



Recreation Funding Committee Bassano Terms of Reference

Summary

The Terms of Reference (TOR) shall clarify the role and responsibilities of the Recreation Funding Committee (RFC). The role of the committee is to provide direction, create, implement, and review the recreation funding process that reflects the vision and requirements of the Intermunicipal Collaboration Framework Agreement (ICF).

Definitions

The following terms will be used throughout the RFC TOR and shall have the following meanings unless context specifically states otherwise.

- a) "ADMINISTRATION" means administrative staff from within the Town of Bassano.
- b) "CAPITAL EXPENSE" means repair or replacement of an asset that exceeds \$5,000.00.
- c) "OPERATIONAL EXPENSE" means an operational cost of a project, asset, program, or event.
- d) "TOWN" means the Town of Bassano.
- e) "DIVISION 6" means the jurisdictional area within the County of Newell.
- f) "TOWN COUNCIL" means the elected officials for the Town of Bassano.
- g) "COUNTY" means the County of Newell.
- h) "COUNTY COUNCIL" means the elected officials for the County of Newell.
- i) "INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT or ICF" means the agreement outlining the roles and responsibilities of both the County of Newell and Town of Bassano in matters of shared interest that came to a consensus of how future service levels will delivered and funded.
- j) "RECREATION FUNDING COMMITTEE or RFC" means the appointed board comprised of four members, two from the County of Newell and two from the Town of Bassano.



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- k) "RECREATION/USER GROUP" means a group operating within the corporate limits of Bassano or Division 6 whose services are accessed by both the Town of Bassano and Division 6 community members.

All other terms can be interpreted based on the context of this document.

RFC Committee Membership

1. Molly Douglass – County of Newell
douglassm@newellmail.ca
403-362-3266
2. Kelly Christman- County of Newell
christmank@newellmail.ca
403-362-3266
3. Irvin Morey – Bassano Town Council
Irvinmorey@bassano.ca
403-641-3788
4. Doug Barlow - Bassano Town Council
dougbarlow@bassano.ca
403-641-3788

RFC Responsibilities

The RFC's purpose is to provide representation for their respective councils and provide sound decision-making regarding the procurement and disbursement of recreation funding.

- The RFC is required to create, review and amend grant application processes and documentation to best suit current user groups and recreational needs within the Town.
- The RFC must review grant applications, select relevant applications for funding and identify how much funding will be provided to each qualified recreation group using a unique grading matrix.



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- After each funding cycle, the RFC will review the grant funding process and ensure proper final reporting is submitted to Town Council and County Council respectively.
- The RFC will be required to be an active promoter of the grant and use any feedback to better improve the funding process.

Administrations Responsibilities

Administration acts on the direction of the RFC and is responsible for the day-to-day activities of the RFC in addition to supporting the functionality of the RFC.

- Administration will send out calendar invites by emails provided by the representatives for all RFC meetings.
- Administration shall provide RFC members with an agenda a minimum of 72 hours in advance of all RFC meetings.
- Meeting minutes will be distributed by Administration to RFC members and respective Councils.
- Administration is responsible for creating backend documentation to be reviewed by RFC.
- Administration is responsible for the collection of applications and for maintaining communication with applicants during the grant process.
- Administration is responsible for the collection of follow-up documentation which will be used by the RFC to verify that funding is utilized in the way it was intended.
- Administration is responsible to arrange advertising and marketing material to prompt the funding program.
- Financial reporting shall be created and dispersed by Administration after RFC review.

Meeting, Preparation, and Attendance

The Chair shall preside at the committee meetings and ensure that all board meetings are conducted in a fair and impartial manner. In the absence of the Chair, the Vice Chair will assume the duties set forth for the Chair.



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- All committee members must be prepared to discuss agenda items and business matters at regular or special meetings.
- RFC representatives must confirm their attendance at regular committee meetings.
- All RFC committee meetings will commence with a quorum. A quorum is identified within the ICF Agreement as being a majority of the members (in this case meaning 3 or more) must be present for a meeting to be held.
- RFC will have a minimum of one annual regular meeting as outlined by the ICF Agreement.
- RFC representatives who are unable to attend a meeting are responsible to follow-up on meeting outcomes by reviewing meeting minutes.

Voting Procedure

- Each committee member must vote on every business item.
- Each committee member has only one vote per business item.
- Each committee member vote has equal weight.
- Each member shall be given an opportunity to present his/her point of view on the voting subject matter.
- Decisions will be based on a majority vote, not an unanimous vote.
- Motions do not require a seconder.

Decisions

- Only RFC members present for the entire meeting shall participate in the making of a decision on any matter.
- The decision of the majority of members present at the meeting shall be deemed to be the decision of the whole board.

Recreation Funding Committee Conduct



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Conduct within the RFC must be respectful. Disrespect (e.g. verbal abuse) will not be tolerated. These incidents will be addressed promptly and, on a case-by-case basis.

Those disrespectful member(s) may be asked to leave the RFC temporarily or permanently. This will be brought forth by the Chair or the Vice Chair depending on the situation. The Chair or Vice Chair will prepare an incident report to be delivered to both the Town Council and County Council. If appropriate, an RFC member may be replaced pending a formal motion by either the County Council or the Town Council, dependent on which party the RFC member in question belongs to.

If a member would like to withdraw from the committee, they may provide written notice to the Town CAO. A new member will be selected under the guidelines set out by the ICF which requires membership to be appointed by the Town Council or the County Council while maintaining that the Division 6 representative continue to be a part of the committee.

Any concerns regarding the RFC or other issues relating to the funding project shall be directed to the Town CAO and Chair in writing. All concerns must clearly describe the subject matter, concern, and potential mitigation tactics.

Correspondence

Clear communication will be required for the duration of the grant funding process as well as during every subsequent funding cycle.

- All funding related matters will be discussed at RFC meetings either in-person or via email. If there is a difference in opinion regarding any business-related matter sent via email, an in-person meeting will be arranged where applicable.
- When responding to emails, Administration and members must use the “reply all” feature.

Promotion/Confidentiality



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- RFC members shall actively promote the recreation grant, to gain support and empower recreation/user groups within the Town.
- Administration will create public notices and informational packages to assist grant applicants and interested parties.
- RFC members are not permitted to discuss publicly on-going decisions of the committee until the decision is officially released to the public. This will encourage fair and unbiased decision-making and avoid members from being influenced by external factors.

Supporting Documentation

- Schedule "A"- Administration, Policies, Procedures, and Timeline
- Schedule "B"- Grant Application Guideline
- Schedule "C"- Grant Application Process
- Schedule "D"- Grant Application Form
- Schedule "E"- Grant Review Process
- Schedule "F"- Grant Grading Matrix
- Schedule "G"- Grant Follow-up Form Process
- Schedule "H"- Grant Follow-up Form
- Schedule "I"- Grant Letters

Supporting documentation will be used in the implementation of the grant process by the RFC committee. This documentation is meant to be reviewed and amended continually to ensure it best serves the needs of the RFC.

Conclusion

By signing this document, RFC members hereby agree to act in accordance with the RFC Terms of Reference, to represent the Town of Bassano and the County of Newell in an ethical and professional manner.

Molly Douglass – County of Newell



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X _____

Date _____

Kelly Christman- County of Newell

X _____

Date _____

Irvin Morey – Bassano Town Council Representative

X _____

Date _____

Doug Barlow - Bassano Town Council Representative

X _____

Date _____