

DRAFT (2016-09-12)
THE CORPORATION OF THE MUNICIPALITY OF ST.-CHARLES
YOUTH, OUTDOOR, PLAYGROUND, ADVISORY COMMITTEE (YOPAC)
TERMS OF REFERENCE

Purpose:

The purpose of the YOPAC is to advise the Council of the Corporation of the Municipality of St. Charles on the feasibility, project scope, financing, and scheduling of a

- Splash Pad (phase 1)
 - Skate Park (phase 2)
 - and other future projects
- } the project

in the Municipality, as well as the operating model and implications to Municipal costs and operations.

Mandate:

The Committee was confirmed by Council resolution at its meeting of April 20th, 2016.

The Committee's mandate includes:

- To develop and document the project, including project scope and design, identification of users and positive municipal impact, capital budget, annual net operating costs, revenue sources
- To identify funding sources and to participate in submission of funding applications for grants, foundation contributions and other donors
- To provide progress reports and/or complete project report to Council periodically or as requested by Council.

Should Council authorize the project to proceed, the Committee shall:

- provide input and assistance to municipal staff in the design/build/implementation of the project
- provide input and assistance to municipal staff for the operationalization of the project

Composition:

No less than 1 and no more than 2 members of Council.

No less than 1 and no more than 6 members of the St-Charles Special Events Sub-Committee.

No less than 1 and no more than 2 staff members, excluding the recording secretary.

No less than 1 and no more than 4 members of the Community.

Chair:

The Committee will be co-chaired by a member or Council and an elected representative of the remaining members other than municipal staff.

Resources and Budget:

Existing municipal equipment, website, materials, rooms and staff will be reasonably made available to YOPAC. Any funding, extraordinary or otherwise must be requested from Council who may grant or deny such request.

The Committee will work with the support of Municipal staff to develop a project model identifying

- A comprehensive cost budget to implement the Project,
- A funding budget identifying sources of revenues and probabilities of success, grants, including timing of revenues
- Identification of all incremental annual operating costs and revenues and the net cost to the Municipal operating Budget

No money shall be spent on the development or implementation of the Project without the direct approval by Council.

Recommendation for the Establishment of Reserve

- A reserve account will be established for YOPAC Projects,
- The funds available for YOPAC projects will remain in the said account,
- As there are multiple projects that will span many fiscal years, the remaining funds for the project will transfer yearly into said account,
- The municipality shall provide a monthly bank statement to YOPAC for said account,
- Should the Project not proceed, the Reserve Funds would be repurposed for other recreational projects as determined by YOPAC.

Governance:

2/3 majority vote required for all resolutions. The Committee will not have authority to adopt by-laws. All current legislation, regulation, policy etc. must be followed by the Committee. All Committee meetings will be public (unless provisions for exemption as stated in the Municipal Act apply) and will be in accordance with legislation, regulation, policy etc. that applies to Council.

Additional Notes:

YOPAC will report its activities in writing to the Parks and Recreation Committee, the Committee of the Whole or any subsequent Municipal Standing Committee as deemed for this purpose in the Procedural By-law.

Communications outside of meetings will be conducted in keeping with legislation, regulation, policy etc. that applies to Council, i.e. phone or email.

Shared information, such as plans, drawings, estimates, minutes, communications of all types, and contact information will be stored / archived in accordance with the Municipality's policies and procedures and shall be a record of the Clerk.

Municipal policies and by-laws will be observed.

YOPAC may provide recommendations to Council, via written report, regarding any changes to these Terms of Reference, to be at the discretion of Council for approval.