

Oxtongue Lake Community Centre Committee
Terms of Reference

1. **Title:** The name of the committee shall be “**Oxtongue Lake Community Centre Committee**”
2. **Purpose:** The purpose of the committee is to keep the Oxtongue Lake Community Centre alive, active and available as a Committee of Council for The Township of Algonquin Highlands.
3. **Membership:**
 - A minimum of but not limited to 4 citizens from the community of Oxtongue Lake
 - A representative of the Oxtongue Lake Ratepayers’ Association
 - 2 Councillors and the Recreation Programming Supervisor from the Township of Algonquin Highlands
 - The committee shall be appointed by the Council for the Township of Algonquin Highlands for the term of council.
 - A quorum of members (of at least 4) must be present before a meeting can proceed.
 - Decisions will be made by majority vote. All members of the committee shall have voting rights with the exception of the Recreation Programming Supervisor.
4. **Vacant Positions** shall be filled as needed until the term expires and council shall be advised of any changes.
5. **Municipal Policies and Procedures:** Each member shall adhere to all applicable policies and procedures of the township.
6. **Chairperson:**

The Chairperson shall be elected by the committee for a period of one year. The Chairperson’s responsibilities include:

 - Scheduling meetings, preparing the agenda and notifying committee members;
 - Inviting specialists to attend meetings when required by the committee;
 - Guiding the meeting according to the agenda and time available;
 - Ensuring all discussion items end with a decision, action or definite outcome; and
 - Review and approve the draft minutes before distribution.
 - May appoint a designate as required.
7. **Secretary:**

The Recreation Programming Supervisor shall act as secretary. The secretary’s responsibilities include:

 - Distributing agendas and issuing notices for meetings and ensuring all necessary documents requiring discussion or comment are attached to the agenda;
 - Taking notes of proceedings and preparing minutes of the meeting;
 - Distributing the minutes to all committee members one week after the meeting;
 - The minutes shall be checked by the chairperson and accepted by the committee members as an accurate record at the commencement of the next meeting; and
 - Once accepted by the committee, the secretary will forward the minutes to the Council for the Township of Algonquin Highlands for approval.
8. **Meetings:** Meetings shall be held as required at the call of the Chairperson.
9. **Budget:** The Committee shall assist the Parks, Recreation & Trails Manager in the development of the proposed annual budget. A preliminary budget meeting is to be held in September for the budget to be finalized for council’s review in November.
10. **Function:** The function of the “Oxtongue Lake Community Centre Committee” is to promote and encourage the use of the centre by working with community members, community organizations and the business association of Oxtongue Lake and to consider revitalization of the current infrastructure.

- 11. Amendments:** This Terms of Reference shall be reviewed annually and any amendments will be submitted to Council for approval.

Terms_of_Reference amended October 2014