

THE CORPORATION OF THE TOWNSHIP OF SEGUIN

BY-LAW NO. 2023-055

Being a By-law to Establish the Township of Seguin Recreation and Culture Committee and Adopt Terms of Reference for the Committee.

WHEREAS, Section 10 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, in part provides that a single-tier municipality may pass by-laws respecting the governance structure of the municipality and its local boards;

AND WHEREAS, the Council of The Corporation of the Township of Seguin deems it advisable to establish by by-law, the Township of Seguin Recreation and Culture Committee and the Committee's Terms of Reference.

NOW THEREFORE the Council of The Corporation of the Township of Seguin hereby enacts as follows:

- 1. THAT** Council does hereby establish the Township of Seguin Recreation and Culture Committee and does hereby adopt the Township of Seguin Recreation and Culture Committee Terms of Reference attached as Schedule "A" to this By-law.

READ a FIRST, SECOND and THIRD TIME, PASSED and ENACTED this 15th day of May, 2023.




Ann MacDiarmid,
Mayor


Craig Jeffery,
Clerk

Schedule "A" to By-law No. 2023-055

Township of Seguin Recreation and Culture Committee Terms of Reference

AIM:

Appointed by the Township of Seguin Council, the aim of the Seguin Recreation and Culture Committee (SRCC) is to be more inclusive and coordinate municipal wide recreation and culture initiatives for residents, ratepayers and visitors.

COMPOSITION:

- The SRCC shall consist of up to eight (8) members of the community who represent the area and three (3) Township of Seguin Council Members.
- The SRCC Members shall be appointed by a resolution of Council.
- The Members shall elect a Chair amongst themselves on an annual basis. The current Chair may be re-elected.

QUORUM AND VOTING:

- A majority of all appointed Members constitutes a quorum.
- All appointed Members of the SRCC shall have one vote.

TERM:

- Members shall be appointed by Council for the term of Council.
- Members missing three consecutive meetings without notification may be removed from the SRCC. The SRCC Chair shall notify Council in writing of the aforementioned absence of any Members of SRCC, including a

recommendation from the SRCC in the form of a resolution, that the SRCC recommends the Member's appointment be revoked.

MEETING FREQUENCY:

- The SRCC shall meet monthly and establish a yearly meeting schedule.
- The meetings will be held on the 3rd Wednesday of each month.
- Additional meetings may be called by the Chair.

DUTIES AND RESPONSIBILITIES:

Volunteer Working Groups

- The SRCC may create volunteer working groups to assist with organizing and operating specific events.
- Volunteer working groups must be established by resolution of the SRCC for a specific event and the SRCC must approve a budget for the specific event.
- Volunteer working groups must include at least one (1) Member of the SRCC.
- The SRCC Member(s) on a volunteer working group is (are) responsible to report to the SRCC on the specific initiative/event.
- Game Day Event insurance shall be obtained by Township staff for events being organized and operated by volunteer working groups.
- Any expenses above the SRCC approved budget for an event must be submitted to the SRCC before the expense is reimbursed.
- All expenses must be submitted on the Township of Seguin's form with accompanying receipts for said expenses. Expenses within the SRCC approved budget for the event will be submitted to the Township of Seguin Treasury Department for processing/payment. Expenses above the SRCC approved budget for the event must be submitted to the SRCC for approval before they will be submitted to the Township of Seguin Treasury Department for processing/payment.

The SRCC shall:

- a) Identify recreational needs within the community;**
- b) Create programs to fulfill those needs;**
- c) Administer and monitor all Seguin Recreation and Culture initiatives;**
- 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 SRCC as determined by the SRCC budget.**
- f) Expenses must be approved by the SRCC and submitted on the Township of Seguin’s form with accompanying receipts for said expenses. Expenses will then be submitted to the Township of Seguin Treasury Department for processing/payment;**
- g) Fulfill other duties as agreed upon with the Township of Seguin Council;**
- h) The SRCC should host a minimum of four events annually. At least one event should be held in each of the main areas being Foley, Humphrey, Orrville and Rosseau. All events should be inclusive, not exclusive (i.e. open to anyone from anywhere in the township or neighboring communities);**
- i) The SRCC should look at/develop opportunities to showcase the Museum – meet with former museum board members to get some insight/input into the direction;**
- j) The SRCC should promote local trails and consider partnering with other organizations such as Georgian Bay Biosphere, Seguin Library, or Whispering River Orchestra for such programs;**
- k) The SRCC needs to look at activities for all ages in the community, not just children. Perhaps organizing Euchre nights, bridge nights, shuffleboard, basketball, family skate, dinner/dances;**
- l) The SRCC needs to reach out to former volunteers/committee members to see if they would be willing to continue to volunteer to work on events that were successful in the past as either volunteers or working group members;**
- m) Organize activities that would be deemed cultural such as art exhibits, concerts, crafting classes, etc;**
- n) Keep a positive outlook and open mind;**
- o) Confirm all programs at all locations;**
- p) Make more out of the Rose Point Trail walks;**
- q) Make more out of special areas in Seguin;**
- r) The SRCC should explore areas as a group;**

- s) The SRCC should know what budget they have to spend for each additional area (such as Museum);

REMUNERATION AND EXPENSES:

- SRCC Members who are not Members of Council will receive honorariums as per Township Policy to a maximum of 12 meetings per year. Honourariums are not expensed from the SRCC annual budget allocation for programming.
- SRCC Member's expenses must be approved by the SRCC and submitted on the Township of Seguin's form with accompanying receipts for said expenses. Expenses will then be submitted to the Township of Seguin Treasury Department for processing/payment.
- Volunteer working group expenses must be submitted on the Township of Seguin's form with accompanying receipts for said expenses. Expenses within the SRCC approved budget for the event will be submitted to the Township of Seguin Treasury Department for processing/payment. Expenses above the SRCC approved budget for the event must be submitted to the SRCC for approval before they will be submitted to the Township of Seguin Treasury Department for processing/payment.

AUTHORITY:

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