

**DISTRICT OF LAKE COUNTRY
PARKS AND RECREATION ADVISORY COMMITTEE**

TERMS OF REFERENCE

1. Purpose:

The Parks and Recreation Advisory Committee (PARC) is formed to advise the Council of the District of Lake Country (DLC) on parks, recreation and leisure services issues. The Committee is an advisory committee established and appointed by Council under Section 142 of the *Community Charter* (select committee).

2. Mandate:

- (i) The Committee is established to provide recommendations on:
 - (a) specific parks and recreation projects and events that promote community spirit, tourism and volunteerism;
 - (b) the development of parks, recreation facilities and trails that will benefit the community;
 - (c) conceptual plans for specific parks projects as referred by Council or DLC staff;
 - (d) policy and planning matters referred to the Committee (referrals will not involve matters of an operational nature).
- (ii) The Committee will liaise with other community groups, such as the community associations, sport associations or special interest groups who are dealing with Parks and Recreation related matters concerning public property or events that may be of interest and benefit to the community as a whole.
- (iii) The Committee may spearhead or relay their support for specific projects or events relating to parks and recreation facilities.
- (iv) The Committee shall consider the following when making recommendations:
 - (a) the impact on all potential users;
 - (b) the requirements for health, safety and risk management issues;
 - (c) the limits on available resources;
 - (d) social benefits to the community as a whole.

3. Establishment:

- (i) The membership of the committee shall be comprised of not less than one (1) Councillor plus seven (7) members from the community at large which includes representation from neighbourhood constituencies, youth and seniors;
- (ii) Community members shall be appointed by resolution of Council;
- (iii) Appointment of community members shall be as follows:
 - (a) 3 members for a three (3) year term;
 - (b) 2 members for a two (2) year term;
 - (c) 2 members for a one (1) year term.
- (iv) Following the initial appointments of all members to September 30, 2006, the committee appointments shall expire on September 30th following the term of appointment, and new appointments shall be made in September to commence on October 1st of the year of appointment;
- (v) If a member fails to attend three (3) consecutive meetings of the Committee, Council may revoke the appointment unless such absence is authorized by resolution of the Committee;
- (vi) Council may, at any time, by a vote of two-thirds of its members, revoke the appointment of a member of the Committee;
- (vii) Where a member resigns or otherwise ceases to be a member of the Committee, Council may appoint another qualified person to complete the balance of the term of the former member;

4. Meeting Procedures:

- (i) A Chairperson shall be appointed by a majority of the committee members at the first committee meeting after October 1st of each year. In the absence of the appointed Chairperson, an Acting Chairperson shall be appointed for each meeting by those members present. The Chairperson shall preside over meetings and is entitled to vote at all meetings;
- (ii) The Chair shall be responsible for the scheduling of meetings, presentation of reports to Council, when required, and be the chief liaison with DLC staff members;
- (iii) A majority of the members of the Committee shall constitute a quorum (4);
- (iv) The Committee shall meet as it deems necessary to plan and implement projects and/or special events, or as referrals from Council or DLC staff may require;
- (v) The Committee meetings shall be open to the public and held at the DLC office;
- (vi) The Committee shall report to Council in May of each year to update Council and the public as to their projects, upcoming events, and any other issues that may concern them;
- (vii) An agenda for every meeting of the Committee shall be prepared by the Chair in collaboration with a DLC staff member, and each meeting agenda shall be

available to members not less than 5 days before the date of the meeting. A minimum of 48 hours notice to the Committee membership is required for a meeting to be scheduled and convened;

- (viii) A matter which is not on the adopted agenda for a meeting shall not be considered at that meeting except with the approval of the majority of the committee members present;
- (ix) If there is no quorum present within 30 minutes after the time appointed for the meeting, the names of the members present shall be recorded and the meeting shall stand adjourned;
- (x) Minutes of each Committee meeting shall be kept by DLC staff. Minutes shall record motions and recommendations to Council, be secured at the District Office and be signed by the Chair of PARC and by the person taking the minutes;
- (xi) Recommendations of PARC must be adopted by Committee resolution prior to presentation to Council;
- (xii) Every recommendation of the Committee shall be recorded in the minutes of the meeting at which it is adopted, and those minutes shall be provided to the Clerk within fourteen (14) days of such meeting. The Clerk shall ensure that the recommendations are placed before Council for its consideration;
- (xiii) Council and staff referrals to the Committee shall be dealt with, in the form of a recommendation to Council within 30 days of the referral unless otherwise noted or extended by Council or DLC staff;
- (xiv) The Committee may receive and consider representation from such individuals, groups, or organizations as it considers appropriate and consistent with the duties of the Committee;
- (xv) Three (3) advertised public meetings are to be held per year to hear groups or individuals with ideas or concerns respecting Parks and Recreation services. The public meetings will be scheduled for the months of September, January, and May each year;
- (xvi) Committee members must abide by the conflict of interest provisions of the *Community Charter* and the DLC Council Procedures Bylaw. If a committee member attending a meeting of PARC considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter, or for any other reason, the member must declare this and state the general nature of why he or she considers this to be the case and immediately leave the meeting or the part of the meeting during which the matter is under consideration.

5. Remuneration and Expenses:

Members shall serve without remuneration, but may be reimbursed for reasonable and necessary expenses that are directly related to the performance of their duties and in accordance with DLC policies. Any expenses must be pre-approved by the Director of Parks and Recreation OR the Director of Finance.

Parks and Recreation Advisory Committee Terms of Reference -

Endorsed by Council Resolution: 06.02.047 February 7, 2006

Clerk

Mayor