CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE:	Terms of Reference: Environment, Parks, and Recreation Advisory Committee	NO.	ADMIN–79

Effective Date:	September 14, 2026
Approved by:	Council
Reference:	ADM-22-16, ADM-23-040, ADM-26-042
Amends:	November 27, 2023, June 13, 2022

PURPOSE:

The purpose of the Environment, Parks, and Recreation Advisory Committee (the "Committee") is to assist Council to accomplish its goals and objectives as outlined in Council's Priorities.

MANDATE:

Consistent with the purpose described above, the Committee will:

- Provide advice and recommendations to Council on any matters referred to the Committee by Council; and
- Provide input on parks and recreation issues as requested by staff.

The Committee may request Council for authorization and direction to undertake a specific activity, project or work that the Committee thinks would assist Council to achieve its Strategic Plan, through a Notice of Recommendation, in accordance with Council Policy ADMIN–45 "Operational Guidelines for Council Committees and Commissions".

In its advisory role, the Committee will ensure that any action, communication, or correspondence relating to the Committee shall be taken or prepared by the Township. The Committee may make a recommendation to Council relating to proposed action, communication or correspondence for Council's consideration and direction.

MEMBERSHIP:

The Committee consists of up to seven (7) full voting members and four (4) non-voting members as follows:

Full Voting Members

- Community representatives – Up to six (6) appointed by Council.
- Youth representative – Up to two (2) as appointed by Council in accordance with Council Policy ADMIN–60 "Role of Youth Representative Appointments to Council Committees".
- Total membership appointments must not exceed seven (7).

Non-Voting Members

- Council Liaison – Up to two (2) members of Council as appointed by the Mayor.
- Staff Liaison – Appointed to act as a resource to the Committee in accordance with Council Policy ADMIN–61 "Role of Staff Liaison Appointment to Council Committees".
- Recording Secretary – Assigned to the Committee to prepare notices of meetings, agendas, minutes, and to assist with any follow up, meeting logistics and preparation as may be required.

QUORUM:
The calculation of quorum to conduct business is 50% +1 of full voting members, for example:

- 7 full voting members – quorum is 4
- 6 full voting members – quorum is 4
- 5 full voting members – quorum is 3

TERMS:
Members may be appointed for one (1) or two (2) year terms, with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three (3) consecutive terms.

All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may rescind a member's appointment if the person is absent from three (3) regularly scheduled committee meetings in any one (1) year period, unless the absence is because of illness or injury or is with the leave of Council.

MEETINGS:
The Committee will meet a minimum of four (4) times per year. No meetings are held during the summer and winter breaks (July, August, and December). Meetings shall be held at the call of the Chair.

At the first meeting following appointments, the Committee will elect a Chair and Vice-Chair from amongst its full voting members. If Council deems it necessary, Council may appoint the Chair for the Committee.

Meeting procedures will be in accordance with the *Community Charter* and the *Council Procedure Bylaw,* as set out in Council Policy ADMIN–45 "Operational Guidelines for Council Committees and Commissions".