

Schedule "A" to By-law No. 2020-009

Township of Seguin Foley Recreation Committee 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.

ELECTRONIC PARTICIPATION:

Members may participate electronically in Committee meetings subject to the Electronic Participation Rules & Procedures Township of Seguin Committee Meetings as per Schedule "A" attached hereto and forming part of these Terms of Reference.

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.

**Schedule "A" to
the Township of Seguin Foley Recreation Committee
Terms of Reference**

**ELECTRONIC PARTICIPATION
Rules & Procedures
Township of Seguin Committee Meetings**

"Committee" means the Township of Seguin Finance Committee or the Township of Seguin Foley Recreation Committee.

"Electronic Means" means telephone or teleconferencing whereby Members, Staff and the Public are able to hear the Member(s) participating by Electronic Means and the Member(s) participating by Electronic Means are able to hear other Members, Staff and the Public.

"Electronic Meeting" means a meeting where any Member is not physically present but participates via Electronic Means of communication.

"Electronic Participation" means participation in a meeting from a location other than that at which the meeting is physically being held by Electronic Means.

"Member" means a Member of the Township of Seguin Finance Committee or the Township of Seguin Foley Recreation Committee who has been appointed by resolution of the Council of The Corporation of the Township of Seguin.

"Municipality" means The Corporation of the Township of Seguin.

"Recording Secretary" means the Township of Seguin Staff person assigned to provide administrative support to the Committee including recording the minutes of the meeting.

1. Electronic Participation shall be allowed at all meetings of the Committee that are open to the public.
2. Electronic Participation in closed session meetings of the Committee by Members by Electronic Means is not permitted.
3. A Member participating in a meeting by Electronic Means shall be considered to be present at such meeting but shall not be counted towards quorum.
4. In order to preside over a meeting, a Member shall be present in person at the meeting. When the Chair is participating in a meeting

electronically, an Acting Chair shall be appointed from those present at the meeting in person for that meeting.

5. Each Member participating in a meeting by Electronic Means shall be available at least 5 minutes before the beginning of the meeting to assist Staff in establishing the electronic connection.
6. Each Member shall be permitted to participate by Electronic Means in a maximum of 3 meetings per calendar year.
7. There is no maximum number of Members who may participate electronically at a meeting, provided that a quorum of the Committee is present in person at the meeting.
8. Committee Members shall be permitted to vote verbally when participating electronically.
9. Although Members participating electronically are not permitted to participate in a closed session, if following the consideration of a matter in closed session a vote is taken in open session, the Members participating electronically shall be permitted to vote on the matter, or they may choose to abstain from voting having not been privy to the closed session discussion.
10. When the question is called on a motion, a Member or Members participating electronically shall be individually asked by the Chair to state verbally whether they are for or against the motion, rather than by a show of hands.
11. When participating electronically, a Member may call a point of order or move or second a motion or an amendment verbally.
12. The Chair shall ensure that Members participating electronically are given the same opportunity to speak to each question as they would have been given if participating in person.
13. A Member who is participating electronically may declare a conflict of interest by emailing the completed declaration form to the Recording Secretary in advance of the meeting and shall verbally state their conflict when the Chair calls for declarations at the meeting. If the Member did not submit the declaration form prior to the meeting then the Member shall submit the completed declaration form to the Recording Secretary as soon as possible following the meeting.

14. Any Member wishing to participate electronically in a meeting shall send a request to do so by email to the Recording Secretary. The ability to participate electronically shall be allocated on a first-come-first-serve basis. It is the responsibility of the Member to ensure the Recording Secretary receives the request.
15. In order for a Member to participate electronically in a meeting, the request must be received by the Recording Secretary by 4:30 p.m. 3 business days before the meeting. The Recording Secretary may, at his or her sole discretion, accept a request submitted later than the prescribed time due to unanticipated circumstances (including, but not limited to weather or road conditions).
16. The Municipality shall pay the cost of the teleconference call if that is the method of Electronic Means or where direct dialing is used the Municipality shall initiate the call, so that the cost goes to the Municipality.
17. In the event of connection/service interruptions, the Chair may recess the meeting to allow for attempts to reconnect. After 5 minutes if reconnection cannot be established, the meeting shall resume and no more efforts shall be taken to reconnect. If any one connection is lost more than twice no more efforts shall be taken to reconnect.
18. Each Member participating by Electronic Means shall inform the Chair about his or her intentions to leave the meeting either on a temporary or permanent basis and upon their return if applicable.
19. A Member participating by Electronic Means will be deemed to have left the meeting when they are no longer electronically connected to the meeting.