

Schedule "E" to Resolution No. 2016-216

Township of Seguin Recreation Committees Terms of Reference

AIM:

Appointed by the Township of Seguin Council, the aim of the Recreation Committee is to provide recreational activities for the residents of Seguin Township.

COMPOSITION:

The Committee shall consist of up to nine (9) members of the community, one (1) of whom shall be a Seguin Councillor who represents the area. Committee Members shall be appointed by a resolution of Council. The Members shall elect a Chair amongst themselves.

QUORUM AND VOTING:

A majority of appointed Members constitutes a quorum. All appointed Members of the Committee shall have one vote.

TERM:

Members are appointed by Council for the term of Council. Members missing three consecutive meetings without notification may be removed from the Committee. The Committee Chair shall notify Council in writing of the aforementioned absence of any Members of the Committee, including a recommendation from the Committee in the form of a resolution, that the Committee recommends the Member's appointment be revoked.

MEETING FREQUENCY:

Meetings will be monthly, or as determined by the Committee.

DUTIES AND RESPONSIBILITIES:

The Committee shall:

- a) Identify recreational needs within the community;
- b) Create programs to fulfill these needs;
- c) Administer and monitor all recreational activities;
- d) Report to the Township of Seguin Council all activities by supplying minutes and resolutions of meetings or as determined by Council.
- e) Retain accurate financial records – evaluating each activity and reporting, quarterly, to Council on the financial situation of the Committee as determined by the Committee's budget. Receipts must be submitted to the Treasurer immediately following events;
- f) Fulfill other duties as agreed upon with the Township of Seguin Council;

REMUNERATION:

Committee Members will receive honorariums as per Township Policy to a maximum of 12 meetings per year.

AUTHORITY:

The Committee is a Committee of the Corporation of The Township of Seguin and has the authority to function within the parameters of their Terms of Reference.