

PARKS, RECREATION AND CULTURE ADVISORY COMMITTEE

Type

- Council Committee Task Force

Mandate

The Parks, Recreation and Culture Advisory Committee (PRCAC) is a select advisory committee of Council pursuant to section 142 of the *Community Charter*.

The purpose of the PRCAC is to assist the Town of Ladysmith Council by:

- Providing advice and recommendations to Council on any matters referred to the Committee by Council;
- Ensuring that advice and recommendations are consistent with the Parks, Recreation and Culture (PRC) Master Plan and other related Town endorsed plans and strategies;
- Working cooperatively toward securing funds for implementation of the Parks, Recreation and Culture Master Plan; and,
- Recommending activities, projects, or work that the Committee thinks would assist Council to achieve the recommendations defined within relevant Town Plans or Strategies, (including but not limited to the Invasive Species Strategy, Public Art Strategy and Youth Strategy) or other matters for which Council requests input.

Authority

This is an advisory committee. The Committee will review matters as outlined within the Committee Mandate, and make recommendations to Council.

Membership and Terms

The Committee consists of the following members:

- Up to eight citizen representatives appointed by Council through a public recruitment process
- One of the eight appointed representatives will be a youth representative under the age of 23
- One representative from Cowichan Valley Regional District Area H appointed by the Area Director
- One representative from Cowichan Valley Regional District Area G appointed by the Area Director
- One representative from the Stz'uminus First Nation
- One representative from Town of Ladysmith Council (this is a non-voting or *ex officio* liaison position). The role of the Council representative is to provide a Council perspective on matters under consideration, and to speak to Council's strategic priorities and council business as appropriate

Members are appointed for two-year terms. The Council member appointment is made annually by the Mayor.

Citizen representatives may serve up to a maximum of three consecutive terms unless authorized by Council to serve additional consecutive terms.

Membership Requirements/Qualifications

Members of the Committee will represent the diversity of the community,

The citizen members of the Committee will represent a broad range of skills and/or experience related to the Committee's mandate, including but not limited to art, culture, sports, youth, recreation, horticulture, parks management.

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Board members of local organizations or societies may not be considered due to possible conflicts.

Staff Support

The Committee will be supported by one Parks, Recreation and Culture Department staff liaison (this is an *ex-officio* or non-voting role.)

Reporting

Committee recommendations on matters referred by Council will generally be placed on the agenda for the first regular Council meeting of the month, accompanied by an explanatory staff report. Committee minutes will be provided to Council on a regular basis.

Meeting Management

Meetings of the Committee will be conducted in accordance with Town of Ladysmith Council Procedure Bylaw.

(a) Chairperson

The Chairperson will be selected by the members annually at the first meeting following July 1st.

If the Chairperson is unable to attend a meeting, the members present will select an acting Chairperson for that meeting.

An *ex-officio* member may not Chair the committee.

(b) Meeting Times and Location

The PRCAC will meet monthly September to June, or at the call of the Chair. Meetings will take place at the Frank Jameson Community Centre.

Meetings of the Committee will be open meetings pursuant to section 93 of the Community Charter.

The Procedure Bylaw of the Town applies to meetings of the Committee.

(c) Agendas and Minutes

Staff in the Parks, Recreation and Culture Department, in consultation with the Chairperson, will prepare the meeting agenda and distribute it to the members of the Committee one week prior to the meeting date.

Recording of meeting minutes will be assigned by the Director of Parks, Recreation and Culture. Draft minutes will be reviewed by the Chairperson for accuracy only.

Draft minutes will be distributed with the agenda package for the next meeting.

Minutes of the Committee meetings will be posted on the Town of Ladysmith website and included in Council agenda packages.

Alignment with Council Strategic Priorities

Employment & Tax Diversity

Watershed Protection & Water Management

Communications & Engagement

Natural & Built Infrastructure

Partnerships

Not Applicable