



Village of Zeballos

Tel: (250) 761-4229

P.O. Box 127

157 Maquinna Ave

Zeballos, B.C. V0R 2A0

reception@zeballos.com

Terms of Reference

Parks Advisory Committee

INTRODUCTION

The Parks Advisory Committee is established to foster the development, enhancement, and preservation of community spaces that promote well-being, and enrich the quality of life for all residents and visitors.

Purpose:

The Village of Zeballos is seeking a diverse group of community members to collaborate with Council and staff in making recommendations to the Mayor and Council. These recommendations will focus on providing plans related to the Village's Park spaces.

The Parks Advisory Committee serves as an advisory body to Council, established solely to provide guidance and recommendations that support the achievement of improvements and changes to the Village's Park spaces.

Role:

Through collaboration and thoughtful planning, the Committee will provide advice to Council for initiatives that enhance park spaces, protect natural resources, and ensure equitable access to safe, pleasing spaces for everyone to enjoy.

Further, the Committee will:

- Help plan new and improved parks.
- Make sure decisions respect Indigenous rights (DRIPA).
- Offer community feedback on parks and facilities.
- Raise public awareness about the value of parks.
- Respond to Council's requests for advice.

Committee decisions are advisory in nature and do not bind the Village. All comments or decisions must take the form of *recommendations* and will be referred to Council for consideration following the adoption of the Committee's minutes, unless otherwise directed by the Chief Administrative Officer or their delegate.

Any initiatives brought forward by the committee that have resource implications, including staff time, will also have to be approved by Council.

COMMITTEE GOALS:

- Develop a *Parks Masterplan* and inventory as per the Official Community Plan.
 - Present attainable projects for Council consideration to be completed within a short time frame
- Develop and approve a 5-year strategic plan as well as monitor and provide Council with milestone achievements and the required plans required for same.

The committee will utilize materials from Village staff as required.

Advisory Committee Members:

To the extent possible, the Committee will have a diverse membership with respect to gender, age and cultural-ethnic backgrounds.

This group will consist of five (5) voting individuals to include both local and First Nation residential representatives, representatives from Council, Village Staff, the Zeballos Business Community and Recreation Stakeholders.

Voting members include (but not limited to) representatives from the following audiences:

- Two members of Zeballos Council
- Local First Nation
- Tourism/Business Sector
- Local Permanent Resident

Non-voting members include staff representation to take minutes and provide administrative support and public works for logistical feedback.

Selection Process:

Volunteers will be required to fill out an application form. Group members will be selected based on relevant experience, representation of the recreation audience/community, voter eligibility and interest in the subject matter. Committee member selection will be approved by Council.

Members may be appointed by Council on a two-year term on the Advisory Committee.

Meetings:

The committee will meet a minimum of once per month in accordance with its regular schedule of meetings established annually at the first meeting of the year.

Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Zeballos Council Procedures bylaw.

Agendas will be created by staff and submitted to committee members and meetings will be held in accordance with the Village of Zeballos Procedure Bylaw. Recommendations to Council must be made 1 week prior to council meetings.

Frequency of the meetings, and meeting dates will be established by the group members.

Quorum: A minimum of 3 members will constitute quorum.

Committee Meeting Dates:

TBA

Committee Support:

When requested by Council or the Committee Chair, Staff or their representative will attend a Committee meeting to provide technical support. Administrative support is provided by Staff.

Contact:

Pete Nelson-Smith, CAO
cao@zeballos.com
250-761-4229