



# Terms of Reference

## Parks & Recreation Advisory Committee

### **1. Purpose**

The mandate of the Parks & Recreation Advisory Committee is to provide a local perspective and advice to Council and staff on the provision of parks and recreation services, programs and facilities in Summerland with consideration of the District of Summerland Parks & Recreation Master Plan.

### **2. Scope & Objectives**

2.1 The Committee will act in an advisory capacity to council and staff. Specific responsibilities of the Committee include, but are not limited to, the following:

- a) To provide feedback on the implementation of the Parks & Recreation Master Plan recommendations;
- b) 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 & charges;
  - development of parks, trails, and recreation facilities that meet the needs of the community;
  - community engagement to ensure appropriate community input is achieved.
- c) To participate in parks and recreation major projects and community engagement activities as requested.

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

2.3 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).

### **3. Membership**

3.1 The Committee will consist of a maximum of nine (10) members, including six (7) voting members.

Voting members:

- a) Seven (7) representatives from the public (who shall serve without compensation)

Non Voting members:

- a) One (1) representative from Council
- b) One (1) representative from School District #67
- c) One (1) staff liaison

3.2 Appointments to the Committee shall be made as follows:

- a) The Mayor shall appoint one (1) member of council to serve as the council member and one (1) member to serve as the alternate Council member;
- b) Council shall appoint six (7) representatives from the public who are residents of the District of Summerland;
- c) School District #67 shall appoint one (1) representative.

3.3 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.

3.4 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.

#### **4. Term**

4.1 The term of each Member shall be two (2) years. The regular term expires on March 31.

4.2 Council may specify the length of term for inaugural appointments to align timing.

4.3 In the event of a vacancy during a regular term, the vacancy may be filled for the remainder of the term upon resolution of Council as soon as convenient.

4.3 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).

4.4 Members of the committee shall serve without remuneration.

4.5 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 Chairperson of the Committee.

## 5 **Meeting Procedures**

- 6.1 The Committee shall abide by the procedures and limitations included in District of Summerland Council Procedure Bylaw 2018-35, as amended.
- 5.1 The Committee shall choose a Chairperson of the committee and a Vice-Chairperson to preside in the absence of the Chairperson.
- 5.2 The committee shall meet on a regular basis, typically four (4) times per year with additional meetings added as required. All meetings are to be held at the call of the Chairperson in consultation with the Recreation Manager or designate.
- 5.3 The committee shall work through staff to provide recommendations to council on matters brought forward.
- 5.4 A quorum shall be a majority of the voting members of the Committee.
- 5.5 Minutes of meetings of the Committee shall be prepared by the Recording Secretary, and approved by the Committee. Minutes are to be forwarded to the Administration Department at Municipal Hall, for safekeeping and will be available for public inspection.
- 5.6 Agendas shall be prepared by the Recreation Manager in consultation with the Chairperson. Agendas are to be forwarded to Committee members as well as to the Administration Department a minimum of three (3) days prior to the meeting for public posting.
- 5.7 All meetings are open to the public, except those parts of the meeting that may be closed to the public in accordance with the *Community Charter*, Section 90(1) and 90(2).

## 6 **Staff Support**

- 6.1 The role of the Recreation Manager in supporting the Committee includes:
- Booking meeting rooms and other needed resources;
  - Providing information and professional advice;
  - Requesting additional staff support/attendance as needed;
  - Developing and distributing agendas;
  - Promoting effective committee functioning;
  - Ensuring Committee recommendations are communicated to Council;
  - Ensuring follow up to action items produced at committee meetings; and
  - Providing orientation to the work and role of the committee to new members.
- 6.2 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, in an effort to assist the Committee in achieving their objectives.

*Adopted: March 25, 2019*

*Updated via Council Resolution: April 12, 2021*

## **Schedule 1: Summerland Parks and Recreation 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.