

TOWN OF QUALICUM BEACH

AMENDED TERMS OF REFERENCE SELECT COMMITTEE ON PARKS AND RECREATION (Updated May 2025)

1. PURPOSE OF COMMITTEE

The Select Committee on Parks and Recreation (PR) shall be an advisory committee reporting to Council on matters relevant to recreational activities provided and conducted on, or in connection with, parks, trails, playgrounds and athletic fields. Matters for action, review, comment and/or study will be referred to the PR by Council, on a case by case basis, and these may include, but need not be limited to:

- (a) The periodic review of recreational programs and facilities;
- (b) Assistance with coordination and collaboration with other agencies in the recreational fields

2. LIMITATIONS OF THE DUTIES AND POWERS OF THE COMMITTEE

The Committee has no delegated authority from Council and is not empowered to manage any property, aspect or role of the Town's responsibilities.

3. COMPOSITION OF THE COMMITTEE

The Committee shall be appointed by Council and be comprised of:

- One (1) non-voting member of Council, and appointed as Chair;
- One (1) youth member at large;
- Five (5) members of the public who will serve as members at large.

4. ADVISORY PERSONS TO THE COMMITTEE

The following persons may participate in meetings of the Committee in an advisory capacity but shall not vote:

- (a) Chief Administrative Officer;
- (b) Superintendent of Parks and Buildings;
- (c) Corporate Administrator's designate, as Secretary to the Committee and clerical assistance for recording minutes, preparing agendas and organizing resource material;
- (d) Delegations - being persons representing other interested groups, individuals, agencies or businesses who may be invited by the Chair to attend meetings.

5. APPOINTMENT AND MEMBERSHIP

Nominations

Members at large:

- (a) Applications will be invited from the public on a regular basis. From applications received, Council will appoint members and may, in any case, decline to appoint an applicant and invite new applications.

Youth Member at large:

- (b) Applications will be invited from individuals between the ages of fifteen (15) and twenty-nine (29) when there is a vacancy. Council will appoint the Youth Member at Large from the applications received, and may, in any case, decline to appoint an applicant and invite new members to apply.

Term and Termination

- (c) Members of the Committee shall serve at the pleasure of the Council and with a term of approximately two years, ending December 31 of the second year of their term. Committee members may be reappointed for an additional term or terms, with the exception of a Youth Member at Large who would become thirty (30) at the time of re-appointment. A Youth Member at Large who turns thirty (30) within the approximate two-year term, will be able to serve as a Member until the end of the term, and until an eligible replacement is appointed by Council following the term end, or unless terminated in accordance with Section 5(d)."
- (d) Council may terminate the appointment of any member of the Committee at any time.

Resignation and Absenteeism

- (e) A member may resign from the Committee on presentation of written notice at a regular meeting of the Committee. Any member other than the Mayor or a member of Council who is absent from three (3) consecutive meetings without cause or without notice to the chairperson, shall be deemed to have resigned from the Committee.

Vacancies

- (f) Any vacancy on the Committee other than a vacancy caused by the resignation of a Council member shall, for the expired portion of any term, be vacant or Council may invite fresh nominations from the group or agency that nominated the member who has vacated the position, as the case may be.

Composition of Committee

- (g) At all times Council shall ensure that at least one non-voting member of the Committee is a Council member, as required by the *Community Charter*.

Remuneration

- (h) All members of the public appointed to the Committee shall serve without remuneration. All expenses reasonably incurred in the carrying out of Committee business may be reimbursed by the Financial Administrator of the Town with the approval of the Chief Administrative Officer or designate.

6. MEETINGS

Regular Meeting

- (a) Meetings of the Committee will be held on the 3rd Wednesday of February, May, September and November commencing at 2:00 pm.

Special Meeting

- (b) The Chairperson or any two members may call a special meeting of the Committee.

Notice

- (c) Meeting notice shall be in accordance with the Procedure Bylaw.

Quorum

- (d) The quorum for the Committee is the majority of voting members.
- (e) Should there be no quorum present within 15 minutes after the time appointed for the meeting, the recorder shall record in the minutes the names of the members present at the expiration of such fifteen minutes and the meeting shall stand adjourned until the next scheduled meeting.