



Algonquin Highlands Recreation Committee

Terms of Reference

1. **Title:** The name of the committee shall be “**Algonquin Highlands Recreation Committee**”
2. **Purpose and Function:** The Algonquin Highlands Recreation Committee is a Committee of Council for The Township of Algonquin Highlands. The purpose of the Committee is to actively participate in the recommendation, development and implementation of recreation programs and events at recreation facilities and outdoor spaces throughout the Township.
3. **Membership and Process:**
 - A minimum of but not limited to 4 members of the public, of which there is one person to represent Stanhope, one to represent Dorset and one to represent Oxtongue Lake;
 - 2 Councillors and the Recreation Coordinator from the Township of Algonquin Highlands;
 - The committee shall be appointed by the Council for the Township of Algonquin Highlands for the term of Council;
 - A quorum of at least 4 voting members including one Councillor must be present before a meeting can proceed;
 - Decisions will be made by majority vote.
 - All members of the committee shall have voting rights with the exception of the Recreation Coordinator.
4. **Vacant Positions** shall be filled as needed until the term expires and council shall be advised of any changes.
5. **Municipal Policies and Procedures:** Each member shall adhere to all applicable policies and procedures of the Township.
6. **Chairperson:**

The Chairperson shall be elected by the committee for the term of Council. The Chairperson’s responsibilities include:

 - Inviting specialists to attend meetings when required by the committee;
 - Guiding the meeting according to the agenda and time available;
 - Ensuring all discussion items end with a decision, action or definite outcome; and

- Review and approve the draft minutes before distribution;
- May appoint a designate as required.

7. Secretary:

The Recreation Coordinator shall act as secretary. The secretary's responsibilities include:

- Preparing and distributing agendas in consultation with the Chairperson, scheduling meetings and ensuring all necessary documents requiring discussion or comments are attached to the agenda;
- Taking notes of proceedings and preparing minutes of the meeting;
- Distributing the minutes to all committee members;
- The minutes shall be checked by the chairperson and accepted by the committee members as an accurate record at the commencement of the next meeting;
- The secretary will forward the minutes to the Council for the Township of Algonquin Highlands for review approval.

8. Council member roles:

- Members of Council represent the Committee at Council meetings, communicating Committee updates to Council and Council direction back to the Committee.

9. Meetings: Meetings shall be held as required at the call of the Chairperson, with a minimum of 9 meetings per year.

10. Budget: Council assigns the Committee an annual operating budget for recreation program related expenses. The Committee shall review the budget annually in September and submit any recommendations to the Parks, Recreation & Trails (PRT) Manager. The PRT Manager includes the recommendations for review during Council budget deliberations.

11. Amendments: This Terms of Reference shall be reviewed annually by the Committee at the first meeting of each year, and any amendments will be submitted to Council for review and approval. Council can make amendments at any time.