

Lardeau Valley Community Club

ATTACHMENT A

Playground Committee Terms of Reference

(Approved by Board Motion – March 2026)

Purpose To oversee the design, tendering, construction, grant compliance, and final reporting for the \$676,000 accessible playground and covered picnic area project, ensuring the project is delivered on time, on budget, and in full compliance with all grant requirements.

Membership

- Minimum of one (1) Director (who shall serve as Chair)
- Up to five (5) community volunteers
- Manager (ex-officio, non-voting) All members are appointed by Board resolution and serve at the pleasure of the Board.

Authority & Limitations The Committee has **recommendation authority only**. It may not:

- Approve contracts, expenditures, design changes, or budget adjustments
- Select vendors or contractors
- Make any unilateral decisions
- Direct staff or the Manager

All decisions, contracts, expenditures over \$1000, and grant reporting require formal Board approval by motion. This committee operates strictly under Policy Manual 1.7 (Board Committees) and has no executive or policy-making power.

Reporting

- Provide a written report plus specific recommendations at every regular Board meeting (or more frequently if requested).
- Submit all financial updates, grant reports, and progress photos through the Manager for Board review.

Manager's Role The Manager provides administrative support and project updates only. The Manager has **no authority** to make decisions on scope, vendors, design, expenditures, or grant matters without a prior written recommendation from this Committee **and** subsequent Board approval.

Meetings

- Monthly (or as needed)
- Quorum = majority of voting members
- Governed by Robert's Rules of Order (same as the Board)
- Minutes will be taken and submitted to the Board Secretary within one week.

Timeline & Dissolution The Committee will meet monthly until project completion. Upon submission of the final report and acceptance by the Board, the Committee will automatically dissolve at the next AGM or by Board motion, whichever occurs first.

Conflict of Interest & Conduct All members are bound by the Board's Conflict of Interest Policy (Policy 1.16) and Directors' Conduct Policy (Policy 1.3). Any perceived conflict must be declared immediately.