

Posted: April 3, 2019

District of Hudson's Hope

The District of Hudson's Hope invites applications for one (1) representative of the public, who is a resident of the District of Hudson's Hope, to sit on the Parks & Recreation Advisory Committee. The public committee members will act in a volunteer advisory capacity to Council on matters related to municipal campgrounds, community parks, indoor and outdoor recreation facilities and opportunities, sport and recreation.

Term Length: *Current term ends October 2022.*

Time Commitment: *Minimum of four (4) meetings per year. Meetings are up to two hours in duration. Meetings are usually held on Tuesdays at 5pm.*

Parks & Recreation Advisory Committee Public Representative

Role & Mandate

- The members will represent a balance of interests within the community, including but not limited to: representatives of the youth/young adult and ageing populations; representatives of the families; representatives of the environmental matters as they relate to recreation and leisure; representatives of arts, cultures and history in the community.
- Review and provide feedback on the Strategic Plan, including making recommendations regarding existing services/facilities or those that may meet the future needs of the community.
- Provide a community perspective on recreational opportunities offered by the District.
- Foster public awareness, recognition and support for recreational activities.
- Make recommendations regarding the coordination of community parks, sport and recreation services with the programs of other agencies and voluntary organizations to ensure the most effective use is being made of that space.

Interested applicants are asked to please send a letter to sec@hudsonshope.ca outlining prior experience in recreation planning, previous and current community involvement and long-term plans regarding retaining resident status in the District of Hudson's Hope. Applications will be accepted until **4:30pm on Friday, April 26, 2019.**

Please refer to the following Terms of Reference for further information regarding the purpose, role and mandate, and membership, appointment and terms of the Parks and Recreation Advisory Committee.

For more information contact: Kaitlyn Atkinson, Recreation and Special Events Coordinator at the District office: 250-783-9901

PARKS AND RECREATION ADVISORY COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

- 1.1. To act as an advisory body to Council on matters related to municipal campgrounds, community parks, indoor and outdoor recreation facilities and opportunities, sport and recreation.

2. ROLE AND MANDATE

- 2.1. The Committee will act in an advisory capacity to Council in matters pertaining to municipal campgrounds, community parks, indoor and outdoor recreation facilities and opportunities, sport and recreation, and will:
 - 2.1.1. Review and provide feedback on the Strategic Plan, including making recommendations regarding existing services/facilities or those that may meet the future needs of the community.
 - 2.1.2. Provide a community perspective on recreational opportunities offered by the District
 - 2.1.3. Foster public awareness, recognition and support for recreational activities.
 - 2.1.4. Make recommendations regarding the coordination of community parks, sport and recreation services with the programs of other agencies and voluntary organizations to ensure the most effective use is being made of that space.
 - 2.1.5. Consider and make recommendations with respect to such issues as referred to from time to time by the Recreation and Special Events Coordinator, the Chief Administrative Officer, or Council.
- 2.2. Recommendations are to be supported by relevant research including but not limited to; minutes from committee discussions, survey data, etc. Recommendations should be strategic in nature and deal with issues at a policy level, not operations or maintenance.

3. MEMBERSHIP, APPOINTMENT, AND TERMS

- 3.1. The Committee will consist of eight (8) members, including
 - 3.1.1. Three (3) members of Council, one to serve as Chair.
 - 3.1.2. Four (4) community representatives from the public.
 - 3.1.2.1. Youth Councilor
 - 3.1.2.2. The members will represent a balance of interests within the Community, including but not limited to: representatives of the youth/young adult and ageing populations; representatives of the families; representatives of environmental matters as they relate to recreation and leisure; representatives of arts, culture and history in the community.
 - 3.1.2.3. The Mayor is ex-officio member of all committees, including the Parks and Recreation Advisory Committee and will be notified of all meetings.
- 3.2. Appointments to the Committee shall be made as follows:
 - 3.2.1. The three council representatives are the existing 3 members of the Council Recreation Committee
 - 3.2.2. Council shall appoint four (4) representatives from the public who are residents of the District of Hudson's Hope.

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- 3.3. Council shall appoint the Recreation and Special Events Coordinator.
 - 3.4. Council may, at any time, remove any member of the Committee by Council resolution and any member of the committee may resign therefrom at any time upon sending written notice to the Chairperson of the Committee.
 - 3.5. Committee members who are absent from three (3) consecutive meetings and or an absent for more than a total of 4 meetings per year, shall forfeit their appointment, unless such absence is authorized by resolution of the Committee.
 - 3.6. Members are expected to review all meeting materials prior to the Committee meetings and RSVP to the Committee whether they will attend the meeting.
 - 3.7. In the event of a vacancy during a regular term, the vacancy may be filled for the remainder of that term upon resolution of Council as soon as is convenient.
 - 3.8. Members of the Committee shall serve without remuneration.

4. MEETINGS

- 4.1. The Committee will meet a minimum of four (4) times per year.
- 4.2. Special meetings may be held at the discretion of the Chair.
- 4.3. The Committee shall abide by the rules and procedures included in the Council Procedure Bylaw.

5. STAFF SUPPORT

- 5.1. For each Committee meeting, the Committee Secretary, which will be the staff member on committee, the Recreation and Special Events Coordinator will be the primary contact and provide the required professional support.
- 5.2. The Committee Secretary will be responsible to organize, prepare and distribute an agenda and the minutes from the previous Committee meetings.