



# Community Social Programming Committee Terms of Reference

Presented to Council on April 25, 2014

Adopted by Council on April 25, 2014

## A. Purpose

The Municipality of the United Townships of Head, Clara & Maria Community Social Programming Committee ("the committee") will serve to strengthen and increase social gathering opportunities for all residents through social programming.

Social programming is described in a broad sense that encompasses sport, arts and culture, general leisure programs, recreation, festivals and community events, as well as the provision and management of associated and necessary infrastructure.

## B. Mandate

1. To support and assist with municipal goals, objectives and strategic directions, as outlined in current and proposed Strategic planning documents and policies, with a specific focus on facilitating events and activities open to the general public;
2. To serve as a liaison and to advise Council on matters pertaining to the effective and efficient delivery of social activities, facilities, programs and special events;
3. To act as a link between Council and the community through various community consultative processes in order to improve and encourage full use of social, physical fitness and recreational resources available in Head, Clara & Maria;
4. Identify issues, trends and gaps in service and advise on how to address these through future Council strategic plans;
5. To provide advice on developing neighbourhood/local community programming responsive to demographics and need;
6. To enable local residents who have a desire to organize and participate in social/recreational programming to access provincial funding for programming and/or materials;

7. To engage, assist, recognize and involve the community volunteers and organizers who routinely organize events for public participation throughout our community;
8. To coordinate and facilitate on behalf of the Municipality; the rental, use, development and management of recreation facilities, parks and potentially trails and the delivery of coordinated programs;
9. To coordinate and submit an annual operating and capital budget for Council consideration along with suggestions for revenue generation for continued support of social programming and committee operation.
10. To receive submissions from community members, community groups or outside organizations in respect to events and activities and to make recommendations to Council or to proceed with decision making as per pre-authorized Council policy and direction.
11. To provide volunteer staffing in support of interested organizations or community members to assist in carrying out events.
12. To manage the planning of all Council recreational events, assisting volunteers and staff to ensure events are managed and staffed appropriately;
13. To manage a group of trained volunteers to work on a rotational basis to attend community events to protect Council interests and municipal property. The individual would understand how water, heat, propane, stoves, dishwasher etc. work, be trained in SOP rules and regulations, SmartServe and would be Council's representative at public functions.

### **C. Annual Reports and Work Plan**

1. The Committee shall prepare an annual written report to Council reviewing their goals, objectives and successes on their work plan in the early spring of each year. This process may include a presentation to Council.
2. The substance of the report shall be prepared by the Committee members, with administrative assistance and policy advice provided by staff.
3. A regularly updated work plan/report (vetted by staff to ensure compliance with legislation and conformance with Council direction) will appear as a standing item on the Council meeting agenda to provide regular notice and updates to staff, Council and the community.

### **D. Reporting Relationship**

1. The committee is to serve as an advisory body to Council. The committee has limited delegated authority which may be amended from time to time by Council.
2. Recommendations requiring implementation, expenditures, reports or staff actions must first be considered by staff (if according to established Council policy) and/or Council (if additional approvals are required).

3. Council may refer matters pertaining to the committee’s mandate to the committee to review and report.
4. The committee reports regularly to council through distribution of minutes and periodic reports and recommendations.

**E. Committee Composition**

1. The committee shall be comprised of 5-10 voting members, of whom at least 90% shall be Head, Clara & Maria residents or property owners, appointed by resolution of Council.
2. Ideally there would be 5 members of the community (at large), two members of Council and one staff person.
3. As per legislation, the committee shall include 2 Members of Council.
4. The Committee will receive administrative support from the Clerk similar to the support provided for other Committees of Council. This will include the recording of minutes, the preparation of agendas, support necessary to convene a meeting and other support as may be necessary from time to time.
5. Other staff may attend meetings from time to time as required to provide expertise or report on various matters.
6. Initial appointments shall be made by Council in April of 2014 and at the first regular meeting of Council in each subsequent year.
  - a. Members will be appointed for varying terms to ensure some continuity of returning members, without all members having to be appointed for a lengthy term.
  - b. Of course, those interested in being reappointed after the expiry of their term need only inform staff and/or Council.
  - c. The following chart explains the above process: Letters in Green indicate new members, those in red indicate returning.

2014/15	A	B	C	D	E	F
2016	G	H	C	D	E	F
2017	I	J	K	L	E	F
2018	M	N	K	L	O	P
2019	Q	R	K	L	O	P
2020	S	T	U	V	O	P
2021	W	X	U	V	Y	Z
2022	AA	AB	U	V	Y	Z
2023	AE	AF	AC	AD	Y	Z

- d. -Council representatives shall be appointed at the committee creation and annually thereafter.

7. Council members shall have voting privileges equal to every other member.
8. Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.
9. As per section 30.6 of the Municipal Procedure By-Law the Head of Council will be deemed to be an ex officio member on all committees where not otherwise prohibited by any Act and shall have full voting privileges when in attendance at any meeting thereof but shall not have the privilege of raising new business or adding any matter to a previously completed meeting Agenda. The Head of Council, in this capacity, does not count towards the determination of a quorum.
10. Committee members who are absent for three consecutive meetings without leave from the Committee shall automatically cease to be a committee member. To ensure that there is an available quorum a new member shall be appointed by Council as soon as possible after this event.
11. Appointments may be revoked at any time at the discretion of Council with or without the recommendation of staff or committee.
12. Council may, at its discretion, but at least annually, review the composition of the Committee to ensure that it is representative of their mandate and is working effectively. Council can, with or without the advice of the Committee, make changes to membership composition to ensure continued Committee effectiveness.

## **F. Chairperson**

1. A chairperson and Co-Chair shall be elected by majority vote from all eligible voting members. Members of Council are not eligible to serve as a chairperson or co-chair. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. If a chair or co-chair is not present, members are to select an acting chairperson to serve in the same capacity for the duration of that meeting.
2. A Chair and Co-Chair shall be elected annually by the committee at its first meeting of the calendar year.
3. The Chair shall ensure that an agenda is prepared for each meeting; that the meeting progresses effectively and efficiently making the best use of time and resources; and that minutes are prepared and provided to Council after each meeting.
4. The Chair shall ensure that a report, in writing, is provided to Council no later than one month following the initial annual meeting, outlining the goals and objectives of the committee.
5. For the November or December Council meeting, the Chair shall ensure that a written annual summary of the Committee's achievements towards

meeting its goals and objectives and implementing its plans is provided to Council.

## **G. Subcommittees**

1. Subcommittees may be formed to complete specific tasks related to the committee's mandate and work plan but must report through the Social committee to Council.
2. Subcommittees may be formed to carry out specific duties and responsibilities of the committee to ensure that appropriate attention is being provided to the various responsibilities of the committee and shall be governed by these same Terms of Reference aside from member composition.

## **H. Decision Making and Voting**

1. Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall not routinely reconsider a previous motion, unless directed to do so by Council.
2. Decisions of Committees of Council shall be made by written resolution for Council's subsequent review and decision if outside committee authority.
3. Meetings shall be open to the public and properly advertised as per the Municipal Notice By-Law.

## **I. Quorum**

1. A quorum shall be a simple majority of the total number of committee members (i.e. 50% plus one). If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not to be fully ratified until supported by the majority of members.
2. If fewer members are present than required to reach a quorum and there are time constraints with respect to a particular item on the agenda, the Clerk may canvass members through alternative means in order to determine committee support for that particular item.

## **J. Meeting Structure and Format**

1. The committee shall meet at least 6 times per year to be determined by the committee and at the call of the Chair at other necessary times.
2. An initial meeting shall take place in January of each year to set goals and a meeting calendar for the year.
3. The chair may summon members for a special meeting at any time by providing notice to each member at least two days in advance providing details of the reason for the meeting. This procedure will be used for emergent or time sensitive issues only and shall not become routine.

4. Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting. Minutes will be received by Council and substantive recommendations shall be forwarded to staff for review and action if deemed necessary. Recommendations must relate to the committee's mandate.
5. All meetings of the committee shall be open to the public. Members of the public who are in attendance shall not interfere with the conduct of the committee however; at the committee's discretion, members of the public may participate in committee meetings although they will not have voting privileges. Additional volunteers are always welcome.
6. As a formal advisory committee to Council, the committee is subject to the Rules of Procedure for Committees as outlined in the Municipal Procedure By-Law, the Municipal Code of Conduct, the Municipality's Harassment and Workplace Health and Safety Policies and any other applicable policies and/or procedures and legislation.
7. At all times, the committee is a function of Council and acts at Council's pleasure meaning that it may be dissolved by Council at any time.

#### **K. Acceptance and Review**

1. Once approved, these Terms of Reference are deemed established by Council and may only be altered by the Council of the Municipality of the United Townships of Head, Clara & Maria at a regularly called and conducted meeting of Council.
2. The committee at the first meeting of each year shall review these terms of reference. Recommendations for change will be forwarded to Council for approval and action.

#### **L. Expenses and Reimbursement of Expenses**

1. All purchasing must be pre-approved by the Treasurer and/or Clerk and as per Council procurement by-laws and the annual municipal budget.
2. To ensure that appropriate financial statements are provided to the municipal auditor, an event budget template will be drafted by staff and shall be followed by Committee and public when hosting events on behalf of the municipality or through the Committee. The simple format will include all revenues, expenses and supporting paperwork including all receipts.
3. A completed event budget shall be submitted to the Treasurer after each event with all cash receipts. All reimbursements will occur through the Treasurer.
4. Committee members will be reimbursed for expenses incurred on behalf of the Committee, based on prior approval by the Clerk and/or Treasurer, who are directly accountable to Council for all purchasing and procurement decisions.