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# City of Port Moody
## Council Committee Terms of Reference

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| Date: | February 03, 2023 | File No. 01-0360-20-62 |
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| Committee Name: | Parks and Environment Committee | |

## Approvals/Reviews/Amendments

**Approval date:** ~~**February 21, 2023**~~
**Revision date:** ~~**December 12, 2023**~~
**September 9, 2025**

## 1. Committee Purpose

To provide Council with advice and recommendations on parks and environmental issues as outlined below and within the Council Committee System Policy and workplans derived from Council's Strategic Plan.

## 2. Duties

2.1 The Committee will provide advice and recommendations in the following areas:

- long term planning, management, maintenance, improvement, operation, control, construction, and use of Parks and Recreation facilities;
- fee schedule for all facilities, programs, and operations on which fees shall be levied on an annual basis;
- existing or proposed bylaws and policies related to the protection and enhancement of the City's parks and environment;
- requirements for parks and environment in new development or re-development within the City as referred by Council;
- opportunities for park enhancement and environmental protection within the City;
- other areas identified by the Committee with approval from the Council.

2.2 The Committee may hear and consider representations by any individual, organization, or delegation of citizens on matters pertaining to the workplan provided and approved by Council.

# 3. Membership

3.1 Members will be appointed in accordance with the Council Committee System Policy. The Committee will be composed of the following:

- two (2) Council representatives serving as Chair and Vice-Chair
- one (1) Seniors Focus Committee representative;
- one (1) Youth Seat member; and
- up to nine (9) members-at-large;

for a total of no more than 13 members.

3.2 Membership shall be two years from January to December, with half of the members appointed each year.

3.3 Council will endeavour to ensure that there is a broad and equitable representation of the community on the Committee.

# 4. Operations of the Committee

4.1 Meeting Schedule

At their first meeting the Committee will be provided with their meeting schedule, which will identify the dates, time, and location for meetings. The Committee will meet monthly, except for August and December, or at the call of the Chair.

4.2 Annual Work Plans

On an annual basis, in January, the Committee will receive and review their work plans, which will be provided by staff in accordance with Council's Strategic Plan. The Committee may add items to the work plans if they are aligned with and support the Council Strategic Plan. Work plans will be submitted, and additional items highlighted, for Council approval.

4.3 Annual Reports

On an annual basis, in November, the Committee will endorse a report for submission to Council that summarizes their activities and recommendations over the past year and how these activities are aligned with the Council Strategic Plan.

4.4 Rules of Procedure

Meetings will be conducted in accordance with the rules and procedures set out in the Council Procedure Bylaw and Council Committee System Policy.