

RESOLUTION NO. 2656-10

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR
RESCINDING RESOLUTION NO. 418-95 AND AMENDING THE
ESTABLISHED PARKS AND RECREATION COMMISSION ROLES
AND RESPONSIBILITIES INCLUDING THE APPOINTMENT
AND REMOVAL OF MEMBERS**

WHEREAS, on April 5, 1992, the Windsor Town Council established a Parks and Recreation Advisory Commission to serve in an advisory capacity to the Town Council for the purpose of park planning and development, recreation activities, programming and leisure and Parks and Recreation; and

WHEREAS, on April 5, 1995, the Windsor Town Council superseded Resolution No. 92-92 with Resolution No. 418-95; and

WHEREAS, on May 17, 1995, the Windsor Town Council established a Windsor Teen Advisory Council in an effort to represent the interests of youth and teens in Windsor; and

WHEREAS, on May of 2003, the Windsor Town Council changed the name of the Teen Advisory Council to the Teen Advisory Task Force to convene on an “as needed basis” to assist the Town on issues pertaining to the youth population; and

WHEREAS, the service strategies and trends in the field of parks and recreation have evolved, the Parks and Recreation Commission approved and recommended to the Town Council the revised roles and responsibilities of the Parks and Recreation Commission on September 9, 2009; and

WHEREAS, on February 17, 2010, Council approved the composition of the Parks and Recreation Commission to include two youth representatives to be recruited and recommended by Windsor High School faculty and student body; and

WHEREAS, the Windsor Town Council wishes to maintain a Park and Recreation Commission for the purpose of serving in an advisory capacity to the Town Council and to the Parks and Recreation Director to support the Parks and Recreation Department in “Creating Community through People, Parks and Programs”; and

NOW, THEREFORE, the Town Council of the Town of Windsor does RESOLVE as follows:

Section 1: There shall be a Parks and Recreation Commission organized as follows:

Appointment of Commission; Term

All Commission members must be residents of the Town of Windsor.

The Parks and Recreation Commission is composed of five adult members and two youth

members with a junior (11th grade) or senior (12th grade) status at Windsor High School.

Adult Members: Each Council member appoints one applicant to the Commission. The Commission member's term of office is concurrent with the appointing Council member's term. If there are vacancies prior to the completion of a term, the Council member who appointed the individual to the Commission shall appoint another applicant to replace his/her prior appointee.

Youth Members: Each member must be in good academic standing, maintaining at least a 2.5 GPA (C average) and serve on the Commission for a term of one year commencing in May.

Seat 1: Environmental Studies Core student in the Windsor Institute for Sustainability & the Environment (WISE) Academy - Parks and Recreation Commissioner

- a. Submit an application and cover letter to the assigned WISE Academy teacher advisor in charge of this focus area.
- b. Upon faculty approval, one eligible WISE Academy student shall be elected by WISE Academy students.

Seat 2: Student Council - Parks and Recreation Commissioner

- a. Submit a completed "petition to run for office" through the student government elections process at Windsor High School.
- b. Complete a Teacher Recommendation form to qualify for student body elections.
- c. One eligible student shall be elected by the student body.

Both seats will be appointed by Council by majority vote at their first meeting of May each year. The youth commissioners will hold a non-voting status, serving in an "input only" capacity.

Removal of Members

Adult Members: Although a member shall be appointed for a term, he or she may be removed at the sole discretion of the Councilmember who made the appointment. A member who fails without permission, to attend three successive meetings of the Commission is subject to removal. The seat vacated by the removal of a member shall be filled by appointment by the Councilmember who appointed the member removed.

Youth Members: Although a member shall be appointed for a term, he or she may be recommended for removal at the discretion of the Town Council. A member who fails without permission, to attend three successive meetings of the Commission is subject to removal. Removal is subject to majority vote of the Council. The seat vacated by the removal of a member shall be filled by a Windsor High School teacher advisor.

Officers of Commission

The Commission shall elect a chair and vice chair at its first meeting. The term of office shall be one year unless the term of the member of the commission expires sooner in which case a successor shall be selected by the commission. A successor shall act as

chair for the unexpired term remaining. A youth commissioner is not eligible to serve as a chair or vice chair but may be assigned to lead a specific task or project, as needed.

Organization and Procedures

A majority vote is required to approve recommendation on any matter that is presented to the commission which requires a vote. A quorum shall consist of three members of the Commission. The Commission shall adopt rules and procedures consistent with Town Council norms and regulations.

Meetings

The Commission shall establish regular dates and times for its meetings. Meetings shall be at Town Hall unless otherwise noticed.

Parks and Recreation Commission Mission

The Parks and Recreation Commission shall have the duty of serving in an advisory capacity to the Town Council and the Parks and Recreation Director to support the Parks and Recreation

Department in “Creating Community through People, Parks and Programs” by accomplishing its nine-part mission:

- Strengthen Community Image and Sense of Place
- Support Economic Development
- Strengthen Safety and Security
- Promote Health and Wellness
- Foster Human Development
- Increase Cultural Unity
- Protect Natural and Cultural Resources
- Facilitate Community Problem Solving
- Provide Recreation Experiences:

The Parks and Recreation Commission may endeavor in the following roles and responsibilities for the benefit of the Town of Windsor and its community:

- A. To be available to staff and the Town Council to assist as volunteers in implementing the Parks and Recreation Department goals.
- B. Advise Town Council and the Parks and Recreation Director on policies, procedures, rules and regulations relating to the conduct of recreation centers, public parks, trails and facilities, open space, programs and services in the Town, including rates or fees to be charged.
- C. Advise on recreation programs, services and special events administered by the Parks and Recreation Department to meet the needs of the community and recommend review by the Town Council as needed.

- D. Review, evaluate and recommend to the Town Council park and recreation facility acquisition, development, maintenance and operation methods that are sustainable and energy efficient.
- E. Assist in collecting and disseminating information on the parks and recreation facilities and programs available to Windsor residents.
- F. Advise and guide civic groups, youth organizations and interested individuals who wish to plan community events or engage in community service projects for the benefit of the Town and the community as staff resources and time permits.
- G. Provide assistance and support in the planning and operation of Town-sponsored community events to support economic development and community building.
- H. In cooperation with the Parks and Recreation Department make recommendations to Town Council with respect to priorities for expenditures, revenue, grants and cost recovery targets.
- I. Review and advise the Town Council and Parks and Recreation Director on the biennial operating and capital improvement plan budgets for the Parks and Recreation Department.
- J. Assist and advise Town Council and Parks and Recreation Director in the update, administration and implementation of the Parks and Recreation Master Plan.
- K. Provide a forum for residents to express their views related to public parks and recreation facilities, programs and services, and other related issues. Promote interest, cooperation, problem solving and support among public, private and non-profit organizations.
- L. Assist in assessing present and future needs of the Town with respect to recreation, music, public art, special events, volunteers, programs, services, parks and facilities as needed.
- M. To provide input and advice from a wide and diverse spectrum of youth on issues affecting and concerning the teen population of the Town.
- N. To empower the youth of the Town by providing an avenue for their expression and participation in local governance and town development.
- O. To provide the general teen population of the Town with a voice in Town government to serve as the means of implementing projects or programs recommended by the teens and approved by the Town Council
- P. Communicate the value of parks and recreation as an essential service by creating community through people, parks and programs.

Q. Town Council may assign other responsibilities or special projects to the Parks and Recreation Commission.

Section 2: This Resolution supersedes Resolution No. and 418-95.

PASSED, APPROVED AND ADOPTED this 7th day of April 2010, by the following vote:

**AYES: COUNCILMEMBERS ALLEN, FUDGE, GOBLE, SCHOLAR AND
MAYOR SALMON**

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE



SAM SALMON, MAYOR

ATTEST:



MARIA DE LA O, TOWN CLERK