

## DISTRICT OF METCHOSIN

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<b>SUBJECT:</b>	<b>COUNCIL</b> <b>Terms of Reference</b> <b>Parks &amp; Trails Advisory Select Committee</b> <b>(PTASC)</b>	<b>SECTION:</b>	<b>C-100</b>
		<b>POLICY:</b>	<b>C-100.73</b>
		<b>COUNCIL:</b>	<b>May 16, 2005</b>
		<b>AMENDS:</b>	

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### **PURPOSE OF THE COMMITTEE**

PTASC's role is to consider parks, trails & recreation matters and to report its findings and opinions to Council.

### **MEMBERSHIP**

When making appointments to committees, Council will strive to ensure a balance of knowledge, abilities and interests. For PTASC, preference will be given to applicants having experience or interest in walking, cycling, equestrian or other recreational pursuits.

### **PROCEDURES & ADMINISTRATION**

This committee is bound by the terms of Advisory Select Committee Bylaw No. 493, and by the terms of the District of Metchosin Council Procedure Bylaw. Additional procedures are outlined below:

1. Regular meetings will take place on the evening of the third Tuesday of every month, unless otherwise agreed by a majority of the members. Notice of meeting date changes will be provided to municipal staff as far in advance as possible.
2. The role of Recording Secretary may be shared by members on a rotating basis.
3. The committee will conduct periodic internal performance reviews to consider scope of activities and ensure continued effectiveness of the committee. Any concerns will be reported to Council.

### **FUNCTIONS AND ROLES**

#### The Committee

1. Comment and make recommendations on matters that are referred to PTASC by Council or staff.
2. Represent user groups and residents of the community in order to provide a vehicle for expression of their opinions to Council.
3. Collect information and suggestions related to parks, multi-use trail corridors and recreation and bring these to Council's attention, through the minutes of the committee, in order to seek authorization for further investigation.
4. When making recommendations for action, to consider conflicting priorities and recommend fair solutions.
5. Explore ways and means of extending the community's resources for park and trail acquisition and development.
6. Advise the Approving Officer (when requested) on land acquisition for parks and trails.

7. On referral from Council or the Approving Officer, assess and evaluate potential parks and trails within proposed subdivisions.
8. Maintain current knowledge of the Official Community Plan (as it relates to the purposes of the committee) the Metchosin Parks and Recreation Master Plan, and other applicable bylaws, and make recommendations accordingly, when requested.
9. Liaise with volunteers and volunteer societies in park and trail acquisition and development.
10. Coordinate, when required, with other select committees.
11. Use the Trails Coordinator and the Ad-Hoc Trails Committee as resources.
12. Provide direction to, and maintain close working relationship with, the Trails Coordinator and the Ad-Hoc Trails Committee.

#### The Chair

1. Arrange for access to the municipal office on meeting nights.
2. Ensure order at committee meetings.
3. Lead the committee in carrying out its Terms of Reference.
4. Attend standing committee or Council meetings when required to speak on behalf of the advisory select committee's recommendations.
5. When appropriate, delegate work to Committee members and/or establish subcommittees for specific tasks.
6. Liaison with staff
  - a. Review agenda prior to the committee meeting and advise staff if additional information is required by the committee
  - b. Track postponed issues to ensure that they are dealt with
  - c. Clarify questions that may arise at the committee meetings
  - d. Advise staff if a meeting is cancelled or rescheduled
  - e. Advise staff of every meeting called
  - f. Provide staff with copies of any additional agenda items.

#### Committee Members

1. Read the information in the agenda packages.
2. Attend meetings regularly.
3. Contact the Chair if there is material missing from the agenda, or more information is required.
4. Attend and participate in the discussions at advisory select committee meetings.
5. Participate in site inspections with the appropriate approvals.
6. Advise staff of any changes in contact information.

#### **NOTE TO COMMITTEE**

Council appreciates the valuable expertise and specialized input of its advisory committees. However, when committee recommendations are considered at the Council table, issues must often be considered in a wider context; Council, therefore, reserves the right to vary or not endorse recommendations from its advisory committees.