



Township of Perry
Recreation and Culture Committee
Terms of Reference

1.0 PURPOSE

- 1.1 The Corporation of the Township of Perry (the “Township”) is committed to community engagement through participation of volunteers and appointees to boards and committees. This Terms of Reference document is intended to act as a guide for committee members during their term. The Recreation and Culture Committee (the “Committee”) is an Advisory Committee.
- 1.2 The mission of the Committee is to act as an advisory body to the Township Council regarding matters pertaining to recreation, culture, historical, and community events.

2.0 COMPOSITION

- 2.1 Members shall be appointed by Council. The Committee appointed by Council shall have a minimum of five (5) members and not exceed eight (8) members: up to two (2) Council representatives and up to six (6) public representatives. Council shall also appoint one (1) Recording Secretary.
- 2.2 Committee Members shall be a resident of the Township; be at least 18 years of age; have a demonstrated expertise or interest in the committee; and commit to the time required to work on the Committee.
- 2.3 Working Groups may also be established for a special committee project or event, which do not require a Chair, quorum, or an agenda and minutes.

3.0 APPOINTMENT OF CHAIR

- 3.1 The Mayor shall appoint the Chair and alternate Chair of the Committee, which appointments are to be reviewed and approved by Council. The appointed Chair shall remain for the full term of Council.

4.0 APPOINTMENT OF RECORDING SECRETARY

- 4.1 Council shall appoint the Recording Secretary of the Committee. The appointed Recording Secretary shall remain for the full term of Council.

5.0 COMMENCEMENT OF TERM

- 5.1 The term of appointment for Committee Members commences after the Inaugural Meeting of the new Council and generally ends at the conclusion of Council’s term (four-year term). Volunteers are not held to the four-year term.

6.0 RESPONSIBILITIES AND PROTOCOL

6.1 Responsibilities of Committee Members

Committee members, voting members, shall:

- Plan, develop, and coordinate a broad variety of recreation, sport and cultural events and programs while encouraging opportunities for volunteerism;



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- Assist with the active promotion of the recreation, historical, and culture events and programs;
- Collaborate with other organizations, agencies, and municipalities, where required;
- Strive to attend all scheduled meetings and advise in advance when unable to attend;
- Prepare for meetings by reading agendas and any background information supplied;
- Actively participate in the discussion and decision-making process;
- Undertake any work assigned, including special projects and research;
- Respect the actions taken and/or recommendations that shall reflect the majority view of the Committee and any decision of Council;
- Not direct Township Staff to conduct any work for the Committee outside of their typical roles and responsibilities;
- Understand the Committee's relationship to Council.

6.2 Responsibilities of Chair

The Chair, a voting member, holds the following responsibilities:

- Facilitate meetings by identifying the order of proceedings and speakers;
- Ensure active participation by all Members;
- Maintain decorum and ensure fairness and accountability;
- Operate under the Township's Procedural By-law, as well as other Township operating policies and procedures, where applicable;
- Generally refrain from participation in the discussion until all Members have had an opportunity to speak to the matter;
- Not direct Township Staff to conduct any work for the Committee outside of their typical roles and responsibilities.

6.3 Responsibilities of Recording Secretary

The responsibilities of the Recording Secretary, a non-voting member, is to:

- Prepare the agenda for each meeting and distribute it to the Committee as outlined in the 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 minutes of each meeting to the Clerk-Administrator for inclusion on the Council agenda's;
- Report any resignations of the Committee Members to the Clerk-Administrator;
- Ensure that any recommendations proposed by the Committee do not contradict the Township's or Committee budget, by-laws, or policies and procedures;
- Book the meeting venue (e.g. Council Chambers);
- Not act as a Committee Member, including organizing or planning or arranging any aspect of a committee event or program.



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6.4 Responsibilities of Volunteers

The responsibilities of Volunteers, as non-voting members, are to:

- Offer assistance to Members in the planning and arranging of events and programs;
- Not participate in the decision-making process of the Committee;
- Participate and volunteer, where required, at Committee events and programs;
- Respect the actions taken and/or recommendations that shall reflect the majority view of the Committee and decisions of Council.

7.0 MEETINGS AND ATTENDANCE

- 7.1 Committee meetings will be held on a monthly basis and take place on the first Monday of every month at 7 p.m. in the Municipal Office Council Chambers.
- 7.2 If a Committee Member is unable to attend a meeting, he/she should inform the Recording Secretary. Volunteers are not required to attend each Committee meeting but should inform the Recording Secretary if they are unable to attend.
- 7.3 If a Committee Member or Chair is absent from three (3) consecutive, regularly scheduled meetings, Council may terminate the appointment and may by motion appoint a new person to fill the vacancy. In the event a member finds it necessary to resign, he/she shall notify the Township Clerk-Administrator or designate in writing.

8.0 COMMUNICATIONS

- 8.1 Written communications, including media releases, flyers, posters, and other printed materials must be vetted by the Recording Secretary and/or the Clerk-Administrator, where required, in advance of starting a project and assistance shall be provided in the areas of distributing written materials on the Township's website and social media platforms.
- 8.2 Letters of appreciation or recognition or correspondence related to the Committee's mandate do not require approval.

9.0 NOTICE OF MEETINGS

- 9.1 Public notice of all regular and special meetings shall be posted on the Township website.

10.0 AGENDAS

- 10.1 The Recording Secretary is responsible for the preparation and distribution of the Agenda. Agendas must contain the date, time, and place of the meeting and shall be provided to the Committee at least 48 hours in advance of such meeting, in accordance with the Township's Procedural By-law.
- 10.2 The Chair, Committee Members, Township Staff, or Volunteers may request an item to be added to the agenda through the Recording Secretary no later than 24 hours before the agenda distribution deadline.



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- 10.3 Agenda items should not include administrative matters, which are handled at the Recording Secretary level.

11.0 MINUTES

- 11.1 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 discussions. The Recording Secretary is responsible for recording, without note or comment, all proceedings and decisions of the meeting.
- 11.2 Any actions to be taken by the Committee shall be made by resolution. Resolutions that require Council approval shall not be acted upon until the Minutes have been received by Council.

12.0 QUORUM

- 12.1 Quorum shall be comprised of 50% of appointed Members, plus one (1).
- 12.2 If there is no quorum present within 15 minutes of the appointed hour of the meeting, the Committee shall adjourn until the date and time of the next regular meeting or special meeting. The names of those members present shall be recorded in the minutes.
- 12.3 If a meeting starts with quorum and Committee Members leave during the meeting, the meeting shall continue as long as two members of the Committee remain. However, no voting shall occur without quorum.
- 12.4 The Mayor is ex-officio, a member of all committees, sub-committees and ad-hoc committees of Council, and is entitled to vote, make motions and amendments. Ex-officio is not counted in determining the number required for quorum or whether a quorum is present at a meeting.

13.0 CONDUCT

- 13.1 All members and volunteers shall conduct themselves in a professional manner and with proper decorum. Appropriate courtesy and respect will be shown to all delegations, to each other as members, and to all those who appear before or with the Committee.
- 13.2 Comments and language shall be courteous and non-derogatory, ensuring that neither offence nor embarrassment is caused. Members shall remain on topic when discussing agenda items.
- 13.3 Members shall review the Code of Conduct for Committee/Board Members with the Clerk-Administrator or designate at the beginning of each term and review annually as a committee. The Code of Conduct applies to Committee Members and Volunteers.



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14.0 BUDGET

- 14.1 The Committee must prepare and submit an annual budget to the Clerk-Administrator for approval by Council. Questions regarding the preparation of budgets should be directed to the Township Clerk-Administrator and/or Treasurer.

15.0 DELEGATIONS

- 15.1 Any person who wishes to appear before the Committee shall make an application and provide all presentation material in writing for approval to the Recording Secretary no later than 24 hours before the agenda distribution deadline.

16.0 RULES OF PROCEDURE

- 16.1 The Procedural By-law shall apply to the Committee.

17.0 CONFLICT OF INTEREST

- 17.1 The *Municipal Conflict of Interest Act* applies to Members of Council as well as boards and committees. A member must declare, generally at the outset of the meeting, any direct or indirect pecuniary (financial) interests that he or she may have in any matter before the Committee at that meeting. The Committee Member shall identify the matter to which he/she has a conflict and state the reason why. The conflict shall be recorded in the minutes. The member shall remove him/herself from the meeting while the matter is under consideration.
- 17.2 The onus is on the Committee Member to determine whether he/she has a conflict of interest. If uncertain, the member is advised to seek legal advice.

18.0 REVIEW

- 18.1 The Terms of Reference shall be reviewed by the Township Council after the appointment of a new Committee, a minimum of once every four (4) years; and upon appointment of the Council Representative(s), Chair, or Recording Secretary.