

## **PARKS AND RECREATION COMMITTEE**

### **Terms of Reference**

#### **Mandate:**

1. To advise Council on parks and recreation issues referred to the committee for further examination.
2. To monitor ongoing aspects of the delivery of recreational services by the New Westminster Parks, Culture and Recreation Department, and, when necessary, make recommendations to Council.
3. To advise Council in matters pertaining to the operations of the New Westminster Museum and Archives and to monitor the ongoing aspects of the delivery of services at the New Westminster Museum and Archives.

#### **Voting Members:**

The Committee shall consist of 11 members, as follows (membership to revert back to 9 on January 31, 2017):

- Members of Council (1)
- Representatives from the community (9), of which at least one shall have a background and/or interest in museums and archives (to revert back to 7 on January 31, 2017)
- Representative from the School Board (1)

#### **Advisors:**

- Representatives from the Parks, Culture and Recreation Department

#### **Term:**

The term for all voting members appointed by City Council will be the period from February of the year to January of the following year.

#### **Chair:**

The member of City Council shall be designated Chair. At the first meeting of the year, voting members shall elect an acting chair from its membership to preside over meetings when the Chair is absent.

**Attendance:**

Members shall advise the Recording Secretary of their intent to attend or to be absent from a meeting. Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six month period without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution, cease to be a member of the Committee. The City Council shall have the power to remove any member of the Committee from office at any time.

**Quorum:**

A quorum shall consist of half the voting members plus one.

If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Recording Secretary shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

**Rules of Procedure:**

Committee procedures shall be governed by:

1. The Council Procedure Bylaw; and
2. The “Rules of Conduct: Standing Committees and Advisory Bodies” provided, and as revised from time to time.

Amended: Inaugural Meeting of Council, December 6, 1999

Amended: Closed Meeting, December 8, 2003

Amended: Closed Meeting, January 12, 2004

Amended: Closed Meeting, January 16, 2006

Amended: Closed Meeting, December 10, 2007

Amended: Closed Meeting, November 30, 2009

Amended: Special Closed Meeting, January 18, 2010

Amended: Regular Council Meeting, March 15, 2010

Amended: Regular Council Meeting, April 12, 2010

Amended: Regular Council Meeting, January 18, 2016