



Ashburn Community Centre Board of Directors and Spencer Community Centre Board of Directors Terms of Reference

Number:	ToR-LB-05
Reference:	CMS 58-11
Date Approved:	November 21, 2011
Date Revised:	N/A
Approval:	Council
Point of Contact:	Supervisor, Facilities – Community Centres

1.0 Enabling Legislation

The Municipal Act provides the municipality with the authority to create advisory committees for specific purposes. The Town of Whitby Council has deemed it advisable to establish an Ashburn Community Centre Board of Directors and a Spencer Community Centre Board of Directors.

The Town of Whitby supports and acknowledges the value of internal and external committees. The creation, amendment and dissolution of boards and committees, and appointments to boards and committees, shall be conducted in a fair and equitable manner and in accordance with applicable legislation and procedures.

2.0 Mandate and Responsibilities

The purpose of the Boards is to oversee the day-to-day operations of the Ashburn Community Centre and Spencer Community Centre with respect to all related expenditures and revenue generated by programs and rental opportunities in partnership with the Town of Whitby.

2.1 Objectives of the Boards

- To provide programs to all Town of Whitby residents;

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- To enrich community spirit through involvement; and,
- To utilize Town of Whitby property for community activities.

2.2 The Boards are elected, approved and appointed by Council to provide direction in the following areas:

- Evaluate the recreational needs in the community as they pertain to the purpose of the Community Centre;
- Design and implement programs;
- Participate in the development and implementation of policies and procedures to maintain fiscal responsibility for the organization; and,
- Advise the Town of Whitby, and other governing agencies, on the policies and procedures of the Ashburn Community Centre's Board of Directors and the Spencer Community Centre's Board of Directors.

3.0 Lead Department

3.1 The Community and Marketing Services Department will be the lead for the Ashburn Community Centre Board of Directors and the Spencer Community Centre Board of Directors.

4.0 Membership and Composition

4.1 The Boards shall be comprised of residents of the Town of Whitby.

4.2 All residents of the Town of Whitby are entitled to be elected to the Ashburn Community Centre Board and the Spencer Community Centre Board but must be approved and appointed by Council.

4.3 Attend a minimum of 75% of the Board Meetings unless special circumstances warrant.

4.4 Be available to contribute time to special events and program demands.

4.5 Able to attend relevant Board training sessions, as offered by the Town of Whitby, to remain current with Town of Whitby policies and procedures.

#	Board Members	Member Type
7	Citizen Appointments	Voting

5.0 Member Qualifications

5.1 The following qualifications should be considered for appointing members to the Ashburn Community Centre Board of Directors and the Spencer Community Centre Board of Directors:

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5.1.1 Experience working on boards and committees.

5.1.2 Available to attend meetings.

5.1.3 Interest to provide direction for the administration of the Ashburn Community Centre and Spencer Community Centre.

6.0 Programming/Fees

6.1 All programs and fees shall be reviewed by the Boards annually.

6.2 The Boards shall determine the rent amount for the Ashburn Community Centre and the Spencer Community Centre.

7.0 Board Positions

7.1 Positions on the Boards must include the following: Chair, Vice-Chair, Treasurer, Secretary, Purchasing Agent, Rental Coordinator, Board Representative to the Town, and a Town of Whitby representative (non-voting member). Election of positions to be conducted yearly.

8.0 Duties of Elected Members

8.1 Chair

8.1.1 Chairs all Board meetings and working committees as needed. Assists with the agenda and information presented to the Board.

8.1.2 Leads and looks out for the best interests of the Board, volunteers and anyone involved in the Ashburn Community Centre and Spencer Community Centre organization.

8.1.3 Direct contact for the Town of Whitby and works with the Town of Whitby's Supervisor of Facilities.

8.1.4 Signing officer to the Board.

8.1.5 Other duties as required.

8.2 Vice-Chair

8.2.1 Shall assist in the duties of the Chair and assume all duties in the absence of the Chair.

8.2.2 Oversees the working committees that include special events, promotion, volunteer appreciation and donations and gifts.

8.2.3 Signing officer to the Board.

8.2.4 Other duties as required.

8.3 Treasurer

8.3.1 Shall pay all accounts. The Treasurer will be the main contact for accounts and investments with institutions.

8.3.2 Keeps an accurate record of all revenue and expenditures and provides written annual financial statements.

8.3.3 Shall work with the bookkeeper regularly.

8.3.4 Helps to create and implement the annual operating budget.

8.3.5 Prepares and submits yearly financial statements to the Town of Whitby.

8.4 Secretary

8.4.1 Prepares and maintains minutes and records of all Board meetings.

8.4.2 Reviews, monitors and verifies accuracy of the meeting minutes and circulates them to the members of the Board and the Town of Whitby Office of the Town Clerk as per the Boards and Committees Policy G030.

8.4.3 Creates and maintains a database of all volunteers.

8.5 Rental Coordinator

8.5.1 Schedules and coordinates public and private functions within the Community Centre, maintaining a monthly facility activities calendar, and updating the calendar as required.

8.5.2 Recommends the approval or denial of a facility rental for specific events by reviewing rental applicants and past rental experience.

8.5.3 Enforce rental costs and inform the requirements to the renter with regard to event timing, facility access and other requirements.

8.6 Board Representative to the Town

8.6.1 Direct contact for the Town of Whitby and works with the Town of Whitby's Supervisor of Facilities.

8.7 Town Staff

- 8.7.1 Supports the Board in its entirety, specifically focusing on the areas in need of assistance, as they arise. The Supervisor of Facilities efforts should be focused on representing the Town of Whitby's investment and interest in the Ashburn Community Centre and Spencer Community Centre as an advisory member of the Board.

9.0 Rules of Procedure

- 9.1 The Board will receive deputations at regular Board meetings based on the following:
 - a) Deputations must be submitted to the Secretary of the Board in written form one (1) week prior to the next Board meeting;
 - b) Only two (2) people may present a deputation;
 - c) The Board reserves the right to ask questions but may elect to receive the information and give a formal response at a later date; and,
 - d) Spectators attending deputations are not permitted to speak or may be asked to leave by the Chair, if the meeting is disrupted.
- 9.2 Meetings of the Board shall be held regularly on a bi-annual basis, unless otherwise specified.
- 9.3 The Board shall oversee the affairs of the organization and has the authority to fill any vacant position by means of a vote. The person elected to the position would be required to be subsequently approved and appointed by Council.
- 9.4 A quorum shall consist of 50% plus one (1) of the Board and must include two (2) of the following: Chair, Vice-Chair, Treasurer, Secretary, and Rental Coordinator.
- 9.5 Only members of the Board (Chair, Vice-Chair, Treasurer, Secretary, and Rental Coordinator) may vote at the Board meetings and the Annual General Meeting.
- 9.6 A simple majority vote of the Board members present shall be followed.
- 9.7 The election of the Board shall be held at the Annual General Meeting. Terms of office shall be 2 years.

- 9.8 The names of all known candidates will be made available upon request to the members one week prior to the election. All residents of the Town of Whitby are entitled to stand for election to the Board and to be approved and appointed to the Committee of Council.
- 9.9 A Board member may not instruct or be employed by the Board.
- 10.0 Annual General Meeting
- 10.1 The Annual General Meeting shall be held yearly and prior to the end of term. Terms are between February 1 to January 31 of the following year.
- 10.2 Annual General Meeting Agenda:
- a) Report of the Chair of the Board;
 - b) Minutes of the last Annual General Meeting;
 - c) Report of the Treasurer;
 - d) Report of the Rental Coordinator;
 - e) Report of the Town Representative; and,
 - f) Such other business deemed pertinent for the benefit of the community.
- 10.3 Notice of proposed amendments shall be made in writing two (2) weeks prior to the Annual General Meeting to the Chair.
- 10.4 Any proposed amendment presented at the Annual General Meeting, provided it meets all regulations of the Board, must be voted on, and/or may only be withdrawn from the meeting by the person proposing the amendment.
- 10.5 The Chair of the Board shall preside at the Annual General Meeting.
- 10.6 The official who will preside over the elections at the Annual General Meeting shall be appointed at a Board Meeting prior to the elections.
- 11.0 Personal Conduct of Members
- 11.1 Members are, at all times, expected to respect the personal rights of other members and staff.

11.2 The full Board may at its discretion suspend or terminate membership with a vote. If a member is terminated, the Clerk at the Town of Whitby would be notified accordingly to amend the Board membership information.

11.3 Where an official position or statement is required, the official spokesperson for the Board is the Chair or designate. No Board Member may speak publicly on an issue which requires the collective decision of the Board.

11.4 The Board shall only represent the community in matters that pertain to the purpose of the Ashburn Community Centre and the Spencer Community Centre.

12.0 Employment

12.1 The Board has the authority to set the compensation and job descriptions of the employees or contract positions of the organization.

13.0 Local Board

13.1 In order to meet the requirements of a Local Board, as defined by the Town's Procedure By-law, the Board shall submit the names of the Board members to the Town of Whitby Council to be approved and appointed as Board members after each Annual General Meeting. In addition, the Board shall comply with the Boards and Committees Policy (G 030).

This Terms of Reference is hereby approved by Council on this 21st day of November, 2011.