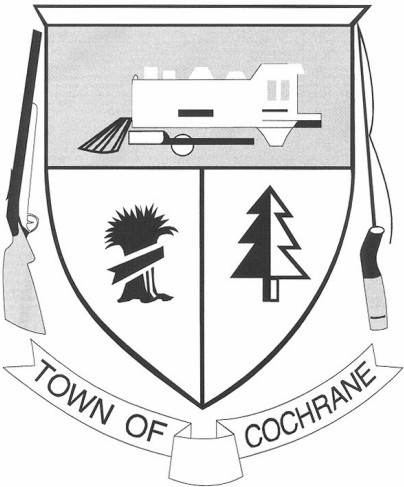


*PARKS AND RECREATION COMMITTEE  
MANDATE*



*May 14, 2010*

## 1) Mandate

The Parks and Recreation Committee is an **Advisory Committee** of Council, and shall be responsible for matters relating to parks, open spaces and recreational facilities, programs, events and services as follows:

Upon request of Council and/or staff;

Advises comments on and reviews information on the development of Parks, Open Spaces, Trails, Programs and Master Plans.

Assists the department in raising public awareness of the Town's parks, open spaces, trails and facilities to increase usage.

Advises and takes the leadership role in the development and implementation of community festivals and events including Summerfest, Winter Carnival and Canada Day

The Committee shall act as a public forum when requested by Council or staff to engage and provide public input to parks and recreation policies and proposals. This includes engaging parks and recreation user groups.

The Committee may raise items of interest or concern to the attention of staff and/or Council.

The Parks and Recreation Committee shall not be responsible for the following:

1. Daily operations of the Community Services parks and recreation facilities, programs and services.
2. Administrative matters including directions to staff.
3. Regular maintenance of parks and facilities.
4. Planning issues.
5. Budget and capital projects/issues.
6. Project/programs implementation.

### **Alignment with Corporate strategic goals:**

When the committee is called upon by Council and/or Staff the mandate shall meet with the following Corporate strategic goals:

1. To be accountable in everything we do.
2. To enhance our natural environment.
3. To continuously improve our programs and services.
4. To provide programs and services that are accessible.
5. To provide programs and services that are fiscally sustainable.
6. To ensure that our staff receives the same level of respect, commitment, and caring that they are expected to deliver to the community.

### **Deliverables:**

The Parks and Recreation Committee shall accomplish its mandate by:

1. Providing comments upon request to Council/staff on future potential recreational opportunities and development opportunities to be offered by the Town of Cochrane.
2. Convene and hear public delegations from the general public and user groups on issues related to parks and recreation program and facility development as requested by Council and/or staff.
3. Prepare an annual report to Council outlining the committee's achievements during the year.

### **Timeframe**

This Committee's mandate shall be examined every four years unless otherwise indicated by Council.

## **2) Type of Committee**

Citizen Advisory Committee

### 3) Membership and Roles and Responsibilities

- 1) The Parks and Recreation Committee is composed of the following ten (10) members:

<b>Role</b>	<b>Member Name</b>
Committee Chair	To be determined from committee
Vice Chair	To be determined from committee
Secretary	To be determined from committee
Youth Representative	One (1) member
First Nations Representative	One (1) member
Councilor(s)	One (1) member
Committee Member(s)	Seven (7) Citizens-at-Large
Departmental Representatives	Community Services Manager or Designate Other Municipal Representatives as Required

- 2) The composition of the Committee shall be reflective of our community and consist of gender equality as well as Francophone and Anglophone representation.
- 3) Council shall not favour any user groups with appointment to the committee.
- 4) The Chair, Vice Chair and Secretary shall be appointed by its members, annually. These positions must be non-Council member and non-staff member and elections shall take place during the first meeting after November 1 every year.
- 5) Where possible appointment to the Committee shall include representation from Cochrane Sports Council.

## **4) Qualifications**

Qualifications include the skills, knowledge, and experience committee members need to contribute effectively to the accomplishment of the committee's objectives. For this Committee the qualifications are as follows:

- Knowledge or interest in parks, open spaces, urban forestry, land stewardship, trails, recreation and sport facilities and programs, special events and festivals.

## **5) Meeting Schedule**

The number of meeting shall be sufficient to address the mandate of the Committee.

The Parks and Recreation Committee shall establish and publish monthly meeting dates and times and shall not change established dates and times unless circumstances warrant special consideration. Meetings shall commence no later than 7:00 pm and shall conclude no later than 10:00 pm

Three or more consecutive cancellations of meetings shall result in a report to Council for evaluation as to the Committee's mandate and functionality except in the following situations:

- Some committees may determine that meetings shall not be held during the summer months and possibly December to recognize holiday schedules as they relate to quorum requirements
- During a Municipal election year, meetings shall be cancelled where possible in the last quarter.

## **6) Reporting Requirements and Method**

### **Specific Requirements**

This Committee is established by Council and reports to the Committee of the Whole of Council.

Written reports/minutes from this Committee shall be submitted to the appropriate Committee of the Whole of Council after each meeting.

As a Committee of Council, the Parks and Recreation Committee must adhere to the Procedural By-Laws and Policies of the Town of Cochrane.

## **General Requirements**

All minutes or reports of meetings shall be circulated to Council for necessary action after each meeting.

This Committee shall provide an annual report to the Committee of the Whole of Council or to a special meeting of Council convened for the purpose of reviewing all Committee Annual Reports.

This Committee shall make recommendations to Council through the Committee of the Whole in response to a request from either Council or staff in the area of the Committee's mandate.

Committees may make recommendations on issues within their mandate for Council's consideration

## **Annual Report**

Committee mandates and achievements shall be included in the Committee's Annual Report and Work Plan.

## **7) Budget and Resources**

Upon approval of Council, an annual budget shall be placed in a reserve fund to assist the Committee with the sustainability of festivals and events. Any monies left in the reserve at years' end shall be kept in the reserve and enhanced by the annual allotment established and approved by Council.

Any further financial requirements above the annual budgeted amount must be identified and presented to Council for approval prior to the approval of the annual operating budget by Council.

All expenditures and revenues must be presented for approval to the appropriate authority of the municipality with all reports and documentation supporting such expenditures and revenues.

All festivals and events must present a budget for approval to the appropriate authority of the municipality prior to the event. As well, immediately following the event, the Committee must also submit a report outlining the actual financial statement, along with all documentation supporting expenditures to the appropriate municipal authority.

## **8) Code of Conduct**

All employees and volunteers will be guided by the Town of Cochrane's policies, procedures and legislation including the Occupational Health and Safety Act.

All staff and volunteers will refrain from personal harassment and workplace conflict behaviour, including offensive remarks or other actions that create intimidating, hostile or humiliating working conditions.

- Workplace conflict occurs when two or more parties have interests to some degree that are or can be perceived as being at odds which disrupts the cohesive relationships necessary for a productive and harmonious workplace.
- Personal harassment is any unwelcome behaviour, conduct or communications directed at an individual that is offensive to that individual. It is persistent and creates an intimidating, offensive or embarrassing work environment.

## **9) Registration of Volunteers**

The Parks and Recreation Committee must prepare a list of all volunteers to be utilized by the Committee and submit the list for approval to Council at the beginning of each year. Additions and/or deletions to the list of volunteers may be made at anytime during the year as long as the names of the volunteers are forwarded to Council for approval before the individual(s) participate in the act of volunteering.