



CHESTERMERE

Policy Name: Recreation Committee Terms of Reference

Policy Number: 853

Effective Date: February 10, 2026	Approved By: Mayor & Council
Policies Amended / Rescinded: Policy #853 – Mayor’s Task Force for Recreation	Policy Type: Council

I. Purpose

1. The purpose of the Recreation Committee is to provide strategic advice, and support to Council related to the delivery of municipal recreation services in Chestermere with the specific intent to:
 - a. Support the planning and development of new and/or improved municipal recreation facilities and amenities within the Chestermere region;
 - b. Support the City’s efforts to coordinate and leverage recreation services delivered in Chestermere, and the surrounding area;
 - c. In collaboration with Administration, further the development of municipal recreation plans (e.g. Recreation Master Plan), and follow through on the approved aspirations outlined in these plans; and
 - d. Represent the community through approved community liaison activities on recreation topics.



CHESTERMERE

II. Policy

1. The Recreation Committee must follow guidelines and procedures outlined in Bylaw #042-25, being the Committee Bylaw, or its successor.
2. All advice and recommendations must be consistent with the Municipal Development Plan, the *Municipal Government Act, RSA 2000, c M-26*, Council's Strategic Vision, and other relevant Council Bylaw or Policies.

III. Responsibilities

1. Recreation Facility Development:
 - a. Make recommendations to Council regarding strategies and goals as it pertains to potential investment in and development or re-development of recreation plans, facilities, and amenities.
2. Delivery of Recreation Services:
 - a. Support the City in achieving the goals set out in Council's mandate that pertains to the delivery of recreation plans, partnerships, services and programs in Chestermere, and the surrounding area; and
 - b. Advocate for recreation at a local and regional level according to Council's direction.

IV. Membership Composition

1. The Recreation Committee will be appointed by Council Resolution and will consist of the following Members:
 - a. Six to eight Public Members who reside in Chestermere;
 - b. Up to three Council Members, Council Members who are not appointed to this Committee may be ex-officio Members; and
 - c. Up to two City staff.
2. It is preferred that Members of the public be selected based on their background and expertise in areas such as recreation management, facility development, finance, partnership development, intergovernmental relations, and strategic planning.



CHESTERMERE

The Chair and Vice-Chair of the Recreation Committee will be appointed by the Committee in accordance with Bylaw #042-25, or its successor.

V. Term

1. The term of Membership shall be in accordance with Bylaw #042-25, being the Committee Bylaw, or its successor.

VI. Meetings

1. Members will meet regularly on a scheduled basis (typically monthly) and may hold additional meetings as necessary. Meetings may be conducted in person or virtually, as determined by the Committee Chair.
2. Although sub-committees may be formed from time to time, it is understood that all Members of the Committee will meet on a regular basis to establish and implement a workplan and ensure strong communication/collaboration.

VII. Confidentiality

1. Members shall respect the confidentiality of discussions and information shared during meetings. All Members must adhere to the *Access to Information Act (ATIA)* and *Protection of Privacy Act (POPA)*, ensuring transparency in operations while safeguarding personal information. Members must also respect the confidentiality of sensitive organizational information.

VIII. Evaluation

1. Members may complete periodic or end-of-term self-evaluations and group evaluations considering their progress, contributions, and impact as it pertains to their responsibilities.

IX. Amendments

1. The Terms of Reference may be amended by City Council upon recommendation from the Mayor or Committee Members.



CHESTERMERE

X

Mayor, Shannon Dean

X

Chief Administrative Officer, Kent Edney

Last Review Date: February 10, 2026

Next Review Date: February 2030

Revision History (Completed by Legislative Services):		
Policy Title	Date Approved	Resolution Number
Policy #853 – Recreation Committee Terms of Reference	February 10, 2026	260210-09
Policy #853 - Mayor’s Task Force for Recreation	August 27, 2024	240827-08