

## **TERMS OF REFERENCE – 2020**

### **Chilliwack Parks and Trails Advisory Committee**

#### **PURPOSE:**

The Chilliwack Parks and Trails Advisory Committee (CPTAC) is a Select Committee established by Council. The purpose of CPTAC is to serve as an advisory/liasion body between Council and park, trail users within the City. The committee will be advisory to Council with respect to its bylaws and policies and their application to parks and trails, within municipal boundaries, to ensure they are in the general best interest of the entire municipality.

The committee will report its findings and opinions to Council.

#### **COMPOSITION:**

The Chair, with assistance from the City of Chilliwack (COC) staff liaison and the Vice Chair, and in consultation with the Mayor, will coordinate the membership selection process. The Mayor will coordinate the selection for all of the Select Committees and make final appointment recommendations to Council.

The membership of CPTAC shall consist of two (2) elected officials representing Council as Chair and Vice Chair, a COC liaison staff member from Operations, and up to ten (10) voting members appointed by Council as follows:

1. one (1) member from the Chilliwack Parks Society;
2. one (1) member from Rotary Club of Chilliwack Trails Committee;
3. one (1) member from the Fraser Valley Mountain Bikers Association;
4. one (1) member from the Vedder Running Club;
5. one (1) member from the Chilliwack Outdoors Club;
6. one (1) member from the Stó:lō Nation;
7. one (1) member from the general equestrian community;
8. two (2) members from the general community;

CPTAC may also consist of non-voting members, including:

1. Liaison COC staff members; and
2. FVRD Parks Rep – ex officio
3. Tourism Chilliwack – ex officio
4. Fraser Valley Watersheds Coalition – ex officio
5. Province of BC – ex officio
6. others, adhoc as necessary.

All member appointments may be reviewed annually at Council's discretion, or will be done after a Council re-election takes place. Members are expected to attend at least 75% of the meetings to which they are invited.

The members of CPTAC shall serve without remuneration but may, from time to time, and on a resolution of Council, be reimbursed for expenses they incur while performing their functions as a member of CPTAC.

Council may, at any time, remove any member of CPTAC and any member of CPTAC may resign at any time upon sending written notice to the Chair of CPTAC. In the event of a vacancy occurring during a regular term on CPTAC, the vacancy may be filled for the remainder of that term in the same way the initial appointments were made.

**PROCEDURES:**

1. The meetings shall be held quarterly or as determined by the Chair on an 'as needed' basis.
2. In the event that the Chair is not present, the Vice Chair will act as Chair for that meeting. In the event that the Chair and Vice Chair are not present, the meeting shall stand adjourned until the next meeting or the next meeting called by the Chair.
3. The quorum of CPTAC will be greater than 50% of members. If a quorum is not present the Chair, at his/her discretion, may proceed with discussion of items on the Agenda, but will not entertain any motions for referral or recommendation to Council. In the event there is not a quorum, the Agenda will be reproduced and presented at a subsequent meeting of CPTAC.
4. The meetings shall be open to the public, with the exception of matters that would be dealt with in the closed portion of a Council meeting as defined in Division 3 of the *Community Charter*, and shall be held at City Hall.
5. A minimum of seven (7) days' notice must be given, and included in the notice will be the purpose for the meeting.
6. An Agenda package shall be provided to CPTAC members at least three (3) days in advance of the meeting date.
7. Responsibility for the items appearing on the Agenda will rest with the Chair in communication with the staff liaison assigned to support CPTAC. CPTAC members are encouraged to submit items for inclusion on the Agenda.
8. CPTAC will only concern itself with the items on the Agenda and, with respect to any new business that may be presented, the Chair may entertain a general discussion and where appropriate, the item will be referred to the next regular CPTAC meeting for full discussion and recommendation.
9. In addition to items raised by the Chair and CPTAC members, CPTAC will also address matters referred by Council.
10. Minutes of the meeting shall be prepared by COC staff, subsequently signed by the Chair, and forwarded to Council. CPTAC will report to Council through its minutes and by making recommendations for Council's consideration.
11. CPTAC will not have any administrative authority or jurisdiction to implement change or give direction to alter current policies, procedures, and practices. However, the committee may, and is encouraged to make recommendations to Council if it wishes to request staff to investigate certain matters or wishes to make recommendations with respect to Council's policies, procedures, and practices.

12. CPTAC may hold public meetings to obtain feedback from the community and to relay information to the community.
13. CPTAC may appoint sub-committees of its members to review and provide recommendations on specific issues to the committee.
14. CPTAC may invite or entertain delegations that are either directly related to, or have a peripheral interest in, parks, trails and sports field matters to receive their comments and recommendations with respect to specific issues.
15. CPTAC will act as a 'clearing house' and a forum for ideas and policy issues relating to its purpose.
16. CPTAC will consider, as appropriate, Council's objectives and strategies as contained within the COC Annual Report when making recommendations to Council.
17. If a committee member is unavailable to attend a meeting, an alternate may be sent if the alternate member has been approved by the Chair.

**CONFLICT OF INTEREST:**

CPTAC members must abide by the conflict of interest provision outlined in the *Community Charter* as amended or replaced from time to time. If a conflict of interest arises between a CPTAC member attending a meeting and the matter being discussed, the member must declare a conflict of interest and state the general nature of the conflict. After making such declaration, the member must not take part in any discussions on the matter, must immediately leave the meeting, and must not attempt to influence any member at any time in relation to the matter.