



# Parks and Environment Committee

## Terms of Reference

The Parks and Environment Committee (the Committee) members are appointed by Council to contribute and improve Council decision making.

### 1. PURPOSE

The purpose of the Committee is to facilitate greater collaboration and exchange of ideas between Council and the public to provide advice and recommended policies on parks, trails, recreation matters (including services, facilities and specific community interests), climate change, green technology, energy efficiency urban forestry and other topics associated with environmental sustainability.

The Committee shall provide advice and make recommendations to Council on the following:

- Parks Management Plans
- Support and maintain the vision of the Parks and Recreation Master Plan.
- Provide a community perspective on parks, trails, services, and community programs.
- Foster public awareness, recognition and support for parks, trails, and facilities.
- Support and maintain the vision of the Low Carbon Resilience Climate Action Plan.
- Foster public awareness, recognition, and support for the environment.

### 2. AUTHORITY

The Committee's function is advisory to Council. Their role is to review, comment, and make recommendations to Council on issues referred to the Committee by Council. The Committee has no continuing advocacy role concerning their findings and recommendations.

Any initiatives proposed by the committee that have resource or financial implications, including staff time, require Council approval.

### 3. MEMBERSHIP AND QUORUM

- a) The Committee shall be comprised of:
  - Ten (10) community members;
  - Two (2) members of Council to serve as Co-Chairs, alternating chairing the meetings.
  - One (1) member of Council to serve as alternate;
  - Sooke School District No. 62 may assign one (1) trustee as a non-voting representative;
  - Westshore Parks and Recreation may assign one (1) trustee as a non-voting representative.
- b) Quorum is a majority of the current committee membership, which must include at least one of the appointed Council members.
- c) To contribute effectively to the accomplishment of the Committee's objectives, members are preferred to possess skills, knowledge, experience and interest in parks, trails, and recreation, including:
  - An ability to represent a broad range of perspectives that reflect the diversity of the community;
  - An ability to contribute to meeting discussions in a positive, fair and unbiased manner;
  - Good knowledge and understanding of community planning and development policies, guidelines, standards and approaches;

- Good knowledge of the community and its social, economic and environmental drivers;
- Current involvement, academic credentials or experience in service provision or policy and/or development in community parks and recreation and/or the environmental field.

**4. TERM**

Members of the Parks and Environment Committee shall be appointed for a four (4) year term to expire November 1, 2026.

**5. RESOURCES AND SUPPORT**

a) Designated staff liaison and resources (non-voting members) shall include:

- Senior Member of Parks Department (1)
- Senior Member of the Engineering Department (1)
- Senior Member of the Public Works Department (1)
- Senior Member of the Planning Department (1)
- Corporate Services Recording Secretary (1)

**6. MEETING SCHEDULE**

a) The Committee shall meet four (4) times a year at 2:30 PM on the first Monday of February, April, June, and October.

b) All meetings shall take place at Colwood City Hall, 3300 Wishart Road, or at other locations specified in the “Notice of Meeting” and Livestreamed to the city’s website.

**7. AMENDING, MODIFYING OR VARYING TERMS OF REFERENCE**

Any request for amendment, modification or variation to these TOR can be requested via the staff liaison to Council. In the event Council endorses the requested change(s), the relevant resolution number and date of amendment will be recorded on the master TOR document.

ACTION	DATE	REFERENCE	
Adopted	01-May-2025		