

**THE CORPORATION OF THE TOWNSHIP OF  
BRUDENELL, LYNDOKH AND RAGLAN**

***BYLAW NUMBER 2023-27***

**BEING A BY-LAW TO ESTABLISH TERMS OF REFERENCE FOR THE BLR  
RECREATION COMMITTEE**

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**WHEREAS** by virtue of Section 10(2) of *The Municipal Act, 2001*, S.O. 2001, c.25, as amended, a municipal council may pass by-laws relating to services and things that the municipality is authorized to provide.

**AND WHEREAS** the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan deemed it advisable to establish Terms of Reference for the BLR Recreation Committee.

**NOW THEREFORE** the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan enacts as follows:

1. That the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan, hereby establish a Terms of Reference for the BLR Recreation Committee, as outlined in **Schedule "A"** attached hereto.
2. That this Bylaw supersedes any Bylaw previously passed that is contrary to this Bylaw.
3. This Bylaw takes effect upon its passing.

Read and adopted by Resolution 2023-05-03-16 this 3rd Day of May, 2023.

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**Mayor, Valerie Jahn**

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**Clerk-Treasurer, Virginia Phanenhour**

## **TERMS OF REFERENCE**

### **For the BLR Recreation Committee**

**Purpose:**

The BLR Recreation Committee, as a Committee of Council will provide leadership and guidance in the development, promotion, awareness and enhancement of recreation throughout the Township of Brudenell, Lyndoch and Raglan.

The BLR Recreation Committee works cooperatively with other local organizations such as the Palmer Lions Club, Quadeville Recreation Athletic Association, Quadeville & District Service Club, Madawaska Valley Fish & Game, Four Seasons Park, the friendship club and/or senior groups.

Under the auspices of the Council the BLR Recreation Committee will address and provide input into matters related to:

- Recreational programs funded by the Township of Brudenell, Lyndoch and Raglan.
- Conceptual planning and development of the BLR Community Centre, Rink, Baseball Field, Beaches, and Grounds.
- Planned activities, budgetary requirements and proposed goals from fundraising events and how those funds are to be allocated.
- The development agreements that provide for the usage of the BLR Community Center facilities.

The BLR Recreation Committees' mandate is to organize fundraising events, special events and recreational programming for the community. Funds from fundraising activities are to assist with new capital projects related to the existing recreational facilities (including but not limited to the ball field grounds, beaches, and the arena.) The BLR Recreation Committee receives the approval of Council but will not be involved with administering, overseeing or managing any specific club or organization.

**Membership:**

The BLR Recreation Committee shall consist of one (1) designated member of Council and at least four (4) layperson members. Numbers less than four (4) laypersons, the Recreation Committee will cease. A quorum shall consist of the majority of those present with no less than (3) members of the committee. All executive positions for the BLR Recreation Committee will be affirmed by a majority vote of the committee. There will be a Chair, Treasurer and Secretary and contact information will be forwarded to Council and the Clerk-Treasurer.

The role of the Chair is responsible to ensure all minutes including committee decisions and that all major expenditures for events and materials is approved by the majority of the committee at a meeting.

The role of the Treasurer is to ensure that a summary of revenues and expenditures is presented in a timely manner after each event.

The Secretary prepares the minutes and recommendations for the committee on behalf of the chair.

General membership may include but is not limited to residents of the Brudenell, Lyndoch and Raglan Township, to a maximum of 20% of members residing outside of the Township. Each year two (2) students from the Madawaska Valley District High School (MVDHS) could be invited to join, if interest is expressed, to provide input as Youth Advisors to the BLR Recreation Committee. Volunteers that join or resign will be approved by the Recreation Committee. Volunteers will be encouraged to form subcommittees specific to events but will not have voting.

Members are encouraged to attend all meetings, but if a member is unable to attend more than three consecutive meetings due to personal or other circumstances, they will be approached by the executive to determine interest to remain on the committee.

The maximum number of committee members will be eleven (11).

**Membership – Executive:**

The BLR Recreation Committee Executive will each serve a one (1) year term with voting of new executive to take place at the last scheduled meeting of the calendar year.

**Meetings:**

Meetings will generally be held once a month at the BLR Community Centre, however the time and frequency of meetings will be determined by a majority of committee members.

**Schedule “A”**

Meetings will be held at minimum quarterly. The time of meetings will be determined by the majority of committee members.

**Department Jurisdiction:**

The BLR Recreation Committee will report directly by forwarding minutes of Committee Meetings, correspondence or requests to the Operations Manager to be included in the Council agenda.

**Staff Contact:**

The main staff contact will be the Operations Manager. It is understood that the Operations Manager is subordinate to, and reports directly to the Clerk-Treasurer. Approved financial transactions may necessitate some interaction with the Treasurer and advertising

requirements may necessitate some interaction with the Deputy Clerk. Required work maintenance at the recreational facility may require some interaction with the Operations Manager.

**Term:**

This agreement automatically renews yearly unless requested by either party upon written notification to the other party.

**Funding:**

When funding is available to assist the BLR Recreation Committee as a Community Volunteer Group with costs associated with programming, Special Events, Accessibility or retrofits to the recreational facilities associated with the facilities used by the BLR Recreation Committee, the Operations Manager and the Executive of the BLR Recreation Committee can work cooperatively on applications for Council support and approval for funding.

**Building and Property Scope:**

- The building is owned by the Township of Brudenell, Lyndoch and Raglan and is located at 22 Burnt Bridge Rd. Palmer Rapids.
- Whenever possible the BLR Recreation Committee will be consulted prior to any major expenditure or items being brought forward by municipal staff for Council consideration in its annual budget estimates.
- Major expenditures of an emergency basis will be dealt with expeditiously by all parties.
- Operations Manager is an employee of the municipality, oversees the caretaking of the facility and any maintenance issues.
- The Office & Operations Assistant assists and oversees the rentals of the facility and is provided with the BLR Recreation Committee schedule of events which is submitted yearly prior to each calendar year to ensure the committee dates are scheduled.

ITEM	RESPONSIBLE PARTY	RATIONALE	FREQUENCY
<u>Building Exterior</u> Roof, siding, foundation, windows, doors, trim, etc.	The Township	Part of regular maintenance and/or capital budget	As Required
<u>Promotion</u>	The Township  The BLR Recreation Committee	Promotion of municipal event i.e. No cost for promotion on municipal website, social media. The committee can also self-promote through their own social media	
<u>Advertising</u>	Township link to website	Municipality advertises annual events at the BLR Community Centre through the website, social media sites and/or in conjunction with print material.	
<u>Insurance</u> Building, volunteer liability	The Township	Part of regular operational budget-The Township provides insurance for the facility, volunteers and municipally sanctioned events.	Annually
<u>Taxes</u> Payment of regular billing	The Township	Part of regular operational budget.	Annually
<u>Interior Maintenance</u> Cleaning-regular upkeep	The Township  The BLR Recreation Committee	Office & Operations Assistant cleans after the events and assists with setup re: tables, etc. The committee will put up and take down any decorations or props or instruments or alcohol before and after the event, tidy up, including sweeping and scrubbing of floors, kitchen etc.	As required
<u>Interior Improvements</u> To be determined (Paint, repairs, etc.)	Shared Township and the Committee	Recommended improvements are part of the regular maintenance budget. The committee can fundraise for additional items or enhancements (ie. Lighting, equipment, tables, etc.) if they so choose	As required
<u>Heating</u> Costs associated with furnace, fuel, (propane), repairs, maintenance	The Township		Billed monthly as required

<u>Plumbing</u> Costs associated with repairs and changes to the plumbing system	The Township		As required
<u>Use of the BLR Community Centre</u>	The Township The BLR Recreation Committee	Rentals are coordinated through the Office & Operations Assistant The committee at the beginning of each year will provide the Office & Operations Assistant the dates required to run their fundraising events and will work cooperatively with the existing use of the public community space (ie. Friendship club, lions club, monthly renters, CRC, MV Library)	
<u>Cost of Rental</u>		No cost to utilize the Community Centre for committee's fundraising events	
<u>Budgeting</u>	The Township  BLR Recreation Committee	-Budgets for maintenance, capital expenses of the BLR Community Centre; -Grants for accessibility, capital needs, Canada Day, etc. are applied for through the Municipal Office with Committee consultation. -Treasurer will provide timely updates from the General Ledger and/or as requested by the Treasurer of the committee The Committee will set goals for fundraising to offer existing or new programming, or enhanced equipment or capital purchases benefiting the facility or municipality.	Yearly
<u>Sales/Petty Cash</u> To be used for small purchases to reduce cash advances throughout the year.	Township  Committee	Operating funds for the facility will be obtained through budgeting. Allocation towards special events approved during budgeting. Prior to events petty cash cheques for floats or for bar are processed through request 1 week prior to the event.	Yearly  As required
<u>Property Grass cutting/Winter Maintenance</u>	Township  Committee	Township responsible for grass cutting & winter maintenance & garbage pickup. Committee responsible for sorting and placing their garbage in the allocated location for staff pick up	As required

<u>Hydro &amp; Telephone Internet</u>	The Township	Budgeted annually	
<u>Access</u>	The Township	Keys to the BLR Community Centre will be provided to the executive for distribution (3 total)	As required