

SCHEDULE B

TERMS OF REFERENCE

MISSION STATEMENT:

To maximize the opportunity for, and participation in, recreational and cultural activities, for the residents of all ages of the Town of Teulon and the RM of Rockwood with a view to assuring that those activities are culturally and linguistically appropriate.

GOALS:

Programming – To encourage the development of public recreation programs which will include physical recreation, social recreation, artistic and groups' recreation, intellectual recreation and audience entertainment based on identified need.

Leadership Development – To promote a high standard of recreation leadership in order to maintain a high quality of programs and services.

Volunteer Development – To encourage and promote volunteerism as an integral part of the community.

Resource – To facilitate the exchange of information between community groups and the government, funding bodies, regional and provincial organizations concerns with seniors, youth, the disabled, volunteer and professional development.

Public Education and Awareness – To promote the value of Recreation and the important contribution that it makes to lead a healthy lifestyle.

Facility Management – To maintain safe, clean environments and provide accessible access to facilities that will encourage sustainable multiuse activities.

LEVEL OF AUTHORITY OF THE COMMISSION

- a) The commission will be responsible for submitting minutes of meetings, monthly financial statements and annual financial reports to each participating municipal council.
- b) The commission advises and guides the recreation superintendent and administrator, providing direction, supervision and support, establish and approves policies including their goals and outcomes, to be able to provide recreation within the district.
- c) The commission will operate within its established constitution and budget and will have no authority to incur expenses on behalf of either sponsoring municipal council.
- d) The commission will oversee the management of the recreation facilities in the Town of Teulon as designated by the Municipal Councils, with the goal of maximizing facility usage while ensuring effective and efficient operations.
- e) The commission will oversee the management of the following recreation facilities: Teulon/Rockwood Centennial Community Hall, the Teulon Arena, and Green Acres Park.
- f) the commission will have the authority to form an agreement with the Teulon Curling Club to provide services.

MANAGEMENT STRUCTURE – EXECUTIVE POSITION DESCRIPTION

The Commission shall consist of a chairperson, vice-chairperson, board members, and a recreation superintendent and administrator

- Chairperson:
- responsible for scheduling and presiding monthly meetings;
 - prepares agenda for all meetings in consultation with the recreation superintendent and administrator
 - liaising with the Recreation Superintendent on various issues;
 - ensuring that all by-laws and schedules pertaining to recreation are adhered to at meetings and in the overall operations of the Commission;
 - maintain order during meeting procedures;
 - has the authority to call special meetings;
 - has co-signing authority along with the finance chair, vice-chair, and administrator for the commission;
 - acts as a commission spokesperson in the community;
 - sits as an ex-officio member on all committees.
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Vice-Chairperson – to assume the duties of the chairperson in his or her absence

Sub-Committee:

- responsible for human resources, rates, finance, fundraising, etc.

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COMMISSION MEMBERS JOB DESCRIPTION

- a) There is a close cooperation between the councils, the commission, and the recreation superintendent and administrator.
- b) To be aware of and to have knowledge of the recreation activities in the community, whether they be operated by special interest groups, by agencies, organizations and institution, by clubs or by individuals.
- c) To act as a channel of communication by obtaining and passing on information related to recreational interests.
- d) The commission shall set goals and outcomes for the recreation commission and modify on an annual basis.
- e) To provide a review and evaluation of the recreation superintendent's and administrator's performance with reference to the goals and outcomes set for the year.
- f) Authorize and control expenditures within approved budget, where applicable.
- g) To set the policies for the operation of the recreation department, its programs and facilities in the community.

MEETING MANAGEMENT

The Commission sets monthly meetings. The chairperson may call a special meeting to be held. Quorum must be met for a special meeting to take place.

The commission shall establish committees as needed and such committees shall report back to the commission.

The Commission members are responsible for advising their Councils of the progress of the Commission, by keeping them informed as to the programs, grants, etc. that the Recreation Superintendent is presently involved within their area. Copies of the Recreation Superintendent's monthly report and the minutes of each meeting are sent to the Councils.

The orientation package for Commission members of the Teulon-Rockwood Recreation Commission will include:

1. By-Laws, regulations and policies of Recreation Commission
2. Statement of outcomes, missions' statement and function of the Commission
3. Copy of Annual Reports
4. List of names, positions, addresses, and telephone numbers of Commission members and staff
5. Minutes of recent meetings
6. Financial structure of Commission, its source of income and budget

7. Organizational Chart

FACILITY MANAGEMENT

The Commission's goal is to maximize facility usage while providing an efficient and safe environment.

The Commission shall hire a Recreation Superintendent with duties as per schedule C

The Superintendent shall be responsible for all Facilities outlined in this agreement, supervising of all staff, and providing monthly reports, and yearly summaries of all activities.

STAFF MANAGEMENT

The board shall provide direction and supervision to the recreation Superintendent as per the attached Schedule.

The commission shall appoint a H R subcommittee to deal with all employee issues including the hiring and releasing of staff, with final approval of the board.

FINANCIAL MANAGEMENT

The Commission's budget is approved by the councils. The financial condition of the municipalities, the recreation needs of the commission, and the costs of personnel, services, supplies and equipment are all taken in consideration in the preparation of the budget.

The commission shall hire an administrator with duties as per schedule D

The administrator is responsible for taking accurate minutes of each meeting, which are signed by the chairperson and kept in an official minute book. The minutes are typed and circulated to the commission members and municipal councils as soon after the meeting as possible.

The financial records are audited by the municipal authority once a year the audited financial statements are sent to the councils for approval, and then adopted by the commission.