

Municipality of Temagami

TERMS OF REFERENCE FOR THE COMMUNITY RECREATION AND EVENTS COMMITTEE

Purpose

This is the Terms of Reference for the Community Recreation and Events Committee formed as directed by Council by Resolution 19-434 passed November 7, 2019. The purpose of the Committee is provide independent advice, opinion, or options to Council on matters relating to Community Events. The Committee shall inform Council on a regular basis as to the progress of the Committee.

Background

Memo 2019-M-183 was submitted to Council for consideration, regarding communal events programming. Local service providers and municipal staff have expressed interest in facilitating activities to promote an active and healthy lifestyle for all residents of the municipality. Community events can include: movie nights, crafts, dances, sledding, soap box car derbies, pickle-ball, sports, exercise, community events, etc.

Context and Scope

The Committee shall organize, facilitate and assist in running community events.

In carrying out their function the committee shall:

- Implement and develop recreational activities for all residents and visitors;
- Research and make recommendations regarding funding initiatives, to off-set cost.
- Provide budget submissions for Council's consideration, during the budget process;
- If members are working directly with vulnerable persons such as children or elderly in municipal activities a Vulnerable Sector Police Check may be required. The municipality will provide a letter to enabled volunteers to obtain at no cost.

In making their report, the Committee shall also identify/define and advise Council on all pertinent issues, including but not limited to the following:

- Financial considerations regarding events;
- Funding initiatives taken; and
- Level of risk (liability) or obstacles to the municipality.

Committee Members

- The committee shall be comprised of 5 to 10 members. The committee shall attempt to retain a membership consisting of representatives from the following groups:
 - The Temagami Legion
 - The Temagami Lions Club
 - Living Temagami
 - The Temagami Family Health Team
 - Temagami Senior Home Support
 - Community Volunteers
 - Temagami First Nation
 - The Municipality of Temagami
 - Temagami Public Library
 - Temagami and Marten River Fire Department

Meetings

Members of the Committee shall meet, in person or through teleconference, as needed to make recommendations.

This Committee shall be subject to the Procedure By-law No. 19-1478 for: notice of meetings; meetings open to the public; and records of meetings:

- A staff person shall keep minutes of the meetings, which shall include the time and place of the meeting, those in attendance (including by remote means), the general nature of discussion and any recommendations to Council. Although formal motions shall not be required, they may be used as deemed advisable by the committee.
- Meetings open to the public: All meetings shall be open to the public to observe the proceedings, except where a meeting is closed under Section 239 of the Municipal Act.
- Notice of meetings shall be made at least 2 working days in advance of such meeting and shall be posted on the Municipal website and on the bulletin board in the lobby of the Municipal Office.

Administrative Support Staff

The Municipality shall provide clerical staff support to the committee:

- Provide advice and background information;
- Provide administrative support in preparing agendas and recommendations of the Committee;
- Take minutes of all Committee meetings. Minutes shall record the proceedings of the meeting without note or comment. This means recording the agenda items considered, the general nature of the discussion thereon, and any action items, recommendations, or resolutions resulting there from. The minutes shall be submitted to Council once approved;
- Assist in acquiring information from funding initiatives; and
- Other tasks and/or duties as directed.