

## TERMS OF REFERENCE

### PARKS AND RECREATION ADVISORY COMMITTEE

#### DISTRICT OF LAKE COUNTRY

##### 1) Purpose and Mandate:

In general, the Parks, Recreation and Culture Advisory Committee (PARC) (the “Committee”) is formed to advise the District of Lake Country (the “District”) Council on issues pertaining to parks, recreation leisure services and culture.

a) The Committee will meet the following duties and responsibilities:

- i) Review and provide recommendations on specific parks and recreation projects and events that promote community spirit, tourism and volunteerism;
- ii) Review and provide recommendations on the development of parks, recreation facilities and trails that will benefit the community;
- iii) Review and provide recommendations on conceptual plans for specific parks projects as referred by Council or District staff;
- iv) Review and provide recommendations on policy and planning matters referred to the Committee (not including operational matters);
- v) Liaise with other community groups, such as the community associations, sport associations or special interest groups;
- vi) Spearhead or relay support for specific projects or events relating to parks and recreation facilities;
- vii) Hold an annual, publically advertised meeting, where groups or individuals with ideas or concerns respecting parks, recreation and cultural services are invited to present comments to the Committee.

b) The Committee shall consider the following when making recommendations:

- i) the impact on all potential users;
- ii) the requirements for health, safety and risk management issues;
- iii) the limits on available resources;
- iv) social benefits to the community as a whole.

**2) Membership:**

- a) The voting membership of the Committee shall be comprised of at least seven (7) members that are representatives from the community at large including representation from neighbourhood constituencies, youth and seniors.

**3) Council Representative**

- a) At least one (1) member of Council will be appointed by Council to act as a **non-voting** representative on the Committee.
- b) The Council Representative acts in a liaison role ensuring the objectives of the committee as set by Council are met and provides a direct communication link to Council.

**4) Appointment and Term:**

- a) Voting members of the Committee shall be appointed by Council resolution for a two (2) or three (3) year term expiring on June 30th;
- b) Members will have the option to continue for additional three (3) year terms if indicated in writing to the Corporate Officer prior to the expiration date of the original appointment and approved by Council;
- c) If a Committee 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;
- d) Council may, at any time, by a vote of two-thirds of its members, revoke the appointment of a member of the Committee;
- e) 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;
- f) The Committee Recording Secretary shall notify the Corporate Officer by January 31 of each year of expiration dates and immediately if a vacancy occurs;
- g) Vacancies on the Committee will be referred to the Nominating Committee for a recommendation as per Nominating Committee Policy 11.120.

**5) Chairperson**

A Chairperson shall be appointed by a majority of the Committee members at the first committee meeting of each calendar year. In the absence of the appointed Chairperson an Acting Chairperson shall be appointed for each meeting by those members present. A member of Council may not be appointed as a Chairperson or Acting Chairperson.

## **6) Staff Liaison**

- a) The Chief Administrative Officer may delegate senior staff to act as a Staff Liaison for the Committee to provide support and resources as needed, and as allowed by Council priorities and operational workload.
- b) Committees do not direct the Staff Liaison, nor can they request other staff resources. Such requests must go through either the Chief Administrative Officer or Council.

## **7) Committee Recording Secretary**

The Committee Recording Secretary provides the following functions for the Committee:

- a) Prepares, distributes and publically posts notices of Committee meetings and their agendas in collaboration with the Committee Chairperson;
- b) Records and signs the minutes of the Committee meeting;
- c) Ensures that minutes are available as an official record, available for public information and distributed to Council and other District Committees;
- d) Notifies the Corporate Officer of membership expiration dates and vacancies.

## **8) Conflict of Interest**

Committee members must abide by the conflict of interest provisions of the Community Charter and District Council Procedures Bylaw as amended from time to time. If a Committee member attending a meeting of the Committee 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.

## **9) Reporting to Council**

- a) Recommendations of the Committee must be adopted by Committee resolution prior to presentation to Council;
- b) Recommendations of the Committee will be submitted to Council in the form of a staff report containing the proposed recommendation;
- c) The Staff Liaison is responsible for preparing the staff report and presenting the report to Council along with the Chairperson, if required;
- d) Referrals to the Committee from Council and/or staff 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 District staff;
- e) The Committee shall report to Council at least once in each calendar year in April or May to update Council and the public as to their projects, upcoming events and any other relevant issues that may concern them.

**10) Agendas**

- a) An agenda for every meeting of the Committee shall be prepared by the Chairperson in collaboration with the Committee Recording Secretary;
- b) Public notice of Committee meetings indicating the time, place and date of the meeting, must be posted at least 72 hours before a committee meeting by posting in the Municipal Hall foyer and on the District of Lake Country website. At least 24 hours before a committee meeting, a copy of the Committee meeting agenda must be posted at the posting locations and copies provided to the members of the Committee (pursuant to District of Lake Country Council Procedures Bylaw 487, 2004);
- c) A matter which is not on the adopted agenda for a meeting shall not be considered at the meeting except with the approval of the majority of the Committee members present.

**11) Minutes**

- a) Minutes of each Committee meeting will be recorded by the Committee Recording Secretary and will only record resolutions of the Committee as required by the Community Charter;
- b) Minutes shall be adopted at the next meeting of the Committee, and once adopted shall be signed by the Chairperson and the Committee Recording Secretary;
- c) Minutes of the Committee shall be provided to the Corporate Officer within five (5) days of a Committee meeting;
- d) Minutes will be secured at the District office, posted on the District's website and distributed to Council and other District Committees for information.

**12) Meetings Procedures**

- a) The Chairperson shall be responsible for scheduling of meetings, presentation of reports to Council, when required, and be the chief liaison with the District Staff Liaison;
- b) The Committee shall meet on a quarterly basis or as it deems necessary if there are matters to be considered or as referrals from Council or staff may require;
- c) 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;
- d) Committee meetings shall be open to the public and held at the District office unless otherwise legislated or provided for in the District's Council Procedure Bylaw as amended from time to time;
- e) When the Committee is discussing proposed amendments to a plan, bylaw or issue of a permit, the Committee will advise the applicant of the meeting date and time and provide the applicant with the right to attend the meeting and be heard.

**13) Quorum**

- a) A majority of the voting members, or a minimum of four (4) members of the Committee shall constitute a quorum;
- b) 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.

**14) Remuneration and Expenses:**

- a) Committee members shall serve without remuneration, but may be paid reasonable and necessary expenses that are directly related to the performance of their duties and in accordance with District policies;
- b) Expenses must be pre-approved by the Chief Financial Officer;
- c) Routine operations of the Committee will be funded by allocations within the Council and Administration budget;
- d) Special initiatives of the Committee must be approved by Council.

ADOPTED this 26<sup>th</sup> day of June, 2012.

AMENDED this 17<sup>th</sup> day of July 2012.

*Original signed by James Baker*  
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Mayor

*Original signed by Reyna Seabrook*  
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Corporate Officer