



COLUMBIA SHUSWAP REGIONAL DISTRICT

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PARKS & RECREATION ADVISORY COMMISSION EXPRESSION OF INTEREST FORM

| | |
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| Electoral Area: circle one A C D E F | Current Commission Member? <input type="checkbox"/> |
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| Name: | |
| Address: | |
| Phone Numbers: | <i>Home:</i> <i>Work:</i> <i>Cell:</i> |
| Email Address: | |
| Please tell us the reason(s) for your interest in serving on the Parks & Recreation Advisory Commission for your Electoral Area. | |
| Are you a current or past member of any similar community organization? If yes, please list them and your role in each. | |
| Please provide any additional information about yourself, your activities or interests that would be relevant in serving on the Parks & Recreation Advisory Commission for your local area. | |

Email completed form to operations@csr.bc.ca



PARKS AND RECREATION ADVISORY COMMITTEE

Terms of Reference

INTRODUCTION

This Terms of Reference outlines the responsibilities and structure of the sub-regional Parks and Recreation Advisory Committee (the “Committee”). The Committee has been established pursuant to Bylaw No. 5706. The Commission will assist the CSR D by ensuring it receives thoughtful and comprehensive advice from a representative group of individuals from within the Electoral Area, who have knowledge and interest in the parks and recreation needs of the community.

PURPOSE

The Committee’s mandate is to act in an advisory capacity to CSR D staff and the Area Director. The CSR D Board of Directors has not delegated any decision-making authority to the Committee. The Committee’s mandate is to:

- Provide advice on the delivery of parks and recreation services including policies relating to:
 - the delivery of parks operations
 - the implementation of the parks plan
 - the construction and equipping of recreational facilities and parks
 - the development and implementation of recreation programs and services
 - the development of relevant bylaws
- Assist in the communication between the CSR D and the public.
- Strategize opportunities to promote parks and recreation, including: raise public awareness of issues involving parks.
- Provide local input and knowledge regarding CSR D parks and recreation services and communicate this information to CSR D staff.
- Provide a local perspective on parks and recreation services with the Electoral Area.
- Participate in the prioritization of the annual and five (5) year financial plan from the parks and recreation needs within the Electoral area.
- Communicate to the Manager of Operations (or designate) any issues that have been brought to the attention of Committee members by the public at large.

MEMBERSHIP

The Committee will consist of five (5) or seven (7) individuals. Preference for membership will be given to individuals who ordinarily reside within the relevant Electoral Area. The Area Director and the Operations Manager (or designate) will be non-voting members. Committee members will be appointed by the CSR D Board. Members will be appointed for a three (3) year term which will expire on December 31 of the third year of appointment.

The process to select Committee members will be as follows:

- An Expression of Interest will be advertised to solicit interest from the public;
- The CSR D Manager of Operations (or designate) will develop a list of candidates and share this list with the Area Director.
- CSR D staff will arrange an informal meeting with each short listed candidate.

Parks and Recreation Advisory Committee
Terms of Reference

MEMBERSHIP (cont.)

- CSRD staff will select the preferred candidates for each Electoral Area and will have each preferred candidate's name brought forward for approval by the CSRD Board of Directors.

In the event of a vacancy arising from any cause other than the expiration of a Committee member's term of office, the Board may appoint a successor for the remainder of the term based on a review and recommendations received from an Expression of Interest process.

COMMITTEE DECISION MAKING

The Committee will work toward consensus, using an interest-based approach rather than a position-based approach. If a vote on a matter is necessary, the vote will be taken with a simple majority of Committee members present and voting required to pass a motion. The Chair can only cast a vote in the event of a tie. The Manager of Operations (or designate) or the Area Director will not take part in any such vote. In the event of an equal number of votes, the motion or matter will fail.

COMMITTEE PROTOCOL

- A Chair, Vice-Chair will be elected by the Committee at the first meeting each year. The names of these positions will be forwarded to the CSRD.
- The Chair will act as the liaison between the Committee and the Manager of Operations (or designate).
- Meetings will be open meetings and will be run by the Chair or Vice-Chair in the absence of the Chair.
- Meeting minutes will be taken by CSRD staff at all meetings. Upon approval, the minutes will be distributed electronically to the Committee members and will be posted on the CSRD website.
- The quorum of the meeting will be comprised of not less than half of appointed committee members.
- The CSRD Board may remove members from the Committee at any time at its discretion.
- The Committee may invite other persons to participate in making presentations to the Committee in order to benefit from additional expertise pertaining to subjects being discussed.
- Meetings of the Committee will occur not less than two (2) times per calendar year. Dates for the meetings should be determined by the Committee during the first scheduled meeting.
- The Manager of Operations (or designate) will attend a minimum of two meetings per year to discuss budget recommendations and approvals.
- The Committee will adhere to all statutes, legislation, acts, bylaws and all other responsibilities as a committee of the CSRD.
- Committee members may choose to express their personal views to others outside the Committee but may not speak on behalf of or in any way create the impression that they are speaking for the Committee as a whole. In order to ensure open and honest dialogue; Committee members should not discuss comments or opinions expressed by other Committee members without their knowledge and consent.
- Members of the public may observe meetings but will not have voting rights and will only have speaking rights through invitation by the Chair.

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COMMITTEE PROTOCOL (cont.)

- A conflict of interest arises when a Committee member speaks or votes on a motion that could be the cause of some direct significant benefit - monetary or otherwise - to that member. If such a situation arises, the member involved should excuse themselves from proceedings that relate to the conflict unless explicitly requested to speak, only after a majority vote to do so. Any subsequent information provided by the individual will clearly be identified in the meeting minutes as coming from a source perceived to be in a conflict of interest.

RESOURCES

The Regional District will provide administrative support to the Committee including, but not limited to the scheduling of meetings, agenda distribution, minute taking and distribution of materials.

Any Committee budget requirements will be included within the Parks and Recreation budget subject to the CSRD's normal annual review and approval process.

Committee participation is voluntary with no remuneration provided for members' time.

AMENDMENTS TO TERMS OF REFERENCE

These Terms of Reference may be amended from time to time or at any time in accordance with Bylaw No. 5706.

CONTACT

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