

## **TAY VALLEY TOWNSHIP**

### **RECREATION WORKING GROUP TERMS OF REFERENCE**

In support of current successful Recreation Programs and in recognition of the need to continue municipal efforts to promote a healthy and active community, Tay Valley Township deems it appropriate to establish a Recreation Working Group.

#### **MANDATE**

The purpose of the Working Group is to provide advice and recommendations to Council regarding recreation programs, such as soccer and hockey, as well as other community initiatives and events that promote a healthy and active community. To fulfill its mandate it is anticipated the Working Group will, among other things:

- Plan, coordinate and monitor the recreation programs with the assistance of coordinators and coaches;
- Undertake research into possible new activities and initiatives;
- Suggest, plan and help organize special community events and celebrations;
- Explore joint ventures with potential partners and community groups;
- Produce for public distribution, newsletters/flyers/information materials aimed at informing local ratepayers about recreation programs and community initiatives;
- Liaise with the Tay Valley Community Choir; and
- Provide advice to the Township with regard to operational change to best promote and facilitate a healthy and active community.

#### **REPORTING RESPONSIBILITY**

The Recreation Working Group will communicate its findings and recommendations to the Committee of the Whole. Attendance and agenda topics will be coordinated through the Clerk or designate. The Working Group will present an annual report to Committee of the Whole touching on the Working Group's activities over the last year and upcoming issues. In-year updates from the Working Group will be communicated to Committee of the Whole on a regular basis by the Council Member representatives. The appointment of coaches will be done by Council resolution on recommendation of the Working Group.

## **MEMBERSHIP**

The Recreation Working Group shall comprise a maximum of eight (8) members appointed at the beginning of each Council term by Council with representation from the three township wards where possible. Replacement members can be appointed, if needed, during the course of the term. Two members shall be a Council Member, one will also serve as Chair. The Clerk or designate shall act as a resource person to the Working Group. Members are expected to have a valid criminal record check in keeping with the Council approved policy.

## **MEETINGS**

The Working Group will meet at least quarterly or at the call of the Chair or Clerk (or designate). Agendas will be posted on the Township website one week prior to the meeting. The Clerk or designate will serve as Recording Secretary. Meeting Minutes will be action-only and will record those members in attendance and any topics discussed. A quorum of members (majority) will be required for a meeting to take place. All meetings will be open to the public. Meetings will generally occur at the Municipal Office.

## **TERM**

The term of appointment shall be for the term of Council at the pleasure of Council and re-appointment is encouraged to facilitate continuity.