

District of Barriere

# REPORT TO COUNCIL

## Request for Decision

<b>Date:</b> December 15, 2025	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> Deputy Corporate Officer
<b>Re: Dissolution of Legislated Recreation Committee and Establishment of New Recreation Working Group Committee</b>	
<p><b>Recommendations:</b></p> <ol style="list-style-type: none"><li><b><i>1. THAT Council formally dissolve the current legislated Recreation Committee established under Section 141 of the Community Charter; and</i></b></li><li><b><i>2. THAT Council adopt the 2026 Terms of Reference for the new Recreation Working Group Committee as presented and appoint Councillor Lodge (Chair), Councillor Mosdell, Glenda Feller, and Jen Crosman as members to the new Working Group Committee; and</i></b></li><li><b><i>3. THAT Council approve the Committee to apply to operate an independent bank account for day-to-day event and operational matters pertaining to the approved, annual Recreation Budget set by Council during the annual budget process.</i></b></li></ol>	

### Purpose

To seek Council approval to close the current legislated Recreation Committee and transition to a more flexible, non-legislated Working Group model that better reflects the operations of the Committee and supports streamlined financial processes.

### Background

The District's Recreation Committee was originally established as a Standing Committee of Council under Section 141 of the Community Charter and has operated under the 2022 Terms of Reference. Over time, the Committee's work has naturally evolved to focus on planning community events, providing recreation-related input, and coordinating with local organizations.

This progression has highlighted that a Standing Committee structure is not the most efficient or practical model for the type of event-focused work the Committee undertakes. A working group structure would better support the Committee's operational needs and promote volunteer engagement.

Additionally, the Committee's activities frequently generate numerous small operational receipts for events and supplies which increase workload for the Finance Department. Establishing an independent bank account, under Council authorization and with ongoing reporting requirements, would streamline financial management while maintaining transparency.

The Committee has drafted updated Terms of Reference for Council's consideration that align the structure with current operations and support more efficient processes:

<b>Section</b>	<b>2022 Legislated Terms of Reference</b>	<b>2026 Draft Terms of Reference</b>	<b>Key Adjustments/Notes</b>
Establishment / Purpose	Created as a Standing Committee of Council under Section 141 of the Community Charter. Emphasizes an advisory mandate to Council and CAO.	Establishes a Working Group Committee advising Council and delivering community events within the annual budget approved by Council.	Shifts from legislated Standing Committee to a Working Group model focused on events and advisory support.
Mandate / Scope	Broad advisory scope; Recreation issues, capital, grants-in-aid, coordinating with organizations, resolving recreation disputes and receiving submissions.	Streamlined scope; Provide advice, support event hosting, community engagement and coordinate with groups as needed.	Scope narrowed to reflect current operational activities; Grant-in-aid and dispute-resolution functions removed.
Membership	Structured as a Standing Committee; Includes Council appointments and term limits.	Clearly defined; 5 voting members (2 Council, 2 Public, 1 Staff) No term limits.	Term limits removed and structure simplified.
Member Expectations	Availability for 6-10 meetings a year; emphasis on recreation expertise.	Availability for 4-6 meetings a year; strong emphasis on participation in events and sub-committees.	Meeting commitments reduced and expectations shifted toward event delivery.
Chair / Vice-Chair	Internal election and term determined by Committee; formal Standing Committee format.	One-year term appointed each January and no limit on consecutive terms.	Added annual appointment schedule for a simplified process.
Meeting Procedures	Governed by Council Procedure Bylaw No. 100; formal minute-taking; quorum defined by Standing Committee rules; no expenditures without Council approval.	Governed by Council Procedure Bylaw No. 251; minutes provided through Council agenda process; quorum defined as majority; consensus decision-making.	More flexible procedures: consensus decision-making and modern procedure bylaw referenced.
Staff Support / Resources	Staff liaison responsible for agendas, meeting logistics, reporting to Council, orientation, and coordination with CAO.	Staff support capped at 25-30% FTE annually;	Adjusted to reflect Staff workload clarity.
Budget / Financial Management	No independent account; all expenses processed through District; Committee cannot incur expenses not already budgeted.	Independent bank account permitted; annual reporting to Council; donations reinvested; Council sets annual budget through normal budget process.	Independent bank account, event-focused budgeting and ongoing financial reporting to Council.
Communications	Members differentiate whether speaking personally or on behalf of Committee; media inquiries go to CAO.	Similar, but inquiries directed to Chair; reinforces internal communication clarity.	Minor update clarifying point of contact.

## **Summary**

Upon Council approval, the existing legislated Recreation Committee would be dissolved and replaced with a Recreation Working Group Committee, structured to reflect current practices and governed by updated Terms of Reference. Establishing an independent bank account would allow for clearer reporting to Council, more manageable financial processes for the Finance Department and simplified budgeting for the Committee.

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## **Benefits or Impact**

### **General**

The revised structure provides clearer expectations for members and better supports the Committee's role in delivering community events and recreation initiatives.

### **Finances**

The use of an independent bank account, supported by annual reporting requirements, will reduce routine administrative workload for the Finance Department.

### **Strategic Impact**

Priority #2: Fiscally Responsible Operations

Goal 2. – Develop a Strategy to mitigate cost increases and downloading pressures.

Actions to get us there:

- a. Seek opportunities to increase efficiencies.
- b. Seek opportunities to increase Staff development, capacity, and growth, to align with the current needs of the organization.
  - a. Organizational Structure review that enables and supports transparency, communications, community growth, and community livability, while ensuring that our statutory obligations are met.

The Results We Want to See:

- a. Business cases to align current and future operational needs to increase efficiencies and capacity is presented for Council consideration.

### **Risk Assessment**

Compliance: No legislative obligations are breached by dissolving a Standing Committee and replacing it with a non-legislated Working Group, provided Council approval.

Risk Impact: Low. Operations continue with improved governance.

Internal Control Process: Annual reporting and annual budget approval by Council ensures accountability, financial stewardship, and continued alignment with organizational goals. District staff worked with Committee to align Terms of Reference to needs of the District.

### **Next Steps / Communication**

- Upon Council approval, the legislated Committee would be dissolved, with the new Recreation Working Group Committee taking effect as of January 2026. Staff will proceed with applying for an independent bank account, and any unspent Recreation funds, within the 2025 budget will be transferred to this account once established. In 2026, the Committee will request its annual funding through the Regular Council budget process.

## Attachments

- Draft 2026 Recreation Working Group Committee Terms of Reference
- 2022 Recreation Committee Terms of Reference

## Recommendation

1. ***THAT Council formally dissolve the current legislated Recreation Committee established under Section 141 of the Community Charter; and***
2. ***THAT Council adopt the 2026 Terms of Reference for the new Recreation Working Group Committee as presented and appoint Councillor Lodge (Chair), Councillor Mosdell, Glenda Feller, and Jen Crosman as members to the new Working Group Committee; and***
3. ***THAT Council approve the Committee to apply to operate an independent bank account for day-to-day event and operational matters pertaining to the approved, annual Recreation Budget set by Council during the annual budget process.***

## Alternative Options

1. Council could choose to maintain the existing legislated Recreation Committee structure and direct Staff to continue operating under the 2022 Terms of Reference. All financial activity would remain within the District accounts and no independent bank account would be established.
2. Council could choose to request revisions to the proposed 2026 Terms of Reference and direct Staff to return with an updated draft for further consideration.

Prepared by:

J.Mosdell, Deputy Corporate Officer

Reviewed by:

D. Drexler, Chief Administrative Officer



# Terms of Reference

## Recreation Committee

### 1. Purpose

- 1.1 The Committee will act in an advisory capacity to Council and will be responsible for hosting community events within the budget as allocated annually by Council. Specific responsibilities of the Committee include, but are not limited to:
- a. Make recommendations to the District of Barriere on
    - issues pertaining to recreation programming, services and facilities;
    - recreation capital and operating budget items, policies, projects, events, programs, services, and fees & charges;
    - community engagement;
    - the coordination with other governmental agencies, groups and local organizations in the advancement of sport and recreation
  - b. The Committee will consider the needs of the entire community as well as special interest groups, community groups and sport organizations and;
  - c. Any additional related items as requested by Council or the CAO.

### 2. Membership, Appointment, and Term

- 2.1 The Committee shall consist of five (5) voting members;
- a. Two (2) Council members and one (1) alternate – appointed by Council;
  - b. Two (2) Public representatives - appointed by Council;
  - c. One (1) Staff representative – Appointed by the CAO
- 2.2 Committee members will have demonstrated background, experience and understanding of recreation and sport opportunities in Barriere and a commitment to work collaboratively to build an active and healthy community.
- 2.3 Members of the Committee will be appointed on the basis of availability, experience and expertise they can bring to the Committee, and not necessarily as representatives of particular agencies, organizations or groups. Representatives will reflect the diverse range of community knowledge and expertise, and consideration will be given to include representatives with expertise in relevant areas and represent various ages.
- 2.4 Members should be able to commit to attending approximately 4-6 meetings per year at approximately one and a half (1.5) hours in length each and to support event-related activities, including participation in working groups, sub-committees, and event-day support as required.

- 2.5 Council may, at any time, remove any member of the Committee by Council resolution and any member of the Committee may resign therefrom at any time upon sending written notice to the Chairperson of the Committee.
- 2.6 Committee members who are absent from three (3) consecutive meetings shall forfeit their appointment, unless such absence is approved by the Committee.
- 2.7 In the event of a vacancy during a regular term, the vacancy may be filled for the remainder of that term upon resolution of Council as soon as is convenient.
- 2.8 The term of each Member shall be two (2) years. There is no limit to the number of consecutive terms an individual may serve on the committee.
- 2.9 Members of the Committee shall serve without remuneration.

### **3. Chairperson and Vice-Chairperson**

- 3.1 The Chairperson and Vice-Chairperson shall be voting members of the Committee and shall be appointed by majority vote. The term of the Chairperson and Vice-Chairperson shall be one (1) year, with the appointment being made annually in January. There is no limit to the number of consecutive terms an individual may serve as Chairperson.
- 3.2 If any vacancy in the office of Chairperson or Vice-Chairperson should occur during the term for any reason, the members of the Committee shall immediately elect a voting member to fill the position for the remainder of the said term.

### **4. Meeting Procedures**

- 4.1 The Committee shall abide by the procedures and limitations included in the District of Barriere Council Procedure Bylaw No. 251, as amended or replaced from time-to-time, except as provided below:
  - a. Quorum - Over 50% of appointed members
  - b. Decisions by consensus of the appointed members present
  - c. Meeting Dates – Committee to determine the next meeting date at each meeting
- 4.2 The Committee shall meet at the call of the Chairperson in consultation with the staff member appointed to the committee.
- 4.3 Minutes of the Committee meeting will be recorded by the staff member and will be provided to Council through Regular Council Meeting agendas.
- 4.4 Members must abide by the conflict-of-interest provisions of the Community Charter, the provisions of the Procedure Bylaw, and Council Code of Conduct Bylaw. Members who have a direct or indirect financial interest in a matter under discussion are not

permitted to participate in the discussion of the matter. They must declare their conflict, state the general nature of their conflict, then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes. The member must not attempt, whether before, during, or after the meeting, to influence the direction on any question/issue in relation to the matter.

- 4.5 When speaking in public on an issue, Committee members must distinguish whether they are speaking as a member, as a representative of another agency or community group, or as an individual. Speaking on behalf of the Committee should be avoided and all inquiries should be directed to the Chair of the Committee.

## **5. Annual Tasks**

- 5.1 Review Terms of Reference and make recommendations of any changes to Council annually in January, if required.
- 5.2 On behalf of the District, organize key community events:
- a. Family Fun Night – February;
  - b. Volunteer Appreciation Event – April;
  - c. Welcome Summer Block Party – June;
  - d. Canada Day – July;
  - e. Movies and Music in the Park – July & August;
  - f. Halloween Fireworks – October;
  - g. Winterfest – December;
  - h. Any other event as approved by Council
- 5.3 Additional 'resource persons' (District staff, representatives of key organizations or subject experts) related to the Committee mandate may be called on an as-needed basis on the approval of the CAO to attend meetings from time to time, in an effort to assist the Committee in achieving their objectives.

## **6. Staff Resources or Support**

- 6.1 Staff will be allocated at a maximum of 25-30% of full time equivalent (FTE).

## **7. Budget**

- 7.1 For 2026 – An initial budget of \$15,000 will be allocated to the Committee and transferred to an independent account of the Committee.
- 7.2 Council may determine a different budget allocation annually.
- 7.3 The Committee:
- a. Authorized to operate an independent bank account for day-to-day and event operations matters;

- b. Must provide financial oversight of account;
- c. Must provide annual financial reporting to Council in January of each year, to include budget request for following year;
- d. Must reinvest any donations or proceeds into future events;
- e. Use Council provided funds for all aspects of hosting events, including advertising, materials & supplies, etc.

*Date of Council Adoption:* \_\_\_\_\_





## Terms of Reference Recreation Committee

### 1. Establishment

In accordance with Section 141 of the *Community Charter*, S.B.C. 2003, c.26, as amended, and by resolution of Council.

### 2. Mandate

The mandate of the Committee is to act as an advisory body to Council, the Chief Administrative Officer, and Officers of the municipality.

### 3. Scope

- 3.1 The Committee will act in an advisory capacity to Council and staff. Specific responsibilities of the Committee include, but are not limited to, the following:
- a. As requested, make recommendations to the District of Barriere on
    - issues pertaining to recreation programming, services and facilities;
    - recreation capital budget items, policies, projects, events, programs, services and fees & charges;
    - community engagement;
    - the coordination with other governmental agencies, groups and local organizations in the advancement of sport and recreation; and planning/programming as requested by the CAO
  - b. Receive submissions from community groups and make recommendations to the CAO and Council with respect to grants-in-aid given by Council for recreation based organizations;
  - c. Assist staff in bringing together informal groups to determine sport and recreation needs of the community; resolve disputes between community groups with respect to facility bookings/rentals, recreation issues and aid in cooperative planning;
  - d. Consider and make recommendations with respect to such issues referred to from time to time by the CAO or Council; and
  - e. The Community will consider the needs of the entire community as well as special interest groups, community groups and sport organizations.

### 4. Membership, Appointment, and Term

- 4.1 The Committee shall consist of membership appointments for standing Committees of Council as per the *Community Charter*, Section 141.

- 4.2 Committee members will have demonstrated background, experience and understanding of recreation and sport opportunities in Barriere and a commitment to work collaboratively to build an active and healthy community.
- 4.3 Members of the Committee will be appointed on the basis of availability, experience and expertise they can bring to the Committee, and not necessarily as representatives of particular agencies, organizations or groups. Representatives will reflect the diverse range of community knowledge and expertise, and consideration will be given to include representatives with expertise in relevant areas and represent various ages.
- 4.4 Council may, at any time, remove any member of the Committee by Council resolution and any member of the Committee may resign therefrom at any time upon sending written notice to the Chairperson of the Committee.
- 4.5 Committee members who are absent from three (3) consecutive meetings shall forfeit their appointment, unless such absence is authorized by resolution of the Committee.
- 4.6 In the event of a vacancy during a regular term, the vacancy may be filled for the remainder of that term upon resolution of Council as soon as is convenient.
- 4.7 The term of each Member shall be two (2) years. Members may serve on the Committee for a maximum of three (3) consecutive terms and must remain out of office for at least one (1) year before being reappointed to the Committee by Council.
- 4.8 Members of the Committee shall serve without remuneration.

## **5. Chairperson and Vice-Chairperson**

- 5.1 The term of the Chairperson and Vice-Chairperson shall be determined by the Committee and a formal resolution adopted by a majority vote. The Chairperson and Vice-Chairperson shall be voting members and shall be appointed by majority vote. Each Chairperson and Vice-Chairperson shall retain the position until their term expires, at which time re-appointment or appointment of a new Chairperson and Vice-Chairperson shall take place.
- 5.2 If any vacancy in the office of Chairperson or Vice-Chairperson should occur during the term for any reason, the members of the Committee shall immediately elect a voting member to fill the position for the remainder of the said term.

## **6. Meeting Procedures**

- 6.1 The Committee shall abide by the procedures and limitations included in the District of Barriere Council Procedure Bylaw No. 100, as amended.

- 6.2 The Committee shall meet at the call of the Chairperson in consultation with the staff liaison.
- 6.3 Minutes of the Committee meeting must be recorded and are to be signed by the Chairperson and staff liaison/recording secretary. Original signed minutes will be forwarded to the Corporate Officer for safekeeping. Original or draft minutes will be provided to Council by the Corporate Officer for review and receipt at a Regular Council meeting and posted on the District's website when adopted by the Committee.
- 6.4 No expenditures shall be made by the Committee, or any liability incurred, which is not specifically provided for in the annual budget of the municipality except with prior approval of Council.
- 6.5 Members must abide by the conflict of interest provisions of the Community Charter. Members who have a direct or indirect financial interest in a matter under discussion are not permitted to participate in the discussion of the matter. They must declare their conflict, state the general nature of their conflict, then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes. The member must not attempt, whether before, during, or after the meeting, to influence the direction on any question/issue in relation to the matter.

## **7. Staff Support**

- 7.1 The role of the Recreation Staff Liaison in supporting the Committee, includes:
- Booking meeting rooms and other needed resources;
  - Providing information and advice;
  - Requesting additional staff support/attendance as needed;
  - Developing and distribution agendas;
  - Promoting effective Committee functioning;
  - Ensuring Committee recommendations are communicated to Council through the Corporate Officer;
  - Ensuring follow up to action items produced at Committee meetings; and
  - Providing orientation to the work and role of the Committee to new members; and
  - Collaborating with the CAO and District staff for support, advice or direction when required.
- 7.2 Additional 'resource persons' (District staff, representatives of key organizations or subject experts) related to the Committee mandate may be called on an as-needed basis to attend meetings from time to time, in an effort to assist the Committee in achieving their objectives.

## **8. Public Relations**

When speaking in public on an issue, Committee members must distinguish whether they are speaking as a member, as a representative of another agency or community group, or as an individual. Speaking on behalf of the Committee should be avoided and media inquiries should be directed to the CAO.

*Date of Council Adoption:* \_\_\_\_\_