



# Tavistock & District Recreational Facilities Board

## Terms of Reference

### Name

Tavistock & District Recreational Facilities Board (TDRFB)

### Board Composition

- 5 Member Board
  - 2 Councillors (appointed by Council following election)
  - 3 Volunteer Public Members (3 year terms - staggered)
  - Mayor Ex-Officio
- Volunteer Public positions to be advertised locally
- Board members cannot be a member of the executive of any Facility User Group
- Board Secretary to appointed by the Board

### Mandate

- To provide high quality, efficiently operated recreational facilities for the community
- Operate, maintain, set consistent policy, budget and plan capital improvements for the following Township facilities:
  - Tavistock & District Recreation Centre (TDRC)
  - Tavistock Memorial Hall (TMH)
  - Tavistock Queens Park (TQP)
  - Tavistock Bender Subdivision Park (TBSP)
- Work with Recreational Program providers and other community groups to provide facilities required by recreational users

### Operating Details

- Engage and supervise contracted Facility Management personnel who provide day-to-day operation of the TDRC, TMH and parks
- Continue to operate the TDRC at break-even or better and attempt to bring the TMH operation to break-even or better
- Establish use/rental policies for all facilities
- Allocate blocks of facility time to user groups
- Promote facilities, individually and jointly
- Maintain a single contact point for facility provision
- Maintain consistent booking, financial, rental and administrative procedures for all facilities
- Attempt to create efficiencies through operational improvements

- Work with community recreational program providers to provide high quality recreational facilities for their programs
- Work with Township forces where appropriate and warranted
  - Ex. Grass Cutting – Township to continue Township wide tender, determine best option for park cleanup, snow removal, etc.
- Submit revenue and expenditure records to the Township for accounting purposes
- Report activities through provision of meeting minutes and reports to Council
- Establish annual budgets and contributions to/from reserves for all facilities subject to Council
- Obtain Council approval for the following:
  - Annual Operating and Capital Budgets for all facilities
  - Facility Management Contracts and extensions thereto
  - Significant policy initiatives and changes such as but not limited to subsidization of youth programs, policies that require a by-law passed by Council, policies that may conflict with existing Council policy or procedure
- Operate within Township approved budgets and policies
- Township Administration to provide financial reports and accounting information on a regular basis

Approved December 2001  
Updated March 2009