



**District of Lantzville  
Parks and Trails Select Committee  
Terms of Reference**

**1. Committee Purpose**

- 1.1. The purpose of the Parks and Trails Select Committee is to:
- Advise and provide recommendations to Council on matters relating to parks or trails creation, dedication, development, improvement, maintenance, use and intermunicipal cooperation.
  - Provide Council with advice and recommendations on matters referred to it by Council.

**2. Duties**

- 2.1. Consider all matters pertaining to parks and trails within District boundaries.
- 2.2. Responsible for oversight of parks bookings and ensuring the District is not exposed to liability and make recommendations to Council on matters pertaining to park use bookings.
- 2.3. Conduct surveys on its own or by others concerning matters related to parks and trails as approved by Council.
- 2.4. Liaise and provide leadership with community neighbourhood groups on a wide range of parks and trails projects including but not limited to:
- Volunteer neighbourhood and community park development projects.
  - Community input regarding park planning and acquisition priorities.
  - Trail system and beachfront development projects.
- 2.5. Liaise through the Staff Liaison with neighbouring jurisdictions concerning trail connectivity.
- 2.6. Liaise through the Staff Liaison with neighbouring jurisdictions concerning potential regional Park dedication and development.
- 2.7. Work with the Director of Public Works concerning matters pertaining to the maintenance and development of parks and trails.
- 2.8. Establish working groups as required. Each working group established must include one member of the Select Committee and a timeframe for reporting back to the Select Committee.

### **3. Membership and Term**

- 3.1.** The Committee is comprised of seven voting members appointed by Council, as follows:
- One (1) member of Council.
  - Six (6) members at large, who shall be residents of the District.
- Plus one non-voting member, a member of Council appointed by Council.
- 3.2.** One staff member appointed by the Chief Administrative Officer as the Staff Liaison. (Non-voting)
- 3.3.** Other staff members, as required. (Non-voting)
- 3.4.** The Committee shall, at the first meeting, appoint from its members a Chairperson, and an alternate, who shall preside at all meetings as required.
- 3.5.** All members at large of the Committee shall serve a three-year term effective from the date appointed by Council to December 31<sup>st</sup> of the third year of their term.

### **4. Operations of the Committee**

#### **4.1. Meeting Schedule**

- 4.1.1. The Committee shall meet on the third Thursday of each month, or as required. The Committee must meet at a minimum of twice annually.
- 4.1.2. Committee meeting will commence at 6:00 pm in the District Council Chambers. The Committee may, by unanimous consent of all members of the Committee, choose an alternate meeting start time during the term of the Committee. When the Committee term has ended, or if Council is filling a vacancy on the Committee, the meeting start time will revert to 6:00 pm.
- 4.1.3. The order of business will be as established by the Chairperson and Staff Liaison.

#### **4.2. Annual Budget**

- 4.2.1. The Committee shall annually prepare a five-year financial plan for capital and operating expenditures and revenues. The five-year financial plan is to be submitted to the Director of Financial Services for inclusion in the District's annual financial plan no later than September 1<sup>st</sup> each year.
- 4.2.2. The procedures for revenue collection and expenditures shall be as directed by the Director of Financial Services.

#### **4.2. Minutes and Agendas**

- 4.2.1. Agendas will be prepared and distributed to the Committee members by the Staff Liaison at least three days prior to the Committee meeting.

4.2.2. A Committee Staff Liaison will take minutes as directed by the Director of Corporate Administration. Draft minutes will be placed on the next Committee meeting agenda. Once Committee minutes are adopted they will be placed on the next Council meeting agenda for receipt.

4.2.3. Any recommendations requiring Council approval will be submitted to Council in the report/recommendation format prepared by the Staff Liaison.

#### **4.3. Procedure**

4.3.1. The Committee rules of procedure will be those set out in the Council Procedure Bylaw.

#### **4.4. Scope**

4.4.1. The Committee will only consider matters pertaining to the Council approved Terms of Reference or matters referred to it by Council, and the Chief Administrative Officer.

#### **4.5. Time Limits**

4.5.1. Committee meetings shall not exceed two hours in duration, unless the time is extended by unanimous vote of the Committee.

### **5. Authority**

**5.1.** The Committee does not have the authority to financially encumber Council in any way beyond that which is approved annually in the District's budget.

**5.2.** The Committee does not have the authority to directly change bylaws or policies.

**5.3.** The Committee does not have the authority to direct the work of staff.