

APPENDIX “A” TO BY-LAW NUMBER 1018-2014

THE CORPORATION OF THE TOWN OF COCHRANE

COCHRANE VOLUNTEER DEVELOPMENT & RECOGNITION BOARD

TERMS OF REFERENCE & MANDATE

1. Cochrane Volunteer Development & Recognition Board

- 1.1 A municipal Board to be known as the “**Cochrane Volunteer Development & Recognition Board**” hereinafter referred to as “the Board” is established as a Municipal Board in accordance with the Municipal Act.
- 1.2 The Board shall abide by and be subject to all Municipal Policies, rules and regulations.
- 1.3 The purposes of the Board are:
 - 1.3.1 Subject to the powers and authorities of Council and the legal requirements of the Municipal Act, to generally report and take direction from the Recreation Board.
 - 1.3.2 To have the people of the community serve as the strategic planners of volunteer development and recognition.
 - 1.3.3 To re-energize the volunteer workforce in the community.
 - 1.3.4 To develop a reliable and inspired volunteer workforce for the municipality and community volunteer based organizations (VBO's) to rely upon for assistance with community events and activities.
 - 1.3.5 To regularly recognize and celebrate the accomplishments of community volunteers, champions and heroes from past and present.
 - 1.3.6 To assist other private and/or separately organized recreation and special events programs by providing timely access to organized volunteers in the context of this terms of reference.

2. Composition

- 2.1 Subject to section 2.1.1 below, The Board shall consist of **nine (9)**, members recommended by the Board and appointed by Council resolution, each of whom shall be a person qualified to be elected or to hold office as a member of Council.

- 2.2 At the discretion of Council, Up to **two (2)** members may be a **Council member**.
- 2.3 The Board and Council, when appointing Board members shall ensure that a balance exists with the membership between user groups and citizens of the community.
- 2.4 The **Chair** of the Board shall be appointed by council, in accordance with the Procedural By-law, annually. The Chair does not have to be a Council member and appointment shall take place during the first meeting after November 1 every year.

3. Term of Office

- 3.1 With the exception of appointments to the first Board, the Council member(s) shall have a term subject to the Municipal Procedural By-Law but in any event shall not extend past the end of the term of office of the appointing council.
- 3.2 For the purposes of continuity, the non-council members will have a term equal to the term of the appointing Council, unless the Board rules otherwise on a case by case basis.

4. Number of Meetings Each Year

- 4.1 The Board shall meet at least twelve (12) times every calendar year and, in addition, at any time at the request of a majority of the members of the Board or at the call of the Chair.

5. Vacancies; Removal

- 5.1 Subject to subsection 3.2 above, each member of the Board serves at the pleasure of the both the Board and the appointing Council.
- 5.2 A member of the Board who is a member of Council ceases to be a member of the Board if he or she ceases to be a member of Council.
- 5.3 A member of the Board may resign from office by providing notice in writing to the Board.
- 5.4 If the seat of a member of the Board becomes vacant, the Board shall:
 - (1) Declare the seat to be vacant at its next meeting or, if the vacancy occurs as a result of the death of a member, at either of its next two meetings; and

(2) Immediately nominate another possible appointee and forward a copy of its declaration to Council for re-appointment at the earliest opportunity. If the Board doesn't have the minimum required members to function, the Board and Council will expeditiously appoint a new member to the Board.

5.5 In the case of a vacancy for any cause, the person appointed to fill the vacancy shall be qualified to be appointed and shall hold office for the balance of the term for which his or her predecessor was appointed.

5.6 Any member of the Board who fails to attend two successive scheduled meetings of the Board, with no just cause, shall be subject to forfeiting his or her appointed seat at the discretion of the Board, and if such is the case, the Board and Council shall appoint a person to fill the vacancy in accordance with section 5.5 above.

6. Reappointment

6.1 A member is eligible for reappointment on the expiration of his or her term if he or she continues to be a person qualified to be elected as a member of Council and meets the requirements of any applicable policies adopted by Council with respect to appointments to Town of Cochrane Agencies, Boards, Commissions and Special Purpose Bodies.

7. Open Meetings; Quorum

7.1 All meetings of the Board shall be open to the public except where a meeting may be closed to the public by the *Municipal Act*, or applicable legislation.

7.2 A person may be expelled from a meeting for improper conduct at a meeting.

7.3 A majority of the members of the Board constitutes a quorum.

7.4 The Board proceeding shall be as outlined and in accordance with Council's Procedural By-law.

7.5 All Board members shall adhere to Council's Code of Conduct.

8. Minutes; Records

8.1 The Board shall keep minutes of its meetings and shall forward copies of the minutes and proceedings to every member of the Board, to the Municipal Council and the Chief Administrative Officer, in a timely manner.

- 8.2 The Board members shall nominate a Secretary who shall retain and preserve the records of the Board including resolutions, minutes, and proceedings of regular, special or Board meetings. Such records will be retained and preserved in accordance with the record retention period established by Council and approved by the Auditor.

9. Administration, and Other Persons

- 9.1 Administration for the Board shall be provided through the office of the Town CAO.

10. Powers and Duties; Limitations on Delegation; Consents

- 10.1 The members, while carrying out their mandate shall have regard for the organizational structure of the municipality and shall not provide specific direction to the Town staff. Such direction is only to be provided by the Director of Community Services, or the CAO. In addition, members shall not become involved in staff work or direct staff in the performance of their duties. Such direction is to only be provided by the Town.
- 10.2 Subject to the limitations and conditions in this section (including Municipal Act conditions relating to matters requiring the consent and approval of Council) the following terms are to be exercised, in all respects, in accordance with this mandate and all legal requirements, including those of the Municipal Act and Procedural By-law. In the event of a conflict, the Municipal Council will have final discretion:
- (1) Manage a municipal account set aside for the purposes of the Board fulfilling this mandate that is subject to the conditions of this mandate.
 - (2) The Board's financial administration functions will be performed by the Town, taking recommendation from the Board.
 - (3) The Board will recommend to the Town how finances are expended and how revenues are generated.
 - (4) The Board and the Town shall work together to determine financial reporting protocols, and shall have these protocols confirmed by Council.
 - (5) All revenue generated by the Board will be placed into this account and managed collaboratively between the Board and the Town in accordance with this mandate.
 - (6) Create a database of volunteers including all pertinent contact information and preferences that can be used to effectively pool, organize and filter volunteers for dispatch in the community.

- (7) Develop tools to schedule and organize volunteers effectively.
 - (8) Develop a program to evaluate and select volunteers, champions and persons of interest from both past and present to be recognized for their dedication, commitment and accomplishments as they pertain to making our community a better place to live.
 - (9) Establish effective advertising and community awareness of the programs and tools being developed and to promote community collaboration on the development and recognition of volunteers in our community.
 - (10) The development of annual and long-range visions, strategies and plans that require annual confirmation by the Recreation Board and Council.
 - (11) Any changes required outside of the annual plan require confirmation of the Recreation Board.
 - (12) Consider and report on such matters as may from time to time be referred to the Board by Council or the Recreation Board.
 - (13) All Board members must act in the best interest of the Town and the community as a whole, without conflicting, circumventing, or discrediting the authorities and credibility of the town and Council.
 - (14) Board members shall work to identify, create and promote partnerships and liaise with community groups, organizations and individuals in the delivery of the obligations of this mandate.
 - (15) Board shall speak with one voice and all decisions arising from Board meetings and approved by Town shall be supported as decisions of Board.
 - (16) If operating and capital plans and budgets are required, to provide such by, or before, the 31st day of October of each year or as otherwise directed by the CAO from time to time, which includes the following:
 - 16.1 The Board shall, at the times and in the form requested, promptly provide the Council of the Town of Cochrane with information requested by the Town relating to its purposes.
 - 16.2 Any other recommendations the Board wishes to make to the Recreation Board or Council.
- 10.3 The Board Chair will meet quarterly with the Recreation Board and provide the following:

- (1) A progress and financial report;
- (2) A projection of upcoming events and any revisions to the events calendar;
- (3) Any updates or discussions required for the Board and Council to implement this mandate.

10.4 The Board Chair will meet regularly with the Town CAO and provide the following:

- (1) A projection of up coming events and any revisions to the events calendar;
- (2) Any updates or discussions required for the Board and Council to implement this mandate;
- (3) Any requests for staffing assistance and involvement in implementing this mandate.

11. Budget; Business Plan; Annual Report; Fees and Charges

11.1 Notwithstanding Section 12, the Board shall submit its annual operating and capital budget in the form, and at the time, required by the Treasurer. Through the Town C.A.O. the Board shall also provide direction with respect to grants, fees and charges necessary to support related expenditures.

12. Review

12.1 The Municipal Council of the Corporation of the Town of Cochrane shall, by November 30th of each and every year (starting November 30, 2013) conduct a review of the Board's mandate and by January 31st approve its annual budget.