

**The Corporation of the Township of Wollaston**  
**By-Law 46-17**

**Being a By-law to establish the Recreation and Social Programming  
Committee for the Corporation of the Township of Wollaston**

WHEREAS Section 11 of the Municipal Act 2001, S.O. 2001, c.25, as amended, in part provides that a lower-tier municipality may pass by-laws respecting the governance and structure of its local boards;


AND WHEREAS the Municipal Act 2001, Section 11 (3) 5. authorizes a municipality to pass by-laws respecting culture, parks, recreation and heritage;


AND WHEREAS Council deems it advisable to constitute and appoint a Recreation and Social Programming Committee to provide support and advice to Council and staff relative to social programming and economic development matters;

NOW THEREFORE the Council of the Corporation of the Township of Wollaston enacts as follows:

1. THAT the Terms of Reference for the Recreation and Social Programming Committee (Schedule "A" attached) shall be adopted and form part of this by-law.
  
1. That this by-law shall come into force and take effect upon the passage thereof.

Passed this 12<sup>th</sup> day of December, 2017

  
\_\_\_\_\_  
Graham Blair, Reeve

  
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Jennifer Cohen, Clerk

**The Corporation of the Township of Wollaston**  
**By-Law 46-17**

**Schedule "A"**

**Recreation and Social Programming Committee**  
**Terms of Reference**

**Purpose**

The Township of Wollaston Recreation and Social Programming Committee is an advisory committee to Council responsible for developing, promoting and conducting recreational and social programming and activities for residents and visitors and promoting economic development initiatives within Wollaston Township.

**Mandate**

1. To manage the planning and execution of all Township recreational events. This includes overseeing volunteers and contractors to ensure events are managed and staffed appropriately to protect Council interests and municipal property;
2. To receive suggestions from community members, community groups or outside organizations for events and activities and to make recommendations to Council or to proceed with decision making as per Council policy and/or direction;
3. To advise Council on matters pertaining to the effective and efficient delivery of social activities, facilities, programs and special events;
4. To support local residents who have a desire to organize social/recreational programming to access grant funding for programming and/or materials;
5. To coordinate and submit an annual operating budget for Council consideration for continued support of recreation and social programming.

**Procedures**

1. The Committee shall hold regular meetings, with a minimum of 10 meeting per year. Meetings shall be held at a time convenient for all members determined by resolution at the end of each meeting. The Committee may meet more often than once a month if deemed necessary. The Committee shall make effort to post notice of next meeting date, time and place.
2. a) Each January, the Committee shall elect a Chairperson, Secretary, Treasurer and Press Reporter from amongst its members to serve for a period of one year.
  - The Chairperson, shall be responsible to ensure that meetings progress effectively and efficiently.
  - The Secretary shall be responsible for the preparation of the agenda and minutes of the meeting.
  - The Treasurer shall provide quarterly budget updates and shall be responsible for the float before and deposit after a municipal event.
  - The Press Reporter shall be the contact person for public inquiries and shall prepare announcement and information releases. All announcements and information releases shall be subject to approval by the Township Clerk.b) If the Chairperson is absent from a meeting an Acting Chair shall be appointed by the members present.
3. A majority of the appointed members of the Committee is necessary to form a quorum.

4. Agendas and other pertinent information will be sent out to members by the Secretary in advance of each meeting.
5. Where possible, decisions will be made by consensus of the Committee members present. When a vote is necessary, a motion must be put forward and is deemed to be carried if the majority of members present vote in the affirmative. In the case of a tie, the motion is lost.
6. Approved minutes will be forwarded to Council, form part of the public record and will be available upon request to any member of the public.

#### **Reporting Relationship**

1. The committee is to serve as an advisory body to Council. The committee has limited delegated authority which may be amended from time to time by Council.
2. The committee reports regularly to council through distribution of minutes and periodic reports and recommendations. The Chairperson shall submit an annual report to Council outlining the actions, directions and budget update of the committee.
3. Purchasing must be pre-approved in the annual municipal budget and must comply with the Township's procurement by-law.
4. Recommendations involving unapproved expenditures or staff actions must be considered and approved by Council.

#### **Committee Composition**

1. Ideally the committee shall be at least five members comprised of community members and two members of Council.
2. All members of the Committee shall be appointed by resolution of Council.
  - a) The Council representative shall be appointed at the beginning of a new Council term. This appointment may be reconsidered from time to time.
  - b) The recommendation of candidates for new committee members shall be presented to Council in the form of a recommendation or resolution passed by the Recreation and Social Programming Committee.
    - Members shall have shown participation in Committee meetings and events for six months prior to appointment.
    - Minimum meeting and event attendance may be required to maintain Committee appointment.
3. The Committee will receive administrative support from the Clerk, if required or requested.
4. Other staff may attend meetings from time to time as required to provide expertise or report on various matters.