

# **The Corporation of the City of Kawartha Lakes**

## **Council Report**

**Report Number PRC2020-005**

---

**Meeting Date:** March 24, 2020

**Title:** Norland Recreation Centre Volunteer Management Committee Terms of Reference

**Description:** To establish clear Terms of Reference and scope of work for the Norland Recreation Centre Volunteer Management Committee

**Ward Number:** 1

**Author and Title:** Shelley Cooper, Community Partnership and Programs Supervisor

---

### **Recommendation(s):**

**That** Report PRC2020-005, **Norland Recreation Centre Volunteer Management Committee Terms of Reference**, be received; and

**That** the Norland Recreation Centre Volunteer Management Committee Terms of Reference, as outlined in Appendix A to Report PRC2020-005, be approved.

**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 CA02018-005, **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 to provide updated Terms of Reference for Council Committees and Boards, namely the newly formed Norland Recreation Centre Volunteer Management Committee.

## **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.

## **Other Alternatives Considered:**

No other alternatives were considered.

## **Financial/Operation Impacts:**

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

## **Relationship of Recommendation(s) To The 2020 - 2023 Strategic Plan:**

The City of Kawartha Lakes 2020-2023 Strategic Plan identifies its strategic priorities as the following:

- A Vibrant and Growing Economy
- An Exceptional Quality of Life
- A Healthy Environment
- Good Government

## **Servicing Implications:**

### **Consultations:**

Director of Community Services  
Manager of Parks, Recreation and Culture

### **Attachments:**

Appendix A – Terms of Reference for Norland Recreation Centre Volunteer Management Committee:



VMC Norland  
Recreation Centre TC

**Department Head E-Mail:** [csbanks@kawarthalakes.ca](mailto:csbanks@kawarthalakes.ca)

**Department Head:** Craig Shanks