

Recreation – Terms of Reference

1. Purpose

The **Resort Village of Island View Recreation Committee** ("the Committee") is established to assist in the development, coordination, promotion, and enhancement of recreational, cultural, and sporting opportunities within the Resort Village. The Committee serves in an advisory capacity to Council and may assist with program planning, facility oversight, community engagement, and the allocation of recreation-related resources and funding.

2. Mandate

The mandate of the Committee is to:

- Identify recreational and cultural needs of residents and seasonal users.
- Recommend programs, events, and facilities that address those needs.
- Support and promote active lifestyles, community spirit, and inclusion.
- Advise Council on recreation-related issues, priorities, and policies.
- Assist with the planning and evaluation of recreation services.
- Support fundraising, grant applications, and volunteer engagement.
- Help coordinate community groups and recreation stakeholders.

3. Authority

The Committee is **advisory to Council** and does not have independent decision-making or spending authority, unless specifically delegated by a resolution of Council. All recommendations, projects, and budgets are subject to approval by Council.

4. Reporting Relationship

- The Committee shall report directly to Council through written reports and, when appropriate, presentations by the Chair or designate.
- Minutes of all meetings shall be submitted to Council for review and inclusion in the municipal record.

5. Composition and Membership

5.1 Committee Membership

The Committee shall consist of **5–7 members** approved by Council, and may include:

- One member of Council (non-voting or voting, as per Council decision)
- 4–6 members from the community at large, representing a cross-section of permanent and seasonal residents, recreation user groups, and interested stakeholders.

5.2 Term

- Members shall be appointed for a term of **2 years**, renewable by Council.
- Appointments shall be staggered to ensure continuity.
- Council may rescind appointments at its discretion.

5.3 Eligibility

- Residents or property owners in the Resort Village are eligible.
- Seasonal residents are encouraged to participate.
- Municipal staff may attend in a non-voting advisory role.

5.4 Vacancies

- Vacancies shall be filled, with recommendation from the Committee, by Council appointment, as needed.

6. Roles and Responsibilities

6.1 The Committee Shall:

- Hold regular meetings to discuss and plan recreational initiatives.
- Consult with community groups and the public.
- Assist with identifying funding sources (e.g., Sask Lotteries, provincial/federal grants).
- Recommend annual recreation priorities and budgets.
- Support volunteer recruitment and recognition.
- Promote accessibility and inclusivity in recreation opportunities.

6.2 The Chair Shall:

- Be elected annually from among the voting members.
- Set meeting dates and agendas.

- Preside over meetings.
- Ensure meetings are conducted efficiently and respectfully.
- Liaise with municipal administration and Council.

6.3 The Secretary Shall:

- Record and circulate meeting minutes.
- Maintain attendance records and a file of key documents.
- Assist with meeting notices and agendas.

6.4 The Treasurer

- Record and circulate bank reconciliation and other financial reports that may be prepared and requested by Council.
- The Committee may undertake fundraising initiatives with advance approval and shall maintain a bank account to manage said funds.
- Together with the Committee develop an annual budget aligning with priorities of Council, for approval by Council.

6.5 Event Coordinator

- Ensure necessary supplies and recreation equipment are available, as planned, for specific events.
- On behalf of the Committee (and for reimbursement), purchase necessary event supplies.

6.6 Kitchen/Pavillion (and outbuildings in main park) Coordinator

- Ensure kitchen inventory is in place and in working order at the start and end of the season.
- Ensure kitchen equipment including popcorn machine grills and barbecues are in good working order.
- Recommend replacement of aging and or broken equipment.
- Recommend building maintenance to ensure a safe, efficient environment for volunteers.

6.7 Volunteer Coordinator

- Recruit, organize, schedule, and manage volunteers from the community to ensure successful community events.

- Ensure volunteers understand their role and support volunteers for success.
- Recommend activities and initiatives to celebrate volunteers during and following events.

7. Meetings

- The Committee shall meet **at least quarterly**, and more often as required.
- A quorum shall consist of **a simple majority** of voting members.
- Meetings shall be open to the public unless closed for specific reasons as per The Municipalities Act.
- Special meetings may be called by the Chair or by a majority of members.

8. Conflict of Interest

Members must declare any conflict of interest as per The Municipalities Act and abstain from related discussions or decisions. All declarations shall be recorded in the minutes.

9. Resources & Support

- The Committee may allocate an annual operating budget to support the Council's activities, subject to approval.
- Committee may allocate an annual capital budget to support the Council's activities, subject to approval.

10. Amendments & Review

- These Terms of Reference may be reviewed and amended **every two (2) years** or at the request of Council or the Committee.
- All amendments are subject to Council approval.

11. Dissolution

The Committee may be dissolved by a resolution of Council at any time if deemed necessary or if the Committee is no longer active.