Recreation Committee Terms of Reference

1.0 Purpose

1.1 The Stone Mills Recreation Committee is a volunteer committee established to provide recommendations to Council on matters related to the Stone Mills Wall of Fame.

2.0 Mandate

2.1 To develop a Stone Mills Wall of Fame Policy that enables a consistent framework for the implementation of the program.

2.2To review nominations submitted for consideration on the Township of Stone Mills Wall of Fame.

2.3To make recommendations to Council on individuals selected for the Township of Stone Mills Wall of Fame.

3.0 Committee Composition

3.1 The Committee shall be comprised of one (1) member of Council, and three-five (3-5) appointed members of the public, nominated by Council resolution at the beginning of each Council term. A staff member from the Parks and Recreation Department will provide assistance to the Committee but will be a non-voting member.

4.0 Meetings

4.1 The Committee will hold one meeting per year to review nominations submitted for the Township of Stone Mills Wall of Fame.

4.2 Meetings will be held the last business day in the month of March or April of each year at 5:00 p.m.

4.3 Meetings will have a formal agenda that includes the nominations.

4.4 Agendas and information packages will be sent electronically to Committee members prior to the scheduled meeting.

4.5 Quorum shall constitute two members. Staff are not counted towards quorum and do not have voting privileges.

5.0 Role of the Chair

The Chair is responsible for ensuring the smooth and effective operation of the Committee and its roles. This will include responsibility for:

5.1 Calling the meeting to order.

5.2 Encouraging an informal atmosphere to encourage discussion of nominations.

5.3 Chairing the meetings to ensure business is carried out efficiently and effectively.

5.4 Acting as the spokesperson of the committee.

5.5 Conduct meetings in accordance with the Township of Stone Mills Procedural Bylaw.

5.6 In the absence of the Chair, these responsibilities will be undertaken by the ViceChair.

6.0 Role of Members

Committee members are responsible for:

6.1 Attending all scheduled meetings. Members shall notify the Chair and Clerk if they are unable to attend a meeting.

6.2 Review of information supplied to the Committee.

6.3 Promote the role of the Committee and its decisions made.

6.4 Offer input to Committee reports to Council.

6.5 Committee members are subject to the Municipal Conflict of Interest Act R.S.O. 1990, c. M50 and must disclose any direct or indirect pecuniary interest. The disclosure must be recorded in the minutes of the meeting.

6.6 Adhere to the Township of Stone Mills Code of Conduct Policy.

7.0 Role of Staff

7.1 The Clerk will act as the Secretary to the Committee and will provide the following support;

a) Ensuring complete up-to-date records are available to the Committee and public.

b) Be the liaison with the Chair to arrange and changes to date, time and venue for

the meeting.

c) In liaison with the Chair, set agendas and circulate to the members two business days prior to the meeting.

d) Circulate draft minutes to the members.

e) Record the proceedings of the minutes.

7.2 The Chief Building Official / Properties Manager and any other applicable staff will provide support regarding the installation and materials used through the execution of the program delivery.

8.0 Reports to Council

8.1 The Committee may advise and make recommendations to Council in accordance with its role. Reports may be submitted as follows:

a) Verbally by a Council member(s) who sits on the Committee.

b) Written report from the staff liaison and presented by the Chair or Vice Chair of the Committee.