

DISTRICT OF METCHOSIN

SUBJECT:	COUNCIL Terms of Reference Parks & Trails Coordinator	SECTION:	C-100
		POLICY:	C-100.74
		COUNCIL:	March 15, 2010
		AMENDS:	

Position description

The Parks and Trails Coordinator is a volunteer position appointed by Council.

The Parks and Trails Coordinator is responsible for the management of Metchosin's parks and trails by:

- Consulting with Council, District staff and the Parks & Trails Advisory Select Committee to determine District priorities;
- Developing an annual program and budget for approval by Council;
- Recruiting volunteers to implement the program
- Implementing the annual program;
- Providing input to the District Approving Officer regarding trail construction in new subdivisions; and
- Responding to park and trail maintenance requirements as they arise.

Authority

The Parks and Trails Coordinator is authorized to expend District funds, as approved in the current year's budget for implementation of the approved annual parks and trails program for contractual work, erosion and storm damage repair, signage and purchase of materials.

Membership on the Parks & Trails Advisory Select Committee

Appointment of the Parks and Trails Coordinator includes appointment to the Parks & Trails Advisory Select Committee.

Reporting relationship

The Parks and Trails Coordinator reports to Council through the Chair of the Parks and Heritage Committee of Council.