

## **Terms of Reference**

**Name: Coboconk Railway Station Volunteer Management Committee**

Date Established by Council:

### **Mission:**

The Coboconk Railway Station Volunteer Management Committee is established to manage the day-to-day operations of Coboconk Railway Station and surrounding property. Management should be conducted in an efficient and effective manner while maximizing community use of the facility and surrounding property.

### **Roles and Responsibilities:**

It is the responsibility of all appointed members to comply with:

- the City Code of Conduct for Committee/Board Members
- Other applicable City by-laws and policies, including the Purchasing Policy
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

No individual member or the Committee as a whole has the authority to make direct representations of the City to Federal or Provincial Governments.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

The Committee will abide by any terms and conditions which may be set out by the City's Council and the Community Services Department, Auditor and/or Insurer for any activities relating to Committee business in keeping with the Committee's Terms of Reference and established Policies.

### **Activities:**

The following represent the general activities of the Committee:

- a) Responsible for the management and operations of the facility including building and grounds maintenance, bookings, invoicing and collections, promotions and programming. Where viable, self-sustainability will be an ultimate goal of the Committee. The Committee shall ensure full access to the community centre by all residents of the City of Kawartha Lakes, subject to facility availability and rental policies.
- b) To prepare and submit update reports to the liaison Department by the end of each quarter to outline the facility utilization, including rental/program details.
- c) Annual Report.
- d) Other – as recommended and approved by the liaison Department or Council.

### **Composition:**

The Committee shall be comprised of a maximum of 9 members consisting of members of the public who reside within the general area of the respective facility. All members will have full authority to debate and vote. Changes in membership must be recommended to and approved by the liaison Department.

### **Appointment of Officers:**

The Committee shall, at its first meeting in each year, elect from its membership a Chair, Secretary and Treasurer or Secretary/Treasurer. It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All Committee members are considered volunteer positions.

### **Term of Appointment:**

Unless exempted by legislation, members will be appointed for a term of a maximum of four years with terms expiring at the full term of Council. Members shall continue to serve beyond the end of their term until the appointments of their successors have been approved by the liaison Department.

**Resources:**

The Community Services Department and, in particular, the Parks, Recreation and Culture Division, will provide support in the form of advice, day-to-day liaison with the City, updates on operating procedures and documentation, program and promotional ideas and initial assistance in their implementation to the degree resources are available. The liaison Department will also assist in the preparation and submission of budget recommendations/grant submissions, if needed and attend meetings of the Committee.

The Committee will be entitled to establish bank accounts separate from the City's in which to receive revenues and issue expenses relating to the facility. The Committee will ensure any such accounts shall include a minimum of two signators whom shall be members of the Committee. The Committee shall provide and make available to the City's auditors upon request and at least annually all financial records relating to both revenues and expenses made. Further, the Committee shall make any adjustments requested by the City's auditors in ensuring proper accountability to the City and to the community.

The Committee may receive an annual operating grant to maintain the facility. In the event the Committee anticipates they will be operating at a greater deficit within a year, they shall advise the liaison Department no later than July 1<sup>st</sup> of that calendar year so that adjustments may be made. In the event the Committee achieves a surplus in a given year the City may adjust the next year's budget to address this. It is understood that both the Committee and the City are committed to trying to ultimately achieve a cost-neutral operation, where at all possible, for the benefit of all City taxpayers.

Major capital initiatives will be managed by the liaison Department. The Committee, in the event they have recommendations for the capital budget, should submit such requests by no later than June 1<sup>st</sup> for the following year.

Final approval of facility rental fees is to be approved by Council via the liaison Department. Notwithstanding the above, the Committee shall have the right to waive fees for the facility but only within their budgeted parameters.

The liaison Department shall ensure that a current Terms of Reference for the Committee has been provided to the City Clerk's Office and is posted on the City website.

**Timing of Meetings:**

Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair.

**Location of Meetings:**

The location of the meetings will be set by the Committee and must be held in a City facility. Accessibility shall be considered when determining the location.

**Meetings:**

The Committee shall hold an annual meeting in each calendar year. The Chair, through the liaison Department, shall cause notice of the meeting, including the agenda for the meeting, to be provided to members of the Committee, posted within the respective facility and provided to the liaison Department, a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

The liaison Department shall provide orientation annually for new members.

Working meetings throughout the year to advance the efforts of the work plan shall be held at the call of the Chair with the Chair providing notice of the working meetings to all members of the Committee a minimum of three (3) business days prior to the date of each meeting. No formal minutes are required to be taken at working meetings; however, notes shall be taken.

**Procedures:**

Procedures for the annual business meetings of the Committee shall be governed by Legislation and by Robert's Rules of Order.

**Closed Meetings:**

The Committee shall not be permitted to hold Closed Meetings.

### **Agendas and Minutes:**

A copy of the Agenda and Minutes for the annual meeting shall be provided to the liaison Department and the City Clerk's Office.

Notes from working meetings of the Committee shall be forwarded to the liaison Department, as part of the quarterly update. Action items requested of staff and/or Council will be brought to the attention of the Parks, Recreation and Culture Division at that time. The City Clerk's Office will maintain a set of printed minutes on file for public review.

### **Insurance:**

The City of Kawartha Lakes' General Liability Policy and Errors and Omissions Liability Policy will extend to this Committee/Board and its members. The applicable insurance policies extend to Committee members while in the performance of his/her duties and to those activities authorized by the City of Kawartha Lakes and Council. Members must adhere to the policies and procedures of the City of Kawartha Lakes and Council, including the Terms of Reference.

The Committee must provide to the liaison Department an annual updated listing of all members, including member positions, to ensure the applicable insurance coverage remains in force.

Committee members are not entitled to any benefits normally provided by the Corporation of the City of Kawartha Lakes, including those provided by the Workplace Safety and Insurance Board of Ontario ("WSIB") and are responsible for their own medical, disability or health insurance coverage.

### **Expulsion of Member:**

Any member of the Committee may be removed from the Committee at the discretion of Council with consultation from the Liaison Department for reasons including, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, The Municipal Conflict of Interest Act or the Code of Conduct for Committee Members; disrupting the work of the Committee; or other legal issues. Recommendations from a Committee/Board/Task Force regarding expulsion of a member shall be directed to the Mayor.

**Terms of Reference:**

The liaison Department shall ensure that a current Terms of Reference for the Committee has been provided to the City Clerk's Office and is posted on the City website.

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Kawartha Lakes. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the liaison Department through a report to Council.

**At the discretion of Council the Committee may be dissolved by resolution of Council.**