

Capital Area Recreation Inc Standing Committee

Committee: Climate Change

Revision: January 18, 2022

Committee Structure:

1. Chair Shawn Murphy
2. Director – Mike James
3. Staff Resource – Administration Manager

Quorum Requirement:

- The Chair or designate and one voting committee member
- Staff Resource

Terms of Reference

To act as the recommending body to the Board of Directors on all climate change related projects and initiatives including the following:

To develop climate change targets for the operations as it relates to Federal requirements and timelines.

To identify strategic priorities for capital and operational budgets that pertain to established climate change targets.

To develop and update the capital asset management plan as it pertains to climate mitigation.

To develop policy(s) as it pertains to energy efficiencies/green initiatives in the day-to-day operations.

To assist staff in seeking resources and grants to assist in advancing energy related goals.

To research best practices in similar facilities in the region and across the country.

To ensure that all strategic planning includes climate change related objectives.

Capital Area Recreation Inc Standing Committee

Revision: November 08, 2021

Committee: Diversity and Inclusion in the Workplace

Committee Structure:

1. Chair – Wayne Long
2. Director – Donna Profit
3. Staff Resource – General Manager

Quorum Requirement:

- The Chair or designate and one voting committee member
- Staff Resource

Terms of Reference

To act as the recommending body to the Board of Directors on all matters related to the implementation and oversight of the Diversity and Inclusion policy(s) with a commitment to strategically leading the industry with initiatives that create and sustain a diverse and inclusive environment for employees and patrons , demonstrating measured change in our day to day business as well as our strategic planning.

including the following:

To identify workplace events/initiatives that will promote greater awareness and empathy for all employees and guests in the facility.

To work with the Human Resources Committee and the General Manager to ensure that all hiring practices support and encourage a diverse pool of applicants.

To seek out resources in the community that can deliver training/educational opportunities for all staff on the general principles of diversity and inclusion.

To cultivate and maintain organizational and community relationships that support an inclusion strategy.

To partner with stakeholders to deliver events and activities that enhance diversity and inclusion in the community.

To conduct an accessibility review of the programs and venue to address any existing barriers and gaps to delivering services to all patrons.

Capital Area Recreation Inc Standing Committee

Revision: November 08, 2021

Committee: Finance and Risk Management

Committee Structure:

1. Chair – Kim O Connell
2. Director – Lokesh Purbia
3. Staff Resource – Finance Manager

Quorum Requirement:

- The Chair or designate and one voting committee member
- Staff Resource

Terms of Reference

To act as the recommending body to the Board of Directors on all fiscal matters including the following:

To review the annual draft audited statements for presentation at the Annual General Meeting of the CARI Board of Directors.

To identify strategic priorities for capital and operational budgets.

To develop and update the capital asset management plan.

To review the annual operational and capital budgets for consideration of the Board.

To identify funding opportunities for capital work.

To carry out an internal audit on processes and policies as required through a lens of fiscal and risk management.

To review Tenant agreements at renewal dates and make any recommendations for increases in rates and charges.

To review services and make recommendations on all related fees and charges on an annual basis.

To monitor cost recovery levels and make recommendations on systems adjustments.

To make recommendations on appointments of auditors; legal services and insurance agents.

To ensure that procurement policies are adhered to.

Capital Area Recreation Inc Standing Committee

Revision: November 08, 2021

Committee: Human Resources

Committee Structure:

1. Chair – Sue Connolly
2. Director – Halbert Pratt
3. Staff Resource – General Manager

Quorum Requirement:

- The Chair or designate and one voting committee member
- Staff Resource

Terms of Reference

To act as the recommending body to the Board on all matters related to staffing, including the following:

To hire and carry out the performance management of the General Manager

To conduct a periodic review of salaries and benefits as required.

To develop and/or update HR policy as required.

To ensure that policies and procedures are being followed in the workplace with respect to occupational health and safety; the employment standards act and workers compensation regulations.

To ensure that all employment related policies and procedures provide equal opportunity regardless of age, color, creed, ethic or national origin, family or marital status, physical or mental disability, political beliefs, race , religion, gender, sexual orientation or source of income.

To make recommendations on organizational restructuring as required.

To lead on succession planning strategies for the workforce.