

## **Community Centre Committee**

### **Purpose:**

Maintains the hall so that the hall is efficient resource/facility for the village.

- a) Works with Operations staff to oversee the “running of the hall”. This includes overseeing the daily maintenance, upkeep and repairs, cleaning.
- b) Oversee the use of the hall by local groups, council and rentals.
- c) Make policies for recommendation by Council for hall use and rentals. Also involved in job descriptions for contract staff.
- d) Work with contractor on the above points –job descriptions, communication on what needs to be done.
- e) Look to future use/function of the building and surrounding grounds.

### **Governance:**

Committee is responsible to Parks, Culture and Recreation Board. Committee Chair is deemed to be the representative on the Park, Culture and Recreation Board. Council representative provides guidance and communication link to Council. Council representative does not vote on issues.

### **Members:**

- a) Committee shall be comprised of a least 3 property owners of the village and one council representative.
- b) Council shall approve committee members for a term of 2 years, with no limit on renewal.
- c) Chair and secretary appointed at the start of calendar year by committee members.

### **Functions:**

1. Identify what needs to be done i.e. routine jobs, repairs, upkeep, cleaning, building security.
2. Looking after hall rentals – recommending policies, execute these policies; “oversee” staff for these rentals (booked by administrator).
3. Communicate with staff as to what needs to be done for the maintenance of the building and surrounding area.
4. Communicate to staff and residents what is happening with/at the hall.
5. Beautification of grounds completed by committee or staff.
6. Formulate policy for the above.
7. Form “smaller” committees to oversee special projects.
8. Prepare annual operations budget and project requests for inclusion in Parks, Culture and Recreation Board budget submission to Council.
9. As requested by Council, make recommendations for rental or other charges.

### **Meetings and Reports**

- a) Committee meets monthly April-September –date determined by the call of the Chair. September – April meetings are at the call of the Chair or Council representative.
- b) There must be quorum present at each meeting. A quorum shall consist of at least 50% of the committee plus one.
- c) At the first meeting of the calendar year, the chairman and secretary of the committee shall be selected by a majority of committee members. Term of office shall be two years.

- d) Members absent from all regular meetings during a period of 3 months in which at least 2 meetings are held may result in disqualification for the committee.
- e) Representative report on committee activities at Parks, Culture and Recreation Board Meetings.

**Policies**

- a) Resident and non-resident rental fees and damage deposit charges for use of facility and equipment within facility are paid to the Administrator.
- b) Written request (Request for Use of Community Facilities form) for waiver of fees may be submitted to Parks, Culture and Recreation Board for approval. If approved by Board, recommendation will be submitted to Council for final decision to waive fees.
- c) Rental agreement and required payments must be in place prior to rental occurring.
- d) Committee will provide recommendations to Council on provision of contract services (i.e. cleaning). Only Council can enter into agreements for the provision of contracted services.