



***Pictou Recreation and Parks Committee Policy
(April 18, 2011)***

Short Title

Pictou Recreation & Parks Committee (PRPC) Policy

Policy Purpose

To establish a Standing Recreation Committee, hereafter referred to as Committee, for the Town of Pictou in accordance with Section 24 of the Municipal Government Act.

Policy Presentation

Policy Objective:

The objectives of the Committee Policy are to:

- a. provide operational guidelines for the Committee to promote a productive working relationship between the Committee and Town Staff and the Committee and Town Council;
- b. have efforts dovetail to the Town's Integrated Community Sustainability Plan (ICSP);
- c. define the responsibilities of the Committee as a standing committee of Council;
- d. define the responsibilities of the Committee as a service deliverer of special events and beautification projects;
- e. determine the membership of the Committee; and
- f. set out the Terms of Reference for the Committee.

Role and Responsibilities of the Committee:

The Committee's mandate shall relate to:

- Recreation and leisure services;
- Parks, trails and green spaces;
- Recreation facilities; and
- Any other related matter referred to the Committee by Council or the Town's Chief Administrative Officer (CAO).

The Committee shall operate under two approaches:

1. To directly implement programs and events detailed within the Recreation Department's annual work plans. This may include but not be limited to:

- Christmas Light Up
- Winter Carnival
- Volunteer Reception
- Earth Day Events

2. Advise Council, upon request of Council and/or Town Staff, by providing input on:

- Operational policies of the department;
- Annual operational work plans; and
- Capital work plans.

In addition to the above approaches, the Committee shall:

- a. receive and at times request reports and information from the Director.
- b. receive and consider presentations on recreation and parks matters.
- c. make recommendations to Council, taking into consideration the Town's ICSP.
- d. provide input into any proposals prepared by the Department.
- e. monitor the effectiveness of existing policies.
- f. provide an annual written report on work plan outcomes to Council on or before July 31 of each year.

Pursuant to provision 32 of the Municipal Government Act, the Director is accountable to the CAO. As a Department Head the departmental employees are accountable to the Director.

The main interaction between the Committee and Council is through Council's consideration and approval of annual work plans; and through receiving advice and input on policy and project related matters.

After Committee input is received on matters of policy and projects, draft items are channelled through the Director and in turn the Chief Administrative Officer for tabling with Council for their consideration.

Terms of Office:

The Committee shall consist of no more than eleven members and no fewer than five members.

Two of these members shall be current Town Councillors appointed to the committee by the Mayor. Citizens shall be appointed to the Committee by Town Council. In general, members of the Committee should be representative of citizens with interests in the areas of recreation, community involvement and improvement. At least one of the members should be a student.

Members of the Committee will be appointed for a minimum term of three years, or until he/she resigns. All terms shall be staggered.

Retiring citizen members shall be eligible for reappointment, but in no instance shall serve more than three consecutive terms.

All members shall remain in office until their respective successors are appointed. In the event of a vacancy, the person appointed to fill such vacancy shall hold office for the remainder of the term where the vacancy has arisen, and shall be eligible for reappointment at that time.

Every member of the Committee who has not been in attendance at three consecutive meetings shall forfeit their position unless their absence is caused by illness or is authorized by resolution of the Committee and noted in the Committee minutes.

All members of the Committee will serve without pay.

The Town of Pictou Recreation Director and / or a designate shall attend all Committee meetings and shall provide administrative control and support to the Committee required to complete some of the projects and special events under the responsibility of the Committee.

Offices:

The Chairperson shall be elected by the Committee members for a three year term. Retiring Chairpersons are eligible for reappointment, but in no instance shall serve more than two consecutive terms.

Operating as a standing Committee of Council, it shall be a Town staff (ex-officio role) responsibility to record and maintain minutes in the Town minute book.

Meetings:

A majority of the current members of the Committee shall constitute a quorum for the purpose of regular meetings. No official business of the Committee shall be conducted without the aforementioned quorum.

Members not voting on a question are deemed to have voted in the negative. The Chairperson shall have a vote on all questions. In the event of a tie, the motion shall be lost.

Regular meetings of the Committee shall be held at least eight times a year, the time and place of such regular meetings to be determined by the Committee.

Special meetings of the Committee may be called on forty eight hours notice by the Chairperson, or at the request of any three members of the Committee.

Meetings of the Committee shall be held in a place accessible to the public in the Town of Pictou, and shall be open to the general public with the exception of topics listed under provision 22 of the Municipal Government Act. The Committee shall post public notice and agendas of all meetings at least forty-eight hours prior to the date of the meeting via the Town Web site and at the Town Office.

Pursuant to provision 31 (2) of the Municipal Government Act the Town's Chief Administrative Officer may attend meetings and make observations and suggestions on any subject under discussion.

Any person or group who wishes to appear before the Committee shall give five days notice of such appearance to the Chairperson and/or the Recreation Director.

Adhoc Committees:

The Committee may appoint adhoc committees to deal with any special matters or projects coming within the scope and jurisdiction of the Committee.

Financial Responsibilities:

Budget updates will be provided quarterly by the Director for perusal and comment. The Committee will be informed of the budget(s) approved for use to implement the projects and special events the Committee is responsible for.

Neither the Committee nor any member of the Committee has any power to authorize any expenditure to be charged to the Town of Pictou or to pledge the credit of the Town for any member without the written approval of the Town of Pictou.

Clerk's Annotations

<u>Clerk's Annotation for Official Policy Book</u>	
Date of Notice to Council Members of Intent to Consider [7 days minimum]:	<u>April 4, 2011</u>
Date of Passage of Current Policy:	<u>April 18, 2011</u>
I certify that this Policy was adopted by Council as indicated above.	
<hr/> Scott Conrod C.A.O. / Town Clerk	<hr/> Date