

Joint Recreation Cost Sharing Committee

Terms of Reference

A. Purpose

While it is the legislative mandate of the individual Councils of the Town of Carleton Place, Municipality of Mississippi Mills and the Township of Beckwith to make the final decision on all matters that affect their respective municipalities, the purpose of this specific Advisory Committee is to:

1. provide recommendations, advice and information to the respective Councils on those specialized matters which relate to the purpose of the Joint Recreation Cost Sharing Committee (JRCSC) and more specifically recreation, pool and library services;
2. on behalf of the respective municipalities, administer the Recreation Cost Sharing Agreement prepared by Howard Allan in 1987 as amended from time to time in accordance with Section B Roles and Responsibilities of these Terms of Reference;
3. be the mechanism to receive input on programs and ideas recommended by the JRCSC to Council;
4. assist in enhancing the quality of life of the respective communities, in keeping with the respective Council's Strategic Plan principles;
5. conduct themselves in keeping with the policies set by the respective Council pertaining to Advisory Committees/Boards, and also in keeping with the respective Town's Procedural By-law;
6. share best practice information;
7. work consistently with organizations that use the respective municipalities' Recreation and Culture facilities (i.e. Little League).

B. Roles and Responsibilities

1.1 Scope of Study and Advice

The JRCSC will provide information, general advice and/or specific recommendations to their respective councils/Library Board with respect to:

- a) any matter or question Councils may specifically refer to it;
- b) reviewing, discussing and providing feedback on the annual cost sharing capital and operating budgets in the areas of pool, library and recreation within 30 days of the budget being presented in October each year;
- c) overseeing the functionality of the cost sharing formula including the percentage to be allocated to a capital cost reserve fund and making recommendations regarding changes to these structures;
- d) negotiating or entering into other agreements outside of the cost sharing arrangement for specific capital projects in the areas of pool, recreation and library of the partnering municipalities;
- e) as required, reviewing usage rates/statistics for the individual components of the cost sharing formula to assess reasonableness of the cost sharing formula;
- f) determining when a major review of the agreement is required, the costs of which will be shared equally by the parties wanting the review and recommending changes to the agreement based on the results of the review, if any;

- g) sharing information on related ongoing projects, activities, festivals and events;
- h) sharing information on proposed facility rental rates or other fees charged

1.2 Role of Sub-Committee

- a) The JRCSC may create a sub-committee to study or work on a specific topic or issue. This sub-committee will be led by at least one representative from each of the partner municipalities along with any assigned staff and/or volunteers.
- b) The term of the sub-committee begins upon approval by the JRCSC and ends upon project completion.

The chair of the sub-committee will prepare and present a budget if funds are required to implement their findings. This budget must be approved by the respective Councils prior to commencing work on the project.

C. Authority

Authority transfer is restricted to the scope described herein, unless an amendment is explicitly authorized by the respective Councils.

The Joint Recreation Cost Sharing Committee:

1. Shall work jointly on social media / media releases as they relate to the work of the Committee;
2. Shall not post independently to social media but rather social media postings shall be forwarded to the respective municipalities for distribution and approval which may be shared by the Committee;
3. It shall be the Head of Council who speaks on behalf of each municipality;
4. Shall not authorize any expenditures outside their respective Council approved budgets;
5. Shall have the authority to undertake special projects, or research matters that arise and that are within the scope of these Terms of Reference. The responsibility for these assignments remains with the JRCSC or designate.

D. Reports To

Respective Municipal Councils through their Committee structures.

E. Composition

1. Membership

Membership shall be comprised of two (2) elected members of Council from each municipality one of (1) of which shall be the head of Council or designate.

2. Appointments to Advisory Committees and Boards

All appointments to the JRCSC shall be made through the respective municipality's approved Procedural By-laws.

3. **Term of Membership**

The Term of office for members on the JRCSC shall be concurrent with the term of Council.

4. **Filling Vacancies:**

The respective Municipality shall be responsible for selecting a member to fill their vacancy.

5. **Assigned Staff Members:**

- a. Each municipality shall appoint their Recreation Manager who shall be the key staff member responsible for preparing agendas and minutes when JRCSC meetings are held in their respective municipalities.
- b. As Library services is a key component of the Cost Sharing Agreement, where applicable, each municipality shall include their Librarian to be a staff resource to the JRCSC who will attend meetings and provide input to Committee members as required.
- c. As required, the Treasurers and/or CAOs of the respective municipalities may attend JRCSC meetings at any time or to address particular agenda topics.

6. **Structure:**

- a. Chair
 - i. The Chair shall rotate depending on the location of the meeting. When a meeting is held in a particular municipality, that municipality shall decide which of their two members assigned to the Committee shall chair the meeting.
 - ii. In the absence of the Assigned Chair, the other council representative on the JRCSC shall be the Acting Chair for the meeting.
- b. Recording Secretary:
The Recording Secretary shall be the respective Recreation Manager of the meeting's hosting municipality.

F. Procedures

1. All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to the respective municipality's:
 - a. Accountability and Transparency Policy
 - b. Procedural By-law
 - c. Code of Conduct
2. The JRCSC shall establish an annual meeting schedule including determining the host municipality. The schedule shall include at least three (3) regular meetings per year (January, June and October) with additional meetings scheduled as required.

3. Each partner municipality has one (1) vote on motions presented to the Committee.
4. The Committee may solicit, document and consider public input where appropriate upon approval of the respective municipal councils.
5. The agenda shall be distributed at least three (3) business days in advance of the meeting with the minutes of the previous meeting and any associated reports attached thereto. Each municipalities' members including staff members shall be given the opportunity via email at least a week in advance of the agenda preparation to put forth items to be included on the agenda including a roundtable discussion by each municipality.
6. Distribute the minutes once approved, to the Clerk of the partner municipalities in a timely fashion.

G. Quorum

One representative from each municipality in attendance at meetings shall constitute quorum.