

Terms of Reference

Name:

Coboconk Railway Station Volunteer Management Committee

Mission:

To oversee and administer the continuing restoration of the Coboconk Railway Station as a heritage and cultural museum highlighting the significance of the Sheddon Area. To manage the Coboconk Railway Station facility with volunteers and in the most cost-effective way while maximizing community use of the facility and its surrounding lands.

Background:

Many of the City's Community Centres were built through volunteers and community fundraising. Initially, many of these facilities were managed by various Boards of Managements, Management Committees, etc., with sub-committees responsible for the various operations, such as catering, bar, programming within these facilities. With the amalgamation of the City, there has been some fear that communities will lose their 'local' identity and potential local access to services they currently enjoy.

The intent of these Committees will therefore be to allow for local community and volunteer driven operations at local community centers where there is an interest in operating in this manner. This will allow volunteers to have a meaningful role in their community while ensuring a more cost-effective way of operating such facilities. With 'local' management comprised of local area residents, there will also be the opportunity to promote and introduce new activities within the facility which will be of value to that particular area.

Objectives:

The Committee shall be responsible for continued restoration of the facility into a heritage museum and for the management and operations of the Coboconk Railway Station including building and grounds maintenance, invoicing and collections, promotions and programming for the facility. Where viable, self-sustainability will be an ultimate goal of the Committee. The committee shall ensure full access to the community center by all residents of the City of Kawartha Lakes, subject to facility availability and rental policies.

The Committee will abide by any terms and conditions which may be set out by the City's Council, CAO, Clerk, Solicitor, Auditor and/or Insurer for any activities relating to Committee business.

Composition:

The Committee shall be comprised of a maximum of nine (9) volunteer members consisting of nine (9) members of the public who reside within the general area of the

Coboconk Railway Station. Committee members will be appointed by Council in accordance with established policy. The local area Ward Councillor will be ex-officio on the Committee. The Committee shall appoint such executive positions as it deems necessary to ensure its operations but shall include as a minimum, a Chair, Vice-Chair, Secretary and Treasurer or Secretary/Treasurer. It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services.

Term of Appointment:

Unless exempted by legislation, members will be appointed to varying terms to a maximum of a three year term. An equal number of appointees will be for a one-year term and two-year term with the balance appointed to a three-year term for the first appointees. Successive appointments will be for a three-year term to ensure knowledge succession and that there be no complete turnover of membership in any given year.

Resources:

The Community Services Department, and in particular the Parks, Recreation and Culture Division, will provide support in the form of advice, day-to-day liaison with the City, updates on rental contract formats, grants, program and promotional ideas and initial assistance in their implementation to the degree resources are available. The Department will also assist in the preparation and submission of budget requests/grant submissions if needed.

Staff Assigned:

Staff from the Community Services Department will be available to assist the Committee as outlined under 'Resources' and to attend meetings of the Committee upon request.

Timing of Meetings:

Meetings will be held on a set day and time as may be determined by the Committee/Board or at the call of the Chair.

Reports:

Minutes of all meetings of the Committee/Board shall be forwarded to the Community Services Department and in turn will be forwarded to the appropriate Council Standing Committee for information purposes in accordance with established policy.

Administration:

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Kawartha Lakes. Council may, at its discretion, change the Terms of Reference for this Committee/Board at any time. Any changes proposed to these Terms of Reference by the Committee/Board shall be recommended to Council via the Director through a report to the appropriate Committee of Council.

Appointment of Officers:

The Coboconk Railway Station Volunteer Management Committee shall, at its first meeting in each year, elect from its membership a chairperson and a vice-chairperson. In the event that there is a staff liaison appointed pursuant to Staff Appointment, that person shall serve as the Secretary. In the event that there is no staff liaison, the Committee shall, at its first meeting in each year, elect from its membership a Secretary.

Meetings; Procedures:

The Committee shall hold a minimum of six (6) meetings in each calendar year. The Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. A copy of the Agenda shall be provided to the Clerk's office.

Procedures:

Meetings of the Committee shall be governed by Robert's Rules of Order, Procedural By-law and Legislation.

Closed Meetings:

The Committee may, upon affirmative vote of the majority of its members present at a meeting, determine to hold any meeting or part of a meeting as a closed session in order to discuss sensitive personal issues or legal matters. If the Committee elects to hold a closed session, all persons not entitled to vote (with the exception of the staff liaison, if any, and all persons excepted by the members) shall vacate the premises where the meeting is taking place. Closed meetings can only be held in accordance with Section 239 of the Municipal Act.

Conflicts Of Interest:

Members shall abide by the rules outlined within the municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Errors/Omissions:

The accidental omission to give notice of any meeting of the Committee to its members, or the non-receipt of any notice by any member, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any member of the Committee may at any time waive notice of any meeting.

Meeting Attendance:

Any member of the Committee who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations, by a report to Council for the removal of any member.

Location of Meetings:

The location of the meetings will be set by the Committee.

Purchasing Policy:

All Committees that have purchasing responsibilities shall follow the Procurement Policy of the City unless another purchasing policy has been endorsed by Council.

Budget:

Committees will not be responsible for a budget unless Council approves their budget and delegation of responsibility to the Committee through the Committee's Terms of Reference.

The City, through the Community Services Department, shall provide an operating amount for the Committee which will be the same as the amount budgeted originally in 2001 for that facility. In the event the Committee anticipates they will be operating at a greater deficit within a year, they shall advise the City by no later than October 1st of that calendar year so that adjustments may be made. In the event the Committee achieves a surplus in a given year, they shall keep this surplus; however, the City may adjust the next year's budget to address this. It is understood that both the Committee and the City are committed to trying to ultimately achieve a cost-neutral operation, where at all possible, for the benefit of all City taxpayers.

Volunteer Positions:

Unless approved by Council, as part of the Terms of Reference or establishing by-law, all committee members are considered volunteer positions. Mileage costs and other minor expenses related to committee activities may be eligible for reimbursement subject to budget approvals by Council.

Activities and Responsibilities:

The following are the activities and responsibilities of the Committee:

To oversee and administer the continued restoration of the Coboconk Railway Station into a cultural/heritage museum highlighting the significance of the Sheddon Area and the role in which trains played in this history.

To manage the day to day operations of the Coboconk Railway Station including building and grounds maintenance, invoicing and collections, promotions and programming for the facility.

To establish bank accounts separate from the City's in which to receive revenues and issues expenses related to the facility and to ensure that any such accounts include a minimum of two signators who shall be members of the Committee.

To ensure full access to the Coboconk Railway Station by all residents of the City of Kawartha Lakes subject to facility availability and rental policies.

To make recommendations regarding rental rates and capital initiatives in conjunction with the Community Services Department.

To prepare, each year a projected operating budget and work program for the succeeding year, for presentation to, and adoption by, Council during the budget presentation process.

To provide and make available to the City's auditors upon request and at least annually all financial records relating to both revenues and expenses made. Further, the Committee shall make any adjustments requested by the City's auditors in ensuring proper accountability to the City and to the community.

To work towards developing a self-sustainable organization.

Dissolution:

At the discretion of Council or upon the mandate of the Board/Committee being fulfilled, the Committee may be dissolved by resolution of Council.

Expulsion of Member:

The Committee may recommend to Council the expulsion of a member for reasons as listed, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; disrupting the work of the Board/Committee or other legal issues.