

BY-LAW NO. 2014

BEING A BY-LAW of the Corporation of the City of North Bay to establish "Terms of Reference" for the Recreation Committee and the Recreation Director.

Whereas by Resolution No. 58 passed on the 5th day of February 1962, City Council did authorize that Terms of Reference for the Recreation Committee and the Recreation Director be established by by-law

THEREFORE THE MUNICIPAL COUNCIL OF THE CITY OF NORTH BAY ENACTS AS FOLLOWS:

- 1. THAT the "Terms of Reference" attached hereto as "Schedule A" be the Terms of Reference for the Recreation Committee.
- 2. THAT the Terms of Reference attached hereto as "Schedule B" be the terms of Reference for the Recreation Director.
- 3. THAT this by-law shall be effective on the date of final passing thereof.

READ A FIRST TIME IN OPEN COUNCIL THIS 19TH DAY OF FEBRUARY, 1962
READ A SECOND TIME IN OPEN COUNCIL THIS 19TH DAY OF FEBRUARY, 1962
RULES OF ORDER WERE SUSPENDED AND BY-LAW READ A THIRD TIME AND FINALLY PASSED THIS 19TH DAY OF FEBRUARY, 1962.

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[Signature]
MAYOR

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[Signature]
CITY CLERK

SCHEDULE "A" TO
BY-LAW NO. 2014

RECREATION COMMITTEE
TERMS OF REFERENCE

1. The Recreation Committee as set up yearly by By-law No. 1943 of the City of North Bay, is responsible to City Council for the Recreational programme in the City of North Bay. The Committee is to carry out as wide and varied programme as facilities and budget will permit, and to cover as many age groups as possible.
2. The Recreation Committee reports to City Council through the Community Services Committee of City Council.
3. The Recreation Committee is also to be governed by By-law No. 1943.
4. The Recreation Committee as an agent for City Council, should implement policies approved by City Council. City Council wishes the Recreation Committee to use their initiative to develop new plans and policies, but before implementing them such plans and policies require the approval of City Council.
5. The Recreation Committee shall prepare, with the staff assistance, an annual budget, to be into City Council prior to date in the City By-law, February 28th.
An interim budget must be prepared to cover January 1 to April 30. This interim budget to permit changes in the winter programme and to be part of the annual budget. No expenditure may be made unless specifically provided for in the interim or annual budget. No over expenditure of budget items is permitted, unless prior permission has been granted by City Council to transfer from an unexpended budget item.
6. The Recreation Committee shall obtain approval from City Council for its permanent staff requirements; also to recommend the discharge of any employee.
7. The Recreation Committee shall assign the duties of the director, regulate the time, hours, and days of employment of director and staff.
8. The Recreation Committee on its first meeting after appointment in January shall elect a Chairman, a Vice-Chairman and as many committee Chairmen as necessary to carry out its programme, the names and duties of such sub-committees to be designated by the Recreation Committee. The Recreation Committee may appoint special committees from timeto time

The Recreation Committee may call upon advisory assistance.

The Recreation Committee may appoint sub-committees to administer any phase of recreation, setting out their duties and authority, and method of reporting. The Recreation Committee shall keep comprehensive, accurate, and carefully kept minutes of all meetings, with reports of committees, adopt rules of order, method of budget controls and disbursement procedure. Each account for payment must have two signatures; one must be a member of the committee so designated, the other be the director. Each account must be certified that the goods have been received and the price is fair and just.

9. The Recreation Committee may rent on a monthly basis, (yearly at most) any property deemed necessary to carry on a programme of recreation. The Recreation Committee may sublet any such property to a sub-committee or other groups for recreational purposes.
10. The Recreation Committee shall administer all City owned facilities assigned to it. These facilities to be operated efficiently in a manner to accommodate the most people.
11. The Recreation Committee shall not in itself or permit any Playground Committee, or any other sub-committee to incur a debt on behalf of the City which is not provided for in the annual city budget.
 - (a) When Capital funds for development are required in large amounts it is suggested that necessary funds be budgeted for this purpose in a given fiscal year, with different area or areas being developed in succeeding years, so as not to overburden the budget in any given year, and yet still provide for capital expenditure for development.
12. The Recreation Committee may assign to one of its members, or the Recreation staff, duties relating to public relations and release of information.
13. Leasing, granting of concessions, or other contractual arrangements, respecting uses of city owned property other than for specific recreational purposes require the approval of City Council.
14. The Recreation Committee, if requiring the services of other Municipal Departments, should address its request to the Chairman of Community Services Committee of City Council.

15. The Recreation Committee should recommend to City Council from time to time, its requirements of City land for playground purposes, or recreational purposes.
16. The Recreation Committee shall make recommendation to City Council for approval of any change in salaries or car allowances for Director or Assistant Director and staff.
17. The policy of the City of North Bay is to call for tenders on all expenditures over \$200. and to buy locally all requirements when the price is within 5%, and further, that all local firms be given equal opportunity to supply goods and services.

SCHEDULE "B" TO
BY-LAW NO. 2014

RECREATION COMMITTEE
TERMS OF REFERENCE
FOR DIRECTOR

1. The Recreation Director for the City of North Bay shall be directly responsible to Recreation Committee as appointed by the North Bay City Council under By-law No. 1943.
2. The Director shall put into effect only those policies and practices which have previously been approved by the Recreational Committee.
3. The Director shall administer an efficient recreation office for the City of North Bay, with supervision and assignment of duties of the personnel provided, to carry out directives as set out by Recreation Committee in accordance with the terms of reference as set out by City Council, and those City By-laws governing recreation.
4. (a) The Director shall account for all expenditure of funds in the Recreation Committee's Budget.
 (b) The Director shall keep records to control each Budget item account.
 (c) The Director shall assist in the preparation of a yearly Budget or an Interim Budget, and shall be available to assist the Recreation Committee to explain the same to City Council if requested so to do.
 (d) The Director shall turn over to the City Treasurer all funds collected on behalf of Recreation, not less than twice weekly.
5. The Director shall advise only the Recreation Committee about policies, problems and proposed action in the field of recreation in the City of North Bay.
6. The Director shall continuously survey existing indoor and outdoor facilities within the City of North Bay, cataloguing same with recommendation of use.

The Director shall also assess the recreational needs and interest throughout the City of North Bay, advising the Committee of his evaluations from time to time.

The Director shall, upon request of the Recreation Committee, act in an advisory capacity to assist community groups which require assistance in operating or initiating a recreational activity.

The relationship of the Director of Recreation to those sub-committees is important. If he makes advice and resources available to them, he should do so without interfering with their right of self-direction. In rendering service to these sub-agencies he should not become their servant to the extent that he is doing detail work for them, to the jeopardy of his job as a whole. His knowledge of the community in general, and his skill in specific fields should enable him to render valuable assistance to such sub-committees.

8. The Director shall, upon request of the Recreation Committee, provide Leadership training for part-time and full time recreation staff and for volunteer leaders of recreational activities within the City of North Bay.
9. The Director shall, upon request of the Recreation Committee, make such written or verbal reports as the Committee deems necessary.
10. The Director shall, when directed by the Recreation Committee, carry out such public relations assignments as are allotted.
11. The Recreation Director and staff, as civic employees, must exercise the duties of their office in accordance with accepted principles of allegiance including abstaining from active participation in civic politics.