

**PRINCE'S ISLAND PARK MANAGEMENT ADVISORY COMMITTEE**  
**TERMS OF REFERENCE**

CONSOLIDATED

*The people of Calgary envision the Greater Prince's Island Park area as an area where they can gather to play, quietly connect with nature, attend special events, mingle with diverse cultural communities and experience the excitement and activity characteristic of a vibrant city and its downtown.*

**Amendment History:**

Date of Change	Mechanism	Summary
1999 March 12	Council motion Re: CPS99-12 and C99-13	Greater Prince's Island Park Master Plan - Phase 2: Established terms of reference for Prince's Island Park Management and Advisory Committee.
1999 November 29	Council motion Re: N99-38	Two-year term lengths were temporarily changed to accommodate staggering of terms, after which the term length reverted back to 2 years for all "Representative-type" Members.
2002 October 21	Council motion Re: Communication (g)	Members-at-Large reduced from two to one Member.
2003 September 08	Council motion Re: AGS2003-43	Aldermanic representation removed from PIPMAC membership.
2007 June 25	Council motion Re: CPS2007-28	Change to # of meetings held annually.

**1. General Terms**

- 1.1 The Committee shall have authority to make recommendations regarding programming and development in the park area.
- 1.2 The Committee shall include representation from Prince's Island festival stakeholders, immediately adjacent communities, and The City of Calgary administration.
- 1.3 Key Management Guidelines and Recommendations (to be included as Appendix A), as outlined under Section 2.3 of the Greater Prince's Island Park Vision Statement and Background Report, are intended to supplement the existing Festival and Event Guidelines (Calgary Parks and Recreation, 1994) and to be incorporated into the Festival and Event Guidelines at the completion of the Greater Prince's Island Master Plan Phase 2 process.
- 1.4 The Committee shall create an Executive Committee consisting of the current Chairman, the Calgary Parks and Recreation representative and one adjacent community representative. This committee can call ad hoc meetings if required, strike subcommittees or serve as the main liaison with media and special interest groups.

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- 1.5 The area of responsibility of the Prince's Island Park Management Advisory Committee is shown on the attached map Appendix A.

## 2. *Specific Terms*

- 2.1 The Prince's Island Park Management Advisory Committee (PIPMAC) shall meet twice annually, the dates of which are scheduled one year in advance, and up to two other meetings if issues and concerns warrant, to review and make recommendations regarding activities and operations proposed for Prince's Island Park. Calgary Parks and Recreation and the Executive Committee will organize the agenda of these meetings.
- 2.2 Calgary Parks and Recreation will provide the PIPMAC with a summary of proposed activity, both events and operations, for the upcoming quarter. The event summary will contain event name, dates, times, organizing body, statement of general purpose of the event, anticipated attendance figures, information regarding any significant changes, historical comments and other comments if relevant. The operations summary will contain the activity, anticipated time frame, contractor/operator, and usage impact.

If significant activity is being considered which may be viewed as falling outside of the guidelines a more detailed presentation will be given to PIPMAC.

- 2.3 Information will be provided to PIPMAC two weeks prior to the scheduled meeting. It is the responsibility of all PIPMAC members to review the information prior to the meeting and be prepared to discuss the items and make recommendations.

### 2.4

- 2.4a Where the proposed activity meets guidelines of Calgary Parks and Recreation and guidelines proposed for the Prince's Island Park (item 2.3) PIPMAC will approve recommendations on the activity by a simple majority of one half the quorum plus one.
- 2.4b Where the proposed activity does not meet the guidelines of 3.4.a. PIPMAC may approve recommendations regarding the approval of the activity by a two-thirds majority of the quorum.

- 2.5 Where the proposed activity requires immediate attention and cannot wait until the next scheduled quarterly meeting, the Executive Committee may call an ad hoc meeting of PIPMAC to vote on recommendations regarding the proposal.

## 3. *Structure and Administration*

### 3.1 Composition

The Committee will be composed of fifteen persons: twelve voting, comprising six persons from adjacent communities with no less than one each from Eau Claire, Chinatown and Sunnyside, two representatives from island Festival groups (such as the Folk Festival, Professional Arts Alliance or

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cultural group), one representative from a general recreational users group (such as Child Friendly Calgary, Calgary River Valley's Committee, the Calgary Road Runners), one representative from Eau Claire Market, three Parks and Recreation advisors (non-voting), one representative from the Calgary Downtown Association, the Ward Alderman and one Member at large.

#### 3.2 Appointment Term and Restrictions

- 3.2a A term of two years is expected from each representative with the opportunity for four consecutive terms. No more than 50% of the members should be replaced in any year.
- 3.2b Each Representative is obliged to provide a brief statement and explanation of candidacy to both the committee and City Council. The choice of representatives from stakeholders, as well as alternates, will be provided on an annual basis for consideration by Council at its Annual Organizational meeting. City Council must approve each representative.
- 3.2c Alternates may be appointed, with the same approval process as the representative. Alternates may attend meetings with a representative but have no voting privilege or participation beyond that available to any public observer of the meetings unless arranged in advance with the Committee Chair.
- 3.2d Members at Large shall be solicited by Calgary Parks and Recreation. Parks and Recreation will come forward with recommendations for three year term memberships to be confirmed by City Council at the annual Organizational Meeting. In order to obtain a city wide membership the advertising for Members at Large in the PIPMAC will be included in the City Clerk's annual Citizen Advertisement.
- 3.2e Members of the Committee shall receive no remuneration for their service to PIPMAC.

#### 3.3 Addition or Removal of Representatives

- 3.3a City Council retains the authority to add, remove or request replacement of any representatives to the committee. Representation from specific groups may be deleted or added as appropriate as long as the Committee size and nature of representation remains constant.
- 3.3b Organizations which desire to serve on the Committee can make application to Parks and Recreation. If, in the opinion of the Department and PIPMAC, the objectives of the applying organization are consistent with the Vision Statement, and the organization is able to offer a significant contribution to the management of the Greater Prince's Island Park Area, then they will be added to the Committee.
- 3.3c Member organizations will be required to annually indicate their desire to remain on the committee. Organizations which decline will be considered removed.

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#### 3.4 Rotating Chairman and Secretary

- 3.4a The Chairman will be elected on an annual basis. Initial selection of the Chair will be made by the PIPMAC. The position of Chairperson shall be rotated amongst the membership annually.
- 3.4b The Secretary will record the minutes at each meeting. A complete record of minutes, attendance and correspondence will be maintained and circulated to the Committee.
- 3.4c Calgary Parks and Recreation will be represented at all meetings and provide administrative support.

#### 3.5 Public Participation

- 3.5a The meetings will be held in two parts. The first part is public and allows for questioning, presentations and requests. The second part refers to business matters that will be visible and openly discussed but which does not seek active public participation. Voting on proposals will be in the business part of the meeting.
- 3.5b PIPMAC will solicit input from any individual, organization or City department that it considers necessary to in order to arrive at an informed position on any issue.

#### 3.6 Quorum and Majority

A Quorum will be one half of the voting PIPMAC representatives. A simple majority will be one half plus one of the Quorum. A two-thirds majority is required for all proposals not meeting the Greater Prince's Island Guidelines (Item 2.3 of the Greater Prince's Island Park Vision Statement and Background Report)

#### 3.7 Attendance Requirements

- 3.7a PIPMAC shall, in consultation with Calgary Parks and Recreation, hold meetings twice annually, and up to two other meetings if issues and concerns warrant.
- 3.7b Failure to attend (or send an alternate) three consecutive meetings without reasonable notice may result in the removal of the representative from the committee.

Upon failing to attend the third consecutive meeting without notice or reasonable cause, PIPMAC through Calgary Parks and Recreation will consult with the individual as well as the representative organization to determine their ability, circumstances or desire to continue with participation on PIPMAC. Upon completion of this review, PIPMAC, through Calgary Parks and Recreation will recommend that Council:

- Replace the member with another nominee as recommended by the sponsoring organization

Or

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- Modify the participation requirements of the member or sponsoring organization as the relevant circumstances may require.

A replacement member will be appointed by Council if the subject is from the public at large.

#### 4. *Creation of Subcommittees*

- 4.1 Subcommittees may be formed to address specific issues for reporting to the PIPMAC (example: parking and transit issues associated with Festivals), to facilitate the gathering and analysis of technical information needed by PIPMAC (example: lagoon water quality and options), or on an ad hoc basis for short term studies (surveys, user studies, noise abatement trials).
- 4.2 It is expected that a member of PIPMAC would chair the subcommittee. The committee may be composed of PIPMAC members in addition to other appropriate members.

#### 5. *Measurable Objectives, Performance Criteria*

Part of the responsibility of PIPMAC is to gather data for recommendations and enforcement of park area usage guidelines. It is expected that Parks and Recreation would be the main source of the collection of this data.

This would include but not be limited to:

- 5.1 Usage  
Predictions on usage change and subsequent impacts; and  
Calendar of yearly events with appropriate contacts and information.
- 5.2 Maintenance  
Annual review by Parks maintenance staff on status and/ or changes.
- 5.3 Sound  
Reports from random sound analysis;  
Sound mitigation methods employed; and  
Record of complaints related to sound Enforcement activities.
- 5.4 Parking  
Parking strategies;  
Bylaw enforcement activities;  
Record of complaints related to parking; and  
Feedback from adjacent communities.
- 5.5 Commercial Use  
Vendor permits;  
Liquor and food licencing events; and  
Event attendance information.

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- 5.6 Community Relations  
An annual review covering general issues.

## 6. *Recommendation Procedure*

- 6.1 Any specific recommendations on policy or procedures shall be copied to the Director of Calgary Parks and Recreation.
- 6.2 Where issues remain unresolved between PIPMAC and Calgary Parks and Recreation, and upon request of PIPMAC, the matter will be brought before The City of Calgary's Standing Policy Committee on Community and Protective Services for resolution.

## 7. *Annual Report*

- 7.1 An Annual Summary statement of PIPMAC activities shall be prepared, presented to an Annual Meeting of all member organizations and be forwarded to members of City Council, the Director of Calgary Parks and Recreation and all interested individuals and organizations.

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**GREATER PRINCE'S ISLAND PARK MASTER PLAN  
PHASE 2  
PIPMAC TERMS OF REFERENCE  
APPENDIX A**

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## ***2.0 Vision Statement, Key Management Guidelines and Recommendations***

### **2.1 Vision Statement Preparation**

The Vision Statement is intended to represent the aspirations of all Calgarians for the future recreational use of the Greater Prince's Island Park area. Many detailed development and management decisions during future years can be linked to this broad Vision Statement. In preparing the Vision Statement the Public Steering Committee has considered input from many sources. These include:

- Individual vision statements prepared by Public Steering Committee members on behalf of their own stakeholder groups;
- Preferences and attitudes expressed by the general public and park users during the public consultation and market research program;
- Information about the existing biophysical resources and the future land use context of the park; and
- Information and forecasts about trends in park usage levels and future demands for access to the park.

A number of common themes emerged from the Phase 1 planning and public consultation program. Common themes included the desire to maintain the quality of the existing recreational experience at the park; to maintain the soft landscaped "green" feel of the park; and to minimize the amount of commercial activity within the park. These common themes provide the basis for the vision statement.

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#### **2.2 Vision Statement and Principles**

The people of Calgary envision the Greater Prince's Island Park area as a park area where they can gather to play, quietly connect with nature, attend special events, mingle with diverse cultural communities, and experience the excitement and activity characteristic of a vibrant city and it's downtown.

##### **Principles That Support Use by All Calgarians:**

- Maintain a green oasis in the centre of the City where people can relax and connect with nature;
- Maintain the Greater Prince's Island area as a venue for scheduled events;
- Improve the landscape design, infrastructure and structures to accommodate the existing mix of uses and enhance the natural qualities of the area;
- Maintain the east end natural area while enhancing circulation, accessibility and safety in a manner similar to the Inglewood Bird Sanctuary;
- Minimize pathway conflicts throughout the Greater Prince's Island Park area;
- Improve winter accessibility and increase winter activity in the Greater Prince's Island Park area;
- Improve the aesthetic quality and passive recreational function of the existing lagoon; and
- Create a GPIP Management Committee to oversee implementation of the Vision Statement and Management Guidelines.

##### **Principles That Support Use by Local Residents and Businesses:**

- Maintain public access to the island every day of the year;
- Schedule events to ensure a balance of park uses and maintain the urban retreat function of the Park;
- Prepare management guidelines to minimize the impact of noise levels and traffic/parking congestion related to scheduled events; and
- Encourage a minimum number of scheduled events and activities to sustain downtown vitality.

##### **Principles That Support Use for Scheduled Events:**

- Continue to accommodate scheduled and ticketed events;
- Improve the infrastructure (i.e. electric power, water, and washrooms) to serve scheduled events; and
- Prepare permitting guidelines regarding the size and impact of scheduled events.

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#### **2.3 Key Management Guidelines and Recommendations**

##### **1. Alternate Festival Sites**

Existing major scheduled events and festivals on Prince's Island will continue to be supported by the City. However, Prince's Island has a limited capacity to accommodate growth in either the number, frequency, or size of future events. In order to support additional and/or larger scheduled events and festivals in the future, Calgary Parks & Recreation will immediately begin work with existing festivals and potential user groups to identify additional sites with the intent of having at least one site for large outdoor events and festivals available within 5 years.

##### **2. Management Committee**

A Greater Prince's Island Management Committee shall be established to provide recommendations to Calgary Parks & Recreation with respect to:

- a) Monitoring and implementation of the Vision Statement and Design Plan;
- b) Management and approval of scheduled events and proposed development within the public park area;
- c) Review of park use levels in 5 years to ensure an ongoing balance of uses.

The Committee shall have authority to make recommendations regarding future programming and development in the park area. The Committee shall include representation from the Calgary arts community, immediately adjacent communities, and The City of Calgary administration.

##### **3. Attendance Levels and Frequency of Major Scheduled Events**

Major scheduled events include all events with a projected attendance of 5,000 persons in a single day.

Existing scheduled events that attract fewer than 35,000 people per day to the Island can be accommodated on a sustained basis without long term degradation of the landscaped green areas. All existing major scheduled events (1997) will continue to be supported, and can continue to operate on Prince's Island in the future under the following attendance and frequency guidelines. The guidelines shall be phased in during the next five-year period in order to guide the attendance levels and frequency of major events, without unduly restricting the short-term operations of existing major events.

- a) Events attracting more than 35,000 people per day will not be appropriate on the Island;
- b) During the peak summer period (June through September), the attendance and frequency guidelines in the following table shall apply. These guidelines are based on

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the approximate attendance and frequency requirements of major scheduled events currently held on Prince's Island;

MAX # OF DAYS	MAX # OF EVENTS	MAX. ATTENDANCE PER DAY	CURRENT EVENTS
1	2	35,000/day	Canada Day, Heritage Day
1	2	15,000/day	Carifest, Afrikadey
2	1	10,000/day	Barbeque on the Bow
4	1	10,000/day	Calgary Folk Festival

- c) Scheduling major events or two consecutive weekends will not be appropriate. However, existing events will be allowed to retain their traditional dates (Council approved Festival and Events Guidelines, 1994).
- d) Events that attract fewer than 5,000 people per day, and events scheduled outside the peak summer season will be considered on a case by case basis with consideration of the cumulative impact of the event on adjacent communities and the biophysical quality of the park.

#### 4. Noise Level

All activities, including major scheduled events and festivals, shall comply with The City of Calgary Noise Bylaw. In accordance with the Noise Bylaw, a maximum noise level of 65 dBA will apply between 10 AM and 10 PM. No amplified performances will be allowed between the hours of 10 PM and 10 AM.

#### 5. Access and Parking

Major scheduled events with projected attendance of more than 5,000 people shall provide a parking and public transit plan as part of any permit application and describe how parking and public transit information will be incorporated into programming.

Calgary Transit shall be directed by City Council to review opportunities to improve transit linkages to the Island, particularly during peak visitation periods.

#### 6. Commercial Development

Development of additional permanent commercial structures will not be permitted on the island. The review of applications for temporary permits will ensure stakeholder input via the Management Committee.

#### 7. Review of Prince's Island Guidelines

In five years, or when a new site for large outdoor events and festivals is available, the attendance and frequency guidelines for major scheduled events at Prince's Island Park shall be reviewed.

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**GREATER PRINCE'S ISLAND PARK MASTER PLAN  
PHASE 2  
PIPMAC TERMS OF REFERENCE  
BOUNDARY MAP**

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