

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PRC2019-008

Date: August 13, 2019
Time: 1:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: Volunteer Management Committees Terms of Reference

Description: To establish clear Terms of Reference and scope of work for all Volunteer Management Committees

Author and Title: LeAnn Donnelly, Executive Assistant, Community Services

Recommendation(s):

That Report PRC2019-008, **Volunteer Management Committees Terms of Reference**, be received;

That the proposed Terms of Reference for various Volunteer Management Committees, as outlined in Appendix A to Report PRC2019-008 be approved, and replace all predecessor versions of Terms of Reference.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

At the Council Meeting of July 17, 2018, Report CAO2018-005 - Update – Review of City and Agency Boards and Committees, was considered. Council adopted the following resolution:

CR2018-461

Moved By Councillor Elmslie

Seconded By Councillor Seymour-Fagan

That Report CAO2018-005, **Update – Review of City and Agency Boards and Committees**, be received;

That staff be directed to update the Terms of Reference for various Committees and Boards as generally outlined in Appendix A to Report CAO2018-005 in advance of the next term of Council for approval and subsequent recruitment; and

That the City Clerk include regular monthly Committee of the Whole meetings in future annual meeting calendars beginning the next term of Council.

CARRIED

This report addresses that direction in the above resolution to provide updated Terms of Reference for various Council Committees and Boards, namely all Volunteer Management Committees.

Attached to this report as Appendix A (A1 to A12) are the proposed Terms of Reference for various Volunteer Management Committees.

Rationale:

Volunteer Management Committees are responsible for the management and operations of a facility including building and grounds maintenance, bookings, invoicing and collections, promotions and programming. While Volunteer Management Committees are self-sustainable they are required to report quarterly to the liaison Department to update the activities of the facility. It is recommended that Council approve those Terms of Reference for Volunteer Management Committees as provided in Appendix A to this report.

It should be noted that Appendix A varies from the original list of Recreation Volunteer Management Committees presented in the 2018 Review of Committees. Added are Terms of Reference for the Pontypool Parks and Janetville Parks committees. Terms of Reference are not included for the Kirkfield Festival, Seagrave Park, and Manilla Community Centre committees.

The Kirkfield Festival committee no longer exists. The Seagrave Park and Manilla Community Centre have CKL representation but the overall committees are not administered by Kawartha Lakes.

A follow up report will be presented to Council in Q4 2019 to identify changes to current committees that are presently being confirmed. It is anticipated that the report will identify a new structure for Kinmount Community Centre and Coboconk Railway Station. Also, staff is working with the community and Ward Councillor to develop a Volunteer Management Committee for the Norland Recreation Centre/Ward Park.

Other Alternatives Considered:

No other alternatives were considered.

Financial/Operation Impacts:

There are no financial implications resulting from the approval of these Committee and Board Terms of Reference, save and except volunteer, staff and Council time to support and attend meetings.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

Volunteer Management Committees are important groups that are responsible for the management and operations of a facility and its grounds to achieve Council's strategic goals, namely:

- Goal 1 – A Vibrant and Growing Economy
- Goal 2 – An Exceptional Quality of Life
- Goal 3 – A Healthy Environment

Servicing Implications:

There is no direct impact on City servicing resulting from approval of Volunteer Management Committee Terms of Reference.

Consultations:

CAO
Deputy Clerk
Director of Community Services
Manager of Parks, Recreation and Culture
Affected Volunteer Management Committees

Attachments:

Appendix A – Proposed Terms of Reference for Volunteer Management Committees:

A1: Baddow Community Centre



VMC Baddow
Community Centre TO

A2: Bolsover Community Centre



VMC Bolsover
Community Centre TO

A3: Burnt River Community Centre



VMC Burnt River
Community Centre TO

A4: Carden Recreation Centre



VMC Carden
Recreation Centre TOI

A5: Coboconk Railway Station



VMC Coboconk
Railway Station TOR

A6: Dalton Community Centre



VMC Dalton
Community Centre VM

A7: Janetville Community Centre



VMC Janetville
Community Centre TO

A8: Janetville Park



VMC Janetville Park
TOR

A9: Kinmount Community Centre



VMC Kinmount
Community Centre TO

A10: Norland Old School Hall Community Centre



VMC Norland Old
School Hall Communit

A11: Palestine Community Centre



VMC Paletsine
Community Centre TO

A12: Pontypool Park



VMC Pontypool Park
TOR

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