



City of Pitt Meadows  
Terms of Reference  
Parks, Recreation & Culture Advisory Committee

CHIEF ADMINISTRATIVE OFFICER REVIEW / APPROVAL:

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1) **Establishment & Quorum**

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- a) The Committee was established by Council resolution on November 23, 2021 and is given authority through the City Committees Policy C102.
- b) **Quorum** is established as three (3) or more voting members.

2) **Mandate**

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- a) The mandate of the Committee is to:
  - i) Provide a community perspective and input on emerging needs that would enhance parks, recreation and culture in the community;
  - ii) Advise Council & staff on strategic priorities and policies related to parks, recreation and culture in Pitt Meadows using the [Parks, Recreation and Culture Master Plan](#) as a guide;
  - iii) Review and provide feedback on Parks, Recreation and Culture policies under consideration by staff; and
  - iv) Advise on matters referred to the Committee by Council, the Chief Administrative Officer (CAO) or the Director of Parks, Recreation & Culture.

3) **Membership**

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a) **Voting Members**

- i) The Committee will be comprised of **up to eleven (11) voting members**.  
The following sector representation will serve as a guide for membership:
  - (1) One (1) member with experiential knowledge of inclusiveness and accessibility;
  - (2) One (1) youth or young adult;
  - (3) One (1) representative from ᑭᑭᑭᑭᑭ (Katzie) First Nation (KFN), nominated by KFN's CAO; and
  - (4) Up to eight (8) members from the general public, who have an interest in parks, landscape architecture/parks planning, arts, culture and/or recreation, or whose organization provides services in Pitt Meadows and holds interest in one or more of these stated areas.

b) **Non-Voting Members**

- i) The Committee may include the following **non-voting members**:
  - (1) One (1) Council Liaison and one (1) Alternate;
  - (2) One (1) Staff Liaison, who will Chair all meetings;

- (3) One (1) Committee Clerk; and
- (4) Other staff liaisons may be appointed as deemed appropriate by the CAO to support the initiatives of the Committee.
- (5) Other staff resources as appointed and deemed advantageous by the CAO.

#### **4) Term**

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- a) Appointments to the Committee will be for a two (2) or three (3) year terms to ensure staggering and continuity of the Committee unless otherwise determined by the CAO.

#### **5) Budget**

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- a) There is no budget assigned to the Parks, Recreation & Culture Advisory Committee.