

Terms of Reference – Recreation Service Advisory Committee (RSAC)

1. Committee Purpose

The Recreation Service Advisory Committee (RSAC) is a council-appointed select committee established under section 142 of the *Community Charter* to provide recommendations to the council on matters related to recreational services and facilities within the Village of Pemberton.

2. Mandate

The mandate of the RSAC is to offer informed recommendations to the Village of Pemberton on:

- Recreation operations:
 - Review and comment on plans and policies
 - Advise on facilities and community programs
- Recreation budget:
 - Preview annual budget and fees & charges prior to council and board approvals;
- Recreation strategic planning & community vision;
 - Support the development of a Recreation Master Plan by January 2028.

The RSAC will act as a community voice, considering the needs of the entire community as well as special interested groups, community groups and sport organizations.

3. Limitation on Authority

The RSAC is an advisory committee. It has no delegated authority from Council to make decisions with respect to recreation service matters. The RSAC does not direct staff, manage operations or make binding decisions. The RSAC provides insight, recommendations and community perspective; helping Council make informed decisions.

4. Accountability

The director of Recreation, Culture, and Inclusion, as part of quarterly reports, will provide the council with updates on the work of the RSAC. As set out in s. 32 (5) of Council Procedure Bylaw No. 933, 2025, the RSAC will communicate with the council through its minutes and through recommendations to council provided in writing to the corporate officer.

5. Composition

5.1. Voting Members

The RSAC consists of up to seven voting members appointed by the council. Voting members will be selected to achieve the following composition:

- One Village of Pemberton community member representing the community at large
- One Squamish-Lillooet Regional District (SLRD) Electoral Area C community member representing community at large
- Five community members at large representing indoor and outdoor recreation, seniors and youth perspectives

5.2. Non-Voting Members and Participants

The following persons may participate in meetings of the RSAC in a non-voting advisory capacity:

- One (1) Village of Pemberton council member
- One (1) SLRD Electoral Area C director or alternate
- One (1) Lílwat council member
- One (1) Sea to Sky School District No. 48 trustee or local principal
- One (1) Conseil scolaire francophone de la C.-B. School District No. 93 trustee or local principal

a) Village of Pemberton Council Representation

One member of the council will be appointed to represent council on the RSAC as a non-voting member. The council representative will act as the liaison between the RSAC and the council and may report to the council or the Squamish-Lillooet Regional District (SLRD) Board on the activities of the RSAC and issues being considered by the RSAC.

b) Other Government Agency Representation:

Council will extend an invitation to the SLRD Board, Lílwat Nation, Sea to Sky School District No. 48, and Conseil scolaire francophone de la C.-B. School District No. 93 to appoint a member of the board, council or trustee (or principal) as non-voting members and act as liaison between the RSAC and their council or board.

5.3. Administration and Support

The following persons will participate in the meetings of the RSAC in a support capacity or as non-voting members:

- a. Village staff as required, depending on subject matter
- b. Recording secretary for recording minutes, preparing agendas and organizing resource material
- c. Subject matter experts or consultants invited by the director of Recreation, Culture, and Inclusion to attend in an advisory capacity

6. General Terms of the RSAC

6.1. Appointment of Voting Members

Council will select voting members from applications received based on the criteria set out in section 5.1, the applicant's community involvement, their knowledge and understanding of the community. Experience with budgets and policy development will be an asset.

6.2. Appointment of the Council Representative

Council will appoint one council member as a non-voting council representative to the RSAC and one council member as alternate council representative to the RSAC.

6.3. Term

Members are appointed for a period of four years which will run concurrent with the four-year term of the council.

Except for the elected official representatives, who will be reappointed by their respective board or council subject to being re-elected, members may serve a maximum of two consecutive terms unless authorized by the council to serve additional consecutive terms.

6.4. Application Process

The Village encourages individuals of all abilities, gender identities and expressions, sexual orientations, racialized identities or other lived experiences that reflect the diversity of the Village of Pemberton and surrounding area to apply for nomination to the RSAC.

The recruitment process and timeline are set out in Schedule 1, Recruitment, attached to and forming part of these terms of reference.

6.5. Qualifications for Membership

The following are the minimum qualifications to serve on the RSAC:

- a. **Resident or Taxpayer:** Be a fulltime resident, property owner, or business owner within the Village of Pemberton or SLRD Electoral Area C or a member of the Lílwat Nation.
- b. **Knowledge Areas:** Familiarity with the community and demonstrated interest or experience in recreation (eg: indoor/outdoor, organized sports, health and fitness). Experience with budgeting, policy development, or master planning is an asset.
- c. **Community Representation:** Ability to represent a diverse range of users' perspectives, including youth and seniors.
- d. **Availability:** Ability to attend meetings (in person or electronically) and open houses and community meetings associated with the recreation master planning process.

- e. **Digital Access:** Have access to a computer and an e-mail address to enable electronic participation at meetings and to receive and respond to communications and information including committee meeting agenda packages.

6.6. Removal of a Member

The council may remove a member from the RSAC for good and sufficient reason, which may include without limitation a finding by the council that the member has failed to comply with or has breached the Village Code of Conduct Bylaw, the Bullying, Harassment & Discrimination Policy, or a confidentiality agreement.

If the council proposes to remove a member from the RSAC, the member will be provided with notice and an opportunity to be heard by the council prior to the council voting on the matter.

6.7. Resignation and Absenteeism

A member may resign from the RSAC on presentation of written notice to the director of Recreation, Culture and Inclusion who will inform the council and the RSAC of the resignation.

If a member is unable to attend a meeting, they must make a reasonable effort to notify the director of Recreation, Culture and Inclusion at least two days before the meeting and, except for the council representative, may not designate alternate representation to attend in their place.

Any member who is absent from three meetings during the term without cause or without notice to the chairperson will be deemed to have resigned from the RSAC. This provision is not applicable in the case of illness or injury which impedes the member's ability to attend and participate in meetings.

6.8. Vacancies

If a vacancy occurs before the term has concluded, the council may appoint another person to fill the vacancy until the term has concluded.

6.9. Remuneration

All members of the public appointed to the RSAC shall serve without remuneration.

All expenses reasonably incurred by a member in the carrying out of RSAC business may be reimbursed by the Village with the approval of the director or Recreation, Culture and Inclusion.

7. Meetings

7.1 Application of Council Procedure Bylaw No. 993, 2025

Except where otherwise stated in this document or if not relevant, the provisions of Village of Pemberton Council Procedure Bylaw No. 993, 2025 apply to meetings of the RSAC.

7.2 Regular Meetings

The RSAC will meet once per quarter with dates and times established by the RSAC at the first meeting of each year. The RSAC may also meet on an as needed basis.

7.3 Special Meetings

The director of Recreation, Culture and Inclusion may call a special meeting.

7.4 Election of Chair and Vice Chair

The RSAC will elect a chair and vice chair at the first meeting of each year. The chair and vice chair must be voting members of the RSAC.

7.5 Quorum

A majority of appointed voting members shall constitute a quorum.

If there is no quorum present within twenty minutes after the time appointed for the meeting, the meeting recording secretary will record in the minutes the names of the members present and those absent and adjourn the meeting until the next scheduled meeting.

7.6 Decision Making

The RSAC will seek to make its recommendations on a consensus basis.

If consensus cannot be achieved, then general agreement will be sought among the members, such that members are agreeable to the majority, if not all, of the recommendation being made.

If neither consensus or agreement are achieved, then the members may vote on any recommendation, with a simple majority prevailing and a tied vote being defeated.

A member may request that their dissenting opinion on any vote be recorded, including the reasons for the dissent.

The RSAC may, at its discretion, choose to provide a written report to the council outlining any recommendations it has made, including the way those recommendations were reached and if applicable, any dissenting opinions.

7.7 Notice of Meetings

The provisions of sections 32 (6) (a) and (b) of Council Procedure Bylaw No. 993, 2025 apply to meeting notices.

7.8 Public Attendance

All meetings will be open for the public to attend, unless there are matters that meet the requirements of s. 90 of the *Community Charter* which permit or require the RSAC to meet in private.

8. Member Conduct

All members must review, sign and abide by the Village of Pemberton Code of Conduct Bylaw No. 958, 2024, the Bullying, Harassment and Discrimination Policy, and a confidentiality agreement.

8.1. Conflict of Interest

As set out in s. 15 of the Code of Conduct Bylaw No. 958, 2024, a member may not participate in a discussion or vote on a matter if the member has a direct or indirect pecuniary interest in the matter.

In the event of a conflict of interest the member must make a declaration they have a conflict and immediately leave the meeting or the part of the meeting during which the matter is under consideration. The recording secretary will note the member's declaration in the minutes and that the member left the meeting, and the member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect to the matter.

8.2. Confidentiality

If a meeting is closed pursuant to s. 90 of the *Community Charter*, members must keep in confidence any information considered in any part of the meeting until such time as the information is released by council to the public as lawfully authorized or required.

If the municipality suffers loss or damage due to contravention of confidentiality, the municipality may recover damages from the person(s) responsible for the loss or damage.

9. Amendment to the Terms of Reference

The Terms of Reference will be reviewed at least every two years to ensure the work the Committee is doing continues to meet its mandate as set out in the Terms of Reference, reflects current community recreation needs and priorities, represents the diversity of the community, and remains effective in providing informed recommendations to council. The review will also support continued accountability to Council. Substantive amendments to the terms of reference must be approved by council.

The director of Recreation, Culture and Inclusion may make administrative amendments to these terms of reference.

10. Approved by Council

Regular Council Meeting No. XXXX, XXXXX, XX, 2026

Schedule 1

RSAC Recruitment Timeline & Process

General

Except for the year in which the Select Committee is established, the Village will invite applications from individuals interested in serving on the RSAC in March of the local government election year. Staff will forward applications received from eligible individuals to the council for review and consideration at a regular meeting by the end of June.

As per the RSAC Terms of Reference, members will be appointed for a four-year term to align with the council election cycle.

Process and Timeline

January of Election Year

The council will send all current RSAC voting members a letter thanking them for their service and, if eligible for reappointment, asking if they wish to be reappointed to the RSAC for another four-year term.

The names of those eligible for reappointment and wishing to serve another term will be noted by staff.

If all voting members of the committee wish to be reappointed, staff will provide the names to council at a regular council meeting in March with a request to the council to consider reappointing the individuals to serve another four-year term. If not all of the voting members of the committee wish to be reappointed, their names will be put forward at a meeting in May when the appointment of new members is being considered.

March of Election Year

If a vacancy arises because of a voting member not being eligible or not wishing to seek reappointment, staff will issue a call for interest to participate on the Recreation Service Advisory Committee with a deadline for applications to be a date determined by staff.

November following the Election

Following a local government election the council will extend an invitation to the other government agencies to appoint a member of their board or council to the RSAC.