

Castor Recreation Board - Terms of Reference

Authority

- 1.1 Rec Board is recognized by the Town of Castor Council as a Committee of Council to advise Council on all matters pertaining to recreation and parks.
- 1.2 Rec Board will work with Castor Minor Sports Council (CMSC) to coordinate fundraising efforts, grant applications, gaming licenses or event operations that support recreation programming within the town of Castor.

Composition

- 2.1 Castor Recreation Board is composed of a maximum of 9 members: one Town Councillor and one Alternate Town Councillor, one County Councillor and up to 7 community representatives.
- 2.2 The Chair and Vice Chair will be elected annually from within the Board, and they shall vote on all issues before the Board. If a vote goes to a tie, the Chair will be the deciding vote.
- 2.3 All members of the Rec Board are voting members
- 2.4 All members of the Castor Recreation Board will be appointed by Town Council
- 2.5 If a Rec Board member misses three (3) consecutive meetings without notice or explanation they will be removed from the Rec Board.

Frequency of Meetings

- 3.1 Rec Board will meet monthly September to June. Additional meetings will be called by the Chair as deemed necessary.
- 3.2 All Board members may be assigned to sub-committees. Sub-committees will meet for the purpose of discussing matters related to a particular committee should an issue specific to that committee arises and it is not necessary to be discussed by the full Board. Sub-committee meetings can be called by any member of the committee, the Board Chair or the Community Services Director with three days' notice.

Quorum

- 4.1 A quorum constitutes any 4 members

Administration

- 5.1 All administrative tasks shall be carried out by the Community Services Director who shall report to the Rec Board through the Chair but will be responsible to the CAO of the Town of Castor.

Financial

- 6.1 Rec Board is responsible for reviewing and monitoring the Recreation budget set by Town Council and may make spending recommendations concerning recreation programming and capital projects.

6.2 All Rec Board spending is to be completed by motion and approved by Town Council.

6.3 Rec Board is to receive monthly updated budget reports.

Responsibility

7.1 Areas of responsibility for Rec Board include advising Town Council on:

- a. Capital planning of Town recreation facilities, parks and cemetery.
- b. Identifying new or needed Town recreation programming.
- c. Establishing various sub-committees as required for any of the above.

Communication

8.1 All communication will be sent out by the Community Services Director via email.

8.2 An agenda and supporting documents will be sent out no later than the Thursday preceding each meeting.

Review Process

9.1 The terms of Reference will be reviewed annually.

Reviewed March 7, 2022 at Regular meeting of Rec Board.