

## TERMS OF REFERENCE Parks, Recreation and Culture Committee

Adopted: April 11, 2022

Amended:

### MANDATE

The Parks, Recreation and Culture Advisory Committee is a select committee of Council established under Section 142 of the *Community Charter*. The mandate of the Committee is to provide a community perspective and advice to Council on Parks, Recreation and Culture matters in Oak Bay as per the Committee's assigned duties, with an emphasis on inclusivity and creating healthy, active living opportunities for residents of all ages, abilities and backgrounds.

### DUTIES

The duties of the Committee are to:

- provide a community perspective and input to Council on all matters referred to the Committee, which may include (but is not necessarily limited to) new Parks, Recreation and Culture initiatives or projects under consideration, potential service level adjustments, as well as facility development, expansion and/or rehabilitation;
- provide feedback and recommendations to Council during the development of department Master Plans or strategic plans;
- review and provide feedback to Council, as requested, on draft policies and strategies under consideration by the Parks, Recreation and Culture department;
- provide advice 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 Municipal collection;
- review and evaluate (relative to the program criteria) nominations for the annual Wall of Fame Community Recognition program and recommend award recipients to Council.

Volunteers from the Committee membership may be requested, from time to time, to assist with implementation of community-based parks, recreation and culture events and initiatives, including assisting with Arts Laureate projects and/or possible jurying of artwork submitted to the ArtsAlive program.

### MEMBERSHIP

The PRCAC shall be constituted and appointed by Council as follows:

- Up to seven (7) volunteer members appointed by Council, a minimum of two thirds of which must be residents of Oak Bay
- One Council Liaison appointed by the Mayor (voting member, as per the *Community Charter*)
- The District's Arts Laureate shall be an ex-officio, non-voting member of the Committee, providing regular activity updates to the Committee to promote Arts Laureate projects and/or seek volunteer assistance with implementation.

The District will seek volunteer members with a broad range of demonstrable skills, experience and/or interests related the Committee's mandate encompassing parks, recreation and arts/culture, and will

endeavour to achieve diverse representation with respect to various characteristics, such as age, gender, ethnicity, and ability.

## APPOINTMENT AND TERM

Members will be appointed for terms of one to two years, as per the *Committee and Commission Policy*. All members wishing to seek re-appointment by Council must re-apply at the end of each term.

Members who have served the maximum tenure permitted under the *Committee and Commission Policy* (six consecutive years) are subject to a mandatory one-term absence from the Committee prior to seeking re-appointment for any subsequent term unless Council deems their reappointment to be necessary for expertise and continuity purposes.

The Committee will elect a Chair and Vice-Chair annually from amongst its volunteer members. As per the *Committee and Commission Policy*, the Chair is appointed for a maximum of one two-year term, unless otherwise extended by Council. The roles and responsibilities of Chair, Vice Chair and members are outlined in the *Committee and Commission Policy*.

Any member who fails to attend three successive meetings of the Committee, except because of illness or with leave of Council, will be deemed to have resigned their membership.

## MEETING PROCEDURES

The provisions of the current *Council Procedure Bylaw* and *Committee and Commission Policy* will govern the meetings of the Committee. All decisions of the Committee will be reached by consensus or a majority vote of the members present, provided a quorum is present.

At the first meeting after its appointment, the Committee shall develop a proposed annual schedule of regular meetings for approval by the Chief Administrative Officer or Corporate Officer. Regular meetings will generally take place on a quarterly basis, if there is business to consider. As per the *Council Procedure Bylaw* and the *Committee and Commission Policy*, there will be no committee meetings in August and during a local government election year there will be no meeting held in the month of the municipal election. Special meetings, if necessary, shall be at the call of the Chair, in consultation with the Staff Liaison, and with the approval of the Chief Administrative Officer or the Corporate Officer.

As per the *Committee and Commission Policy*, Committee meetings shall be adjourned no later than two (2) hours from the scheduled start time of the meeting. If business cannot be completed within two (2) hours, the Chair, in consultation with the Staff Liaison, may request a special meeting as outlined above. If the Chair and Staff Liaison identify that the scheduled business on an upcoming meeting agenda may require more than two (2) hours to complete, they may seek advance approval from the Chief Administrative Officer or Corporate Officer for an extension to the 2-hour time limit. Approval for the extension should be confirmed in advance of agenda publication, and quorum must be maintained throughout the meeting.

As per the provisions of the *Community Charter*, all Committee meetings shall be open to the public. Where it is appropriate to close a meeting to the public, the Committee may do so with the advance approval of the Corporate Officer and by adopting a resolution in accordance with the *Community Charter*.

Public participation in the Committee proceedings is not permitted, pursuant to the *Committee and Commission Policy*. This is to allow the Committee members to focus on the matter before them, and to direct all public input to Council as the District’s main governing and decision-making body.

A member of the Committee who has a direct or indirect pecuniary interest, or another interest in the matter that constitutes a conflict of interest in a matter before the Committee, distinct from that possessed in common with the public generally (ex. a personal gain or personal relationship with artists selected for commissions or shortlisted for artist calls), shall:

- a) In open session declare such interest;
- b) Refrain from participating in any discussion or voting on the matter; and
- c) Leave the meeting room for the duration of discussion or voting on the matter.

## AGENDAS AND MINUTES

Committee meeting agendas and minutes must be prepared, distributed, posted and filed in accordance with the current *Council Procedure Bylaw*, the *Committee and Commission Policy*, and all related corporate administrative guidelines.

## STAFF SUPPORT

Staff support for the Committee will be provided by one Staff Liaison from the Parks, Recreation and Culture Department and one Recording Secretary. The roles and responsibilities of the Staff Liaison and Recording Secretary are outlined in the *Committee and Commission Policy*. The Parks, Recreation and Culture Department is the primary contact for the Committee and will provide the required professional and clerical support.

## REPORTING TO COUNCIL

Committee recommendations, strategies and actions will generally be conveyed to Council in staff reports prepared by the Staff Liaison, or their designate. All recommendations related to the acquisition of public art will first be referred to staff as per the *Public Art Policy*, as may be amended or replaced from time to time. Council decisions will be reported back to the Committee by the Council Liaison.

## REMUNERATION AND BUDGET

Members of the Committee shall serve without remuneration; however, they may be reimbursed for expenses incurred while engaged in Committee duties. Pursuant to the *Committee and Commission Policy*, these expenses must be pre-approved by the Chief Administrative Officer or Director of Financial Services, as appropriate. Operational funding for the Committee is provided through the Parks, Recreation and Culture annual budget.

## ALIGNMENT WITH COUNCIL STRATEGIC PRIORITIES

- Ensure Access to Diverse Housing Options within the Built Environment
- Achieve Sustainable Service
- Provide Service Excellence
- Enhance and Promote Quality of Life and Sense of Place
- Demonstrate Leadership in Fostering Community Health