate

Vision:

The vision is to provide recreation, fitness, special events, and wellness opportunities for the public to enjoy and maintain and develop recreation facilities for the future.

Mission:

The Township of Laird Recreation Committee and its Sub-Committees purpose is to:

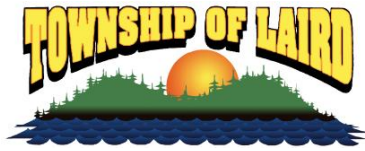
- To provide support and make recommendations to Council, to enhance the quality of life for Laird Township residents through a wide range of innovative, inclusive, and accessible events or programs by providing opportunities for physical activity, social interaction, and community engagement and to provide the operation, maintenance and management of parks and community centers.
- The Recreation Committee is also to coordinate the activities, reports and budget recommendations of the seven (7) recreation sub-committees and provide consolidated budget recommendations on the same to council.

2. Committee Composition and Appointments

The Recreation Committee has seven (7) sub-committees which are Laird Hall Sub-Committee, Pumpkin Point Park Sub-Committee, Finns' Bay Wharf Sub-Committee, Laird Fairgrounds Sub-Committee, Laird Heritage Sub-Committee, Bar River Hall Sub-Committee, and G.W. Evoy Rink Sub-Committee.

The **Recreation Committee** shall consist of a maximum of nine (9) members, the representation will comprise at least one (1) Council member representative, at least one (1) representative from each of the recreation sub-committees, and members of the general public.

The **Recreation Sub-Committees** will consist of a minimum of five (5) members, which will comprise at least one (1) Council member representative, at least one Recreation Committee representative, and members of the general public



Committee members of Recreation and Recreation Sub-Committees shall:

- Have a demonstrated expertise, interest, and involvement in the sector(s) of the specified committee;
- Fairly represent the sector(s) of the specified committee; and
- Commit the time required to work on the committee.

3. Commencement of Term

The term of appointment commences after the Inaugural Meeting of the new Council and generally ends at the conclusion of Council's term.

At the first meeting of the term of the newly appointed Recreation committee and sub-committees, the following must occur:

- Elect a Committee Chair
- Establish regular meeting schedule by motion

The Recording Secretary calls for nominations of the Chair. A member of the Committee can make a nomination which must be seconded by another member of the Committee. When all nominations have been received the Recording Secretary closes nominations. Votes are then cast. If there is a tie vote, ballots will be cast for the tied nominees until such time as a nominee receives the majority of the votes.

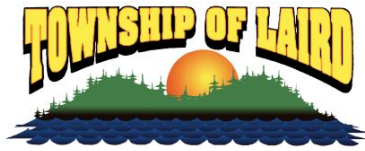
4. Meetings

The Recreation Committee will formally meet on the last Tuesday of each month at 7:00 p.m. and submit their meeting minutes and resolutions to council the following month for council approval.

The Recreation Sub-Committees will meet twice a year, once in the Spring and once in the Fall and submit their meeting minutes and resolutions to the Recreation Committee within thirty (30) days from the date of the Sub-Committee meeting for Recreation Committee approval. Sub-Committees may meet at any other time as the committee deems appropriate.

The Recreation Committee and Sub-Committees will conduct meetings in public, in an accessible location.

The Recreation Committee and Sub-Committees shall be deemed to be a Committee of Council and shall adhere to any policies and procedures as provided for under the *Municipal Act, 2001*, as amended and the Township's Procedure By-law, and any other applicable legislation.



Where there is conflict between these Terms of Reference, the *Municipal Act, 2001* or any other Act or Regulation governing the Committee, the Act shall prevail.

5. Attendance by Committee Members

If a member is unable to attend a meeting, he/she should inform the Chair and the Recording Secretary.

In the event that a non-elected member of a Committee is absent from the meeting for three consecutive meetings without being temporarily excused and such permission recorded in the minutes, Council may terminate the appointment and may by motion appoint a new person to fill the vacancy.

If the Chair is absent for three (3) consecutive meetings through illness or otherwise, the committee may appoint an Acting Chair or a new Chair, as deemed appropriate. While presiding the Acting Chair shall have all the powers of the Chair.

6. Quorum

A quorum is a majority of the whole number of committee members, more than 50%, is necessary to form a quorum to exercise its decision-making authority.

If there is no quorum within fifteen minutes after the time appointed for the meeting, the Recording Secretary shall call the roll and record the names of the members present and the meeting shall stand adjourned until the next regular meeting or until a special meeting is called.

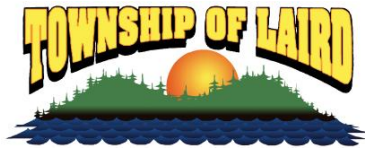
Where a member of the committee resigns, or is dismissed by resolution of Council due to illness or otherwise, quorum shall be the majority of the remaining members.

7. Responsibilities and Protocol

Responsibilities of Committee Members

Committee members shall:

- Perform their duties in a manner that maintains and enhances public confidence in the integrity, objectivity, and impartiality of the Township;
- Adhere to the Municipal Conflict of Interest Act and clearly identify any items of pecuniary interest before they are discussed and refrain from discussing and voting on same;
- Not be under an obligation to any person who might benefit from special consideration or favour from the member or who might seek, in any way, preferential treatment;
- Not benefit from the use of information acquired during the course of official duties that is not generally available to the public;



Schedule "A" of By-law 1072-23
Recreation Committee
Terms of Reference

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- Be professional, courteous and respectful with other members, Council, administration, and the general public. In doing so will not publicly criticize Elected Officials, administration or other members and respect the decisions of Council;
 - Maintain confidentiality when necessary, and ensure personal information controlled by the Township is used or disclosed in compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
 - Understand the committee's relationship to Council;
 - Strive to attend all scheduled meetings and advise in advance when unable to attend (to determine if there is going to be a quorum);
 - Prepare for meetings by reading agendas and any background information supplied and by actively participating in the discussion and decision-making process;
 - Undertake any work assigned, including special projects and research, between meetings;
 - Operate under the Township's Procedural By-law, as well as other Township policies and procedures where applicable;
 - Respect that actions taken and/or recommendations shall reflect the majority view of the committee.

Responsibilities of Chair

The Chair holds the following responsibilities:

- Operate under the Township's Procedural By-law;
- Facilitate the meeting by identifying the order of proceedings and speakers according to the published agenda;
- Maintain decorum and ensure fairness and accountability;
- Generally, refrain from participation in the discussion until all members have had an opportunity to speak to the matter;
- Refrain from making decisions. The Chair can only run a meeting in a fair and efficient manner when the will of the majority prevails after the minority has had a fair chance to present its point of view;
- Assist staff liaison/recording secretary when possible or when requested;
- Represent the views of the committee and not personal views.

Responsibilities of Council Member Representative

Council Members appointed to the Committee have all of the rights and privileges of any other member, including voting. The Mayor is an ex-officio member of all Committees.

In addition, the Council member is also responsible for:



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- Liaising between Council and the committee, providing information and clarification;
 - Ensuring members are aware of Council issues that may affect the goals and objectives of the committee, including past actions of Council;
 - When necessary and appropriate, explain the rationale behind the committee's recommendation when brought forward to Council.

Responsibilities of Staff Liaison

Responsibilities of the staff liaison are to:

- Provide guidance and advice 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.

Responsibilities of Recording Secretary

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

Responsibilities of the recording secretary are to:

- Prepare the agenda for each meeting in consultation with the Committee Chair;
- Distribute the agenda to the committee members as outlined in Township's Procedural By-law;
- Post agendas, minutes and meeting dates/times to the Township's website as outlined in Township's Procedural By-law;
- 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;
- Report any resignations of committee members to the Township Clerk;
- Book the meeting venue;
- When necessary and in consultation with the Chair, cancel a meeting (due to inclement weather or provide knowledge of lack of quorum), if time permits, the members should be contacted to advise of the cancellation.

8. Agendas & Minutes

Agenda items should be relevant to the business of the committee and should only include items that require the attention or action of the committee.



Committee members are encouraged to submit agenda items to the Recording Secretary. A deadline may be established for submission of agenda items.

The agenda will be prepared in consultation with the Committee Chair and posted to the Township's website in accordance with the Township's Procedural By-law.

Minutes of meetings represent a clear and accurate account of the business conducted by the committee. Minutes provide a permanent and official record of all proceedings, policy and budgetary decisions. Minutes should only reflect actions and resolutions and not discussions.

The recording secretary will include the minutes of the previous meeting on the agenda for the next, regularly scheduled committee meeting for approval.

9. Rules of Procedure & Records

The Procedural By-law shall apply to all committees, a copy of which shall be provided to all members. Where the by-law is silent, the Township Clerk or their designate is available to assist committees with the interpretation of the rules. Under Section 2(3) of the MFIPPA, as amended, records relating to the business of the municipality, created or received by a body considered part of the municipality, are accessible under the Act.

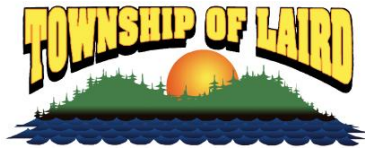
10. Conflict of Interest

A conflict of interest may arise for committee members appointed by Council when their personal or business interests clash with, or affect the duties and decisions of the committee. These members are required to adhere to the Municipal Conflict of Interest Act, which contains strict rules regulating their participation in matters to which they have a direct or indirect pecuniary interest. The onus to declare a conflict of interest lies with the member and not municipal staff.

At a meeting at which a member discloses an interest, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the recording secretary of the committee.

Committee members can seek advice from the Township's Integrity Commissioner respecting their obligations under the Township's Code of Conduct for Council, Committees and Boards, local ethical behaviour procedures, rules or policies governing the members, and the Municipal Conflict of Interest Act.

11. Committee Member Conduct



Committee members shall, at all times follow the policies and procedures set out in the Township of Laird's Council/Committee Code of Conduct.

All committee members shall also comply with all applicable Township policies and procedures, including but not limited to:

- Workplace Violence & Harassment Policy

12. Communications

Any written communications, including media releases, advisories, flyers, posters and other printed materials shall be vetted by the Township's Clerk.

Letters of appreciation or recognition or correspondence related to the committee's mandate do not require Council's approval.

Communications to Council or Administration are generally through the staff liaison, recording secretary or Chair.

Committees and committee members are not authorized to design and launch websites or social media accounts. Responsibility for managing and monitoring corporate websites and social media sites is centralized through the Township Administration. Any Township policies relating to social media shall apply.

Only authorized spokespersons may speak on behalf of a committee. The Township's Communication Policy shall apply to committees.

13. Budget and Expenses

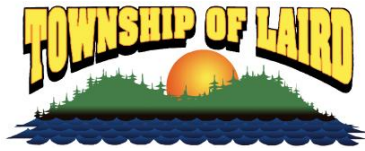
The Recreation Committee is required to submit a consolidated budget draft to council by March 1, for Recreation Committee and the seven (7) Sub-Committees.

In the event the Recreation Committee or sub-committee has been approved a budget by council, the staff liaison or recording secretary shall oversee the finances of the sub-committee and ensure that all purchases and small capital project expenditures are in accordance with the Township's Procurement Policy.

Expenses incurred by the Recreation Committee or a Sub-Committee against an approved budget shall be detailed in the meeting minutes, with a resolution approving the expenditure.

The budget will generally include expenses such as:

- Maintenance of facilities, structures and equipment



Schedule "A" of By-law 1072-23
Recreation Committee
Terms of Reference

- Small capital projects

The Recreation Committee will review and report quarterly to council on the consolidated Recreation budget and small capital project expenditures.

Note: Small capital projects are defined as being under the threshold amount that requires the Township's Procurement Policy tendering process.