

Purpose

The Parks and Recreation Advisory Committee (PRAC) advises and makes recommendations to Council by providing a local perspective on the provision of the parks and recreation services, programs and facilities in Summerland. The PRAC acts as a liaison to maintain communication between the community and the District with consideration of the Parks and Recreation Master Plan in accordance with the scope and objectives below.

Scope and Objectives

The PRAC will:

- provide feedback on the implementation of the Parks and Recreation Master Plan recommendations;
- as requested, to advise the District of Summerland on:
 - issues pertaining to parks and recreation programs, services and facilities;
 - parks and recreation capital budget items, policies, projects, events, programs, services, and fees and charges;
 - development of parks, trails, and recreation facilities that meet the needs of the community;
 - community engagement to ensure appropriate community input is achieved; and
- participate in parks and recreation major projects and community engagement activities as requested; and
- other matters referred by Council.

The Committee will consider the needs of the entire community as well as special interested groups, community groups and sport organizations.

The Committee will utilize the District of Summerland Parks & Recreation Master Plan (2018) as a guiding document while upholding its vision and principles (as attached in Schedule 1).

Qualifications

The following are considered to be minimum qualifications to serve on the Committee:

- available to attend most PRAC meetings;
- commitment to the PRAC's objectives and Council's strategic priorities; and

- access to a computer and email address in order to participate electronically in meetings and to receive and respond to communications and information including meeting packages.

Membership

The Committee will consist of a maximum of nine (9) members; including seven (7) voting members and two (2) non-voting members appointed, or as otherwise directed by Council, who shall serve without compensation as follows:

- Seven (7) representatives from the public (voting);
- one (1) council member (non-voting); and one (1) council alternate (non-voting); and
- One (1) representative from School District #67 (non-voting).

Committee members will have demonstrated background, experience and understanding of parks and recreation opportunities in Summerland and a commitment to work collaboratively to build an active and healthy community.

Members of the Committee will be appointed on the basis of availability, experience and expertise they can bring to the Committee, and not necessarily as representatives of particular agencies, organizations, or interest groups. Representatives will reflect the diverse range of community knowledge and expertise, and consideration will be given to include representatives with expertise in relevant areas and represent various ages.

Additional 'resource persons' (District staff, representatives of key agencies, or subject experts) related to the committee mandate may be called on an as-needed basis to attend meetings from time to time, to assist the Committee in achieving their objectives.

Term

Members shall be appointed by Council resolution to a term of two (2) years. All terms will expire on March 31st; appointments made partway through a year will be in effect until the end of the term. Members may reapply to serve more than one term.

Committee members who are absent from three (3) consecutive meetings shall forfeit their appointment, unless such absence is authorized by resolution of the Committee (i.e. due to illness or other unavoidable absence).

Council may, at any time, remove any member of the Committee by Council resolution and any member of the Committee may resign therefrom at any time upon providing written notice to the Corporate Officer.

Meeting procedures

Each year, the Committee shall choose a Chairperson to preside over its meetings. The Committee shall also choose a Vice-Chairperson, to preside in the absence of the Chairperson. 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.

The Committee will recognize that each meeting requires significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope and objectives.

The Director of Community Services or designate in consultation with the Chair will determine the agenda items. Agendas will be prepared by Community Services staff and are to be forwarded to Committee members as well as to the Corporate Services Department a minimum of three (3) days prior to the meeting for public posting. All meetings are open to the public.

A quorum shall be a majority of all Committee members.

Minutes of meetings of the Committee shall be prepared by the Recording Secretary (who will be provided by the District) and approved by the Committee.

Minutes of the meetings are to be forwarded to the Corporate Services Department at Municipal Hall for safekeeping and will be available for public inspection.

All Committee proceedings shall adhere to Council Procedure Bylaw, as amended.

Conflict of Interest

If a Committee member attending a meeting 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 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 part of the meeting during which the matter is under consideration.

The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect to the matter.

Staff Support

A staff member(s) from Community Services (non-voting) will act as the staff liaison, attend meetings in a resource capacity, book the meeting room, act as the Recording Secretary by assisting in the preparation of agendas and minutes and forward recommendations to Council.

Authority

(Select Committee – Advisory Committee)

Section 142 (1) of the Community Charter states the "A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council." (2) This Committee is a select committee appointed by Council; and (3) The proceedings of the Committee are to be conducted in public unless the subject matter being considered falls within an applicable subsection of Section 90 of the Community Charter.

Amendments/Reviews

Date of Council Consideration	Resolution/Report	Description

Schedule 1: Summerland Parks and Recreation Master Plan Vision and Principles

Vision:

Summerland's parks and recreation system contributes to a high quality of life for residents and visitors by providing accessible, inclusive and engaging indoor and outdoor recreation opportunities that reflect Summerland's distinctive natural setting, healthy and active lifestyles, flourishing artistic and cultural communities, and close-knit, small-town character.

Principles:

- Parks and recreation facilities are accessible, affordable and inclusive to people of all ages, abilities and income levels.
- Residents are inspired and actively engaged in a healthy lifestyle.
- Residents of all ages have pride in the community and a strong sense of belonging.
- Parks, recreation and community facilities are linked through a network of greenways, walkways and trails.
- Parks, trails, and recreation facilities and programs attract new residents, encourage tourism and stimulate the economy.
- Summerland's history and culture are celebrated.
- Education, interpretation and health promotion are important.
- Partnerships are encouraged and supported to deliver a wide range of parks and recreation amenities, services and programs.
- The environment is respected, protected, enhanced and contributes to the quality of life in the community.
- Staff, volunteers, visitors and partners are valued.