



# 2023 – 2026 Terms of Reference

## Parks & Recreation Advisory Committee

penticton.ca

### 1. Role of the Committee

The **Parks & Recreation Advisory Committee** will make recommendations to Council on parks and recreation issues within the community including:

- Provide input on matters referred to the Committee which may include (but not limited to) new parks, recreation and culture initiatives or projects under consideration;
- Provide input on any potential service level adjustments as well as facility development, expansion and/or rehabilitation;
- Advise on the implementation of recommendations outlined in the 2018 Parks and Recreation Master Plan that form part of an annual department work plan;
- Provide advise to Council, as requested, on specific arts and culture-related initiatives, which may include proposed gifts, donations, bequests, de-accessions and loans of artwork to the City;
- Make recommendations on proposals for any new leasing or licensing of park space; and
- Make recommendations on City policies and bylaws that affect parks and recreation services.

**In reviewing of applications and reports, the Committee shall comment on the following:**

- The community perspective with an emphasis on safety and inclusivity;
- Creating healthy and active living opportunities for all ages and abilities;
- Ensure alignment with Council Priorities.

The Committee will not participate in operational matters respecting the City of Penticton.

### 2. Membership

The Committee shall consist of up to **NINE (9)** volunteer voting members appointed by Council. Preference will be given for individuals with direct knowledge or interest and/or experience in community parks and recreation that include, but is not limited to:

- Nature appreciation
- Indoor recreation
- Outdoor recreation
- Organized sports
- Trails
- Health and fitness
- Water based activities
- Sports tourism and special events

### **3. Qualifications**

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

- Available to attend most Committee meetings (electronic or in-person);
- Access to a computer and an e-mail address in order to participate electronically in meetings and to receive and respond to communications and information including committee meeting agenda packages.

### **4. Appointment and Term**

The Committee will run concurrent with the four-year term of Council. Members will be appointed by Council. A majority of appointed voting members shall constitute a quorum. Members must make a reasonable effort to notify staff at least two days before the meeting if they are unable to attend.

Council shall appoint one (1) non-voting Council representative to the Committee. The Council representative will be the liaison to the rest of Council and will report on the work of the Committee. The Mayor or Deputy Mayor will act as alternate Council representative.

The Committee members shall appoint a Chair and Vice-Chair.

### **5. Meeting Procedures**

The Committee will recognize that each meeting requires a significant commitment of staff resources and meeting should therefore be held when there are clear items of business to address. The Committee shall meet quarterly, or as required when Council refers a new piece of business to the Committee requiring immediate action. For certainty, the rules and procedures of Council Procedure Bylaw and all amendments thereto shall be observed as far as may be applicable.

The Community Services Department will provide the staff liaison and technical support for the Committee, with additional staff attending as needed. The Legislative Services Department will provide meeting management and recording support for the Committee.

### **6. Conflict of Interest**

All Committee members are expected to review and sign a Conflict of Interest Declaration and adhere to the requirements set out in the declaration.

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 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.

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.

## **7. Removal of a Member from Committee**

Council may remove a Committee member from a Committee for good and sufficient reason, which may include any of the following, without limitation:

- (a) the absence of a Committee member from three (3) consecutive regularly scheduled Committee meetings, unless the absence is because of illness or is with leave of the Committee;
- (b) a finding by Council that the Committee member has engaged in misconduct, such as bullying or harassment of another Committee member or a City employee; or
- (c) participation by a Committee member in circumstances where the Committee member has a conflict of interest.

In any case where Council proposes to remove a member from a Committee, the member will be provided with notice and an opportunity to be heard by Council prior to Council voting on the matter.

## **8. Resignation**

Any member may resign upon sending written notice to the Corporate Officer.

In the event of a vacancy occurring during a regular term, the vacancy may be filled for the remainder of that term in the same way the initial appointments were made.

## **9. Confidentiality and Closed Meeting**

All Committee members are expected to review and sign a Confidentiality Declaration and adhere to the requirements set out in the declaration.

No meeting or part thereof shall be closed to the public except in accordance with Section 90 of the *Community Charter*. Should a Closed meeting be held by the Committee, members must keep in confidence, any information considered in any part of said meeting until such time as the information is released to the public as lawfully authorized or required. Should the municipality suffer loss or damage due to contravention of confidentiality, the municipality may recover damages from the person(s) for the loss or damage.