



# Tavistock & District Recreational Facilities Board

## Board Member Opportunity

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The Council of the Township of East Zorra-Tavistock is accepting applications from community and business minded volunteers to serve on the Tavistock & District Recreational Facilities Board. One position, for a three year term commencing June 1, 2010 is currently available.

The Board's mandate is to provide high quality recreation facilities for the community. The Board is responsible for establishing policy, procedures and budgets for operation of the Arena, Memorial Hall and Queens Park. Members of the Board are not permitted to hold an executive position with a facility user group.

If interested, please submit an application by **12:00 noon on Thursday, April 29, 2010**. Terms of Reference and Application Forms are available from the Township Office in Hickson, the Tavistock & District Recreation Centre Office or can be downloaded from the Township web site at [www.twp.ezt.on.ca](http://www.twp.ezt.on.ca). Applications must be submitted to the Township Office, Hickson on the Application Form or by way of a letter that includes all of the information requested on the application form.

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*All personal information is collected under the authority of the Municipal Act, R.S.O. 1990, c. M.45 and will only be used to determine qualifications for this position.*



# Tavistock & District Recreational Facilities Board

## Application Form

Name	
Address	
Phone Number	
Email	

Business Experience→
Community Involvement & Volunteer Positions Held→
Interest in Arena Operations→
Would you be available for regular meetings?→
<i>If you wish to add any additional information, please attach or write on the back of this form.</i>

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

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# 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