

Castor Minor Sports Council Terms of Reference

Official Name

1.1 The society will officially be known as the Castor Minor Sports Council (CMSC). At time it may be referred to as Castor Minor Sports, Recreation Board or Rec Board.

Authority

2.1 The CMSC is recognized by the Town of Castor Council to advise Council on all matters pertaining to recreation. CMSC may hold society status for purposes of obtaining grants, gaming licenses or event operations and fundraising.

Composition

3.1 CMSC is composed of a maximum of 12 members; one Town Councillor and one Alternate Town Councillor, one County Councillor and up to 10 community representatives.

3.2 The Chair and Vice Chair will be elected annually from within the Board and they shall vote on all issues before the Board. If a vote goes to a tie, the Chair will be the deciding vote.

3.3 All members of CMSC are full voting members.

3.4 All members of CMSC will be appointed by Town Council at their annual organizational meeting subject to the following:

- a. 5 members are appointed for 2-year terms on even years
- b. 5 members are appointed for 2-year terms on odd years

3.5 If a CMSC member misses 3 consecutive meetings without explanation they will be removed from the CMSC.

Frequency of Meetings

4.1 The CMSC will meet on the first Monday of each month or the first Tuesday if the Monday is a holiday from September to June. Additional meetings will be called by the Chair as deemed necessary.

4.2 An Annual General Meeting will be held on or before October 31st in each year, of which a public notice shall be posted in a public place at least one week prior to the date of the meeting.

4.3 All Board members will be assigned to sub-committees. Sub-committees will meet for the purpose of discussing matters related to a particular committee if and when an issue specific to that committee arises and it is not necessary to be discussed by the full Board. Sub-committee meetings can be called by any member of the committee, the Board Chair or the Recreation Director with three days' notice by fax, phone or email.

Quorum

5.1 A quorum constitutes 50% + 1 of the CMSC membership.

Administration

6.1 All administrative tasks shall be carried out by the Recreation Director who shall report to the CMSC through the Chair, but will be responsible to the CAO of the Town of Castor.

Financial

7.1 CMSC is responsible for reviewing and monitoring the Recreation budget set by Town Council and may make spending recommendations.

7.2 All CMSC spending is to be completed by motion and approved by Town Council.

7.3 CMSC is to receive monthly updated budget reports.

Responsibility

8.1 Areas of responsibility for the CMSC include, but are not limited to, advising Town Council on:

- a. Capital planning of Town recreation facilities,
- b. Operating Town recreation facilities,
- c. Operating Town sports and recreation programs,
- d. Identifying new or needed Town sports and recreation facilities and programs, and
- e. Establishing various sub-committees as required for any of the above.

Communication

9.1 All communication will be sent out by the Recreation Director via email.

9.2 An agenda and all supporting documents for Board meetings will be sent out no later than the Thursday preceding each meeting. Draft minutes of each Board meeting will be sent to the Board within 2 days of a meeting taking place.

Review Process

10.1 The Terms of Reference will be reviewed annually.