

**District of Lillooet**  
**RECREATION SERVICES ADVISORY COMMITTEE**  
**TERMS OF REFERENCE**

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District Council has indicated an organized approach is warranted in order to:

1. To seek ways to support the continued operation and maintenance of the Lillooet REC center.
2. Make recommendations for a collaborative Recreation Plan for the District with surrounding communities;
3. Explore ways to integrate the District of Lillooet recreation services with surrounding community's recreation efforts;
4. To ensure the recreation needs of residents of all ages of Lillooet and surrounding communities are being met;
5. Identify where recreation services and amenities can be improved/expanded;
6. Look for ways to make recreation services a collaborative, regional-minded service with equal partners to support its delivery.

The mandate of the Recreation Services Advisory Committee is to establish and explore, through a panel of representatives, desired recreation opportunities and to look for ways to make the delivery of recreation services more regional minded.

**1. General:**

The Committee is to provide advice to District Council and will be seeking the following membership:

1. One (1) member of District Council selected yearly to act as Chair;
2. One (1) member of District Council selected yearly to act as an Alternate Chair;
3. One (1) member appointed by each surrounding St'at'imc Community up to a maximum of five (5) total;
4. One (1) resident of the SLRD Area B;
5. One (1) resident of the District of Lillooet;
6. One (1) representative from SWIMS including a seasonal alternate; and
7. One (1) representative from the collective arena user groups.

**Amended:** By Committee on September 11, 2015 – Approved by Council on October 4, 2015  
– Resolution No. 213/2015

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Membership for the public at large will be on a term of two (2) years. Applications will be received at the end of the term for new members. Those members already sitting will be provided with the opportunity to re-apply for consideration.

These Terms of Reference may be amended from time-to-time by District Council upon recommendations of the Director of Recreation;

The key functions of the Committee are to deliver a consensus of what recreation services the District of Lillooet and surrounding communities desire or need, improvements and how to best collaborate with neighbor communities adjacent to the District of Lillooet.

These Terms of Reference constitute a “living” document and as such can be updated to reflect experience and knowledge gained by the Committee.

**2. Objectives:**

1. To strategize a successful plan for the future continuation of the Lillooet Recreation Center;
2. To canvass the general public in the Lillooet and surrounding area to determine what recreation services people desire;
3. To bring forward findings from speaking with the communities to the Committee;
4. To identify opportunities and roadblocks as they relate to collaborating with surrounding communities on recreation services;
5. To review existing recreation services and discuss how they may be improved for the benefit of the public;
6. Identify any gaps in recreation services or overlap between communities where services may be shared; and
7. Communicate the process to District Council, community and relevant stakeholders.

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**3. Roles & Responsibilities of the Committee: What is the Scope of the Committee?**

1. Familiarize themselves with all existing recreation opportunities in the District of Lillooet and surrounding communities and record this information in a report format;
2. Act as a liaison to the committee and their respective represented community organization and incorporate that information to the District Council;
3. When gaps or overlaps of recreational opportunities are identified, propose those changes in report format to Council of the Whole.

**4. Membership:**

It is recognized that members have been selected primarily for their ability to assist on providing input to the needs of the District of Lillooet. Membership has been designated by Council as follows upon the recommendation of the Chair. (To be completed upon the approval of Council after recommendation from the Committee Chair). Membership shall be represented by the positions as indicated in **Section 2: General**.

**5. Functionality:**

**1. Chair:**

- a) Leads the Committee in fulfilling its mandate;
- b) Acts as facilitator, identifying points of agreement within the Committee and generally assists the Committee on resolving those issues where general agreement is lacking;
- c) Acts as the spokesperson for the Committee.

**2. Meetings:**

Meetings are to be scheduled in a manner that allows the Committee to achieve its required mandate. All meetings will be open to the public, except those meeting the criteria which District Council would hold Closed as per Section 90 of the *Community Charter*.

**3. Quorum:**

The quorum for the Recreation Services Advisory Committee is majority of all its members.

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4. **Agendas:**

Agenda items are to be submitted to the Chair for meeting and shall be consistent with the Committee's scope of advice and directly related to the fulfillment of the Committee's mandate.

5. **Minutes:**

A record of "advice to Council" will be recorded and noted in meeting summaries which briefly summarize the matters discussed and any conclusions reached. The summaries shall not attribute specific points of view to individual members of the Committee.

6. **Timelines:**

The Committee shall present its findings on an ongoing basis and in a manner determined by the Committee until the Committee is deemed by District Council to have served its intended purpose.