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The **Parks and Recreation Advisory Committee (“PARC”)** is established in accordance with section 142 of the *Community Charter* to provide recommendations and advice to Council in accordance with these Terms of Reference (TOR). The PARC has no legislative decision-making authority.

## **1. GOVERNANCE**

Committee procedures are governed by Council Procedures Bylaw 1105, 2019, specifically section 31. Member conduct is governed by Council’s Code of Conduct and Ethics Policy 203, 2022.

## **2. MANDATE**

2.1. The PARC’s role is to:

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

2.2. When making recommendations, the PARC shall consider:

- (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. MEMBERSHIP**

3.1. The PARC will consist of no less than 5 voting members that are representatives from the community at large including from neighbourhood constituencies, youth and seniors.

3.2. At least 1 but not more than 2 members of Council as non-voting representative and 1 as an alternate.

**4. RESOURCES**

- 4.1. A Council Representative, a Staff Liaison (if operational workload permits) and a Recording Secretary will be appointed to the PARC. Duties and responsibilities of these positions are set out in Council Procedures Bylaw 1105, 2019.

**5. APPOINTMENT AND TERM**

- 5.1. Voting members shall be appointed for 2- or 3-year term expiring June 30th. Members will have the option to continue for additional 3-year terms with Council approval. Council may appoint, reappoint or revoke appointment of a member at any time.

**6. CHAIRPERSON**

- 6.1. At the first meeting of each year a Chair and Acting Chair will be appointed in accordance with section 31 of Council Procedures Bylaw 1105, 2019. Council members shall not act as a Chairperson. The Chair is responsible for receiving referrals from staff (if applicable), scheduling meetings, ensuring proper conduct of meetings in accordance with Council Procedure Bylaw 1105, 2019 and Code of Conduct and Ethics Policy 203, 2022.

**7. REPORTING AND RECOMMENDATIONS**

- 7.1. Recommendations to Council shall be made by resolution of the committee. Depending on operational workload, the CAO may direct the Staff Liaison to prepare a report substantiating the recommendation.

Where an item has been referred to a committee by Council, the referral shall be considered a priority and the committee shall respond by way of resolution. If no response is received within 14 days from the date of referral, the committee will be deemed to have no response.

- 7.2. The committee shall present a summary of activities, goals and accomplishments once each year to Council.

**8. AGENDAS AND MINUTES**

- 8.1. The Chair and Council Representative shall jointly determine items to be included on the agenda, which shall be submitted to the Recording Secretary 4 days prior to a scheduled meeting.
- 8.2. Notice of a meeting including the date, time and location of the meeting, shall be posted in the Posting Places, delivered to each Member and made available to the public, no later than 3 days prior to the meeting.
- 8.3. Minutes will record business decisions only in accordance with section 25 of Council Procedures Bylaw 1105, 2019.

**9. MEETINGS AND QUORUM**

- 9.1. The Committee shall meet quarterly or as necessary if there are matters to be considered.
- 9.2. A quorum is required to conduct business. Quorum means a majority of the membership. A vacancy does not invalidate the committee so long as there the number of members is not below quorum. 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.

9.3. Each voting member has one vote on each matter. A majority decides every matter.

**10. REMUNERATION AND EXPENSES**

10.1. Members serve without remuneration.

10.2. Requests for funding, resources, expenses or special initiatives with associated costs must be pre-approved by the CAO, Council resolution or Chief Financial Officer.

ADOPTED this 21<sup>st</sup> day of February 2023 by resolution No. 2023-02-036.

Original signed by Blair Ireland  
Mayor

Original signed by Reyna Seabrook  
Corporate Officer