

DRAFT – FOR DISCUSSION

District of Squamish – Smoke Bluffs Park Staff Advisory Committee

Terms of Reference

Council and the District of Squamish wish to preserve Smoke Bluffs Park (the “Park”) as an area primarily for rock climbing, and to continue to honour the Vision for Smoke Bluffs Park outlined as follows in the Smoke Bluffs Park Management Plan:

Smoke Bluffs Park Vision

As a semi-urban municipal park and rock climbing mecca, the Smoke Bluffs Park is unique in south-west British Columbia. While the main focus is climbing, the park is also embraced by walkers, hikers and runners who value the ease of access, proximity to town, and natural setting. Park management employs a collaborative, community-minded approach which engages the surrounding neighbourhood

Purpose:

The purpose of the Smoke Bluffs Park Staff Advisory Committee (“Committee”) is to establish and maintain an effective channel of communication between District staff and members of the public with an interest in the ongoing operational maintenance and planning related to Smoke Bluffs Park.

The Committee will use the Smoke Bluffs Park Management Plan as its’ principal guiding document.

Without limiting the scope of any Committee discussions, the Committee shall be tasked with providing comments and recommendations to District staff regarding such issues as:

- Operations, maintenance and repairs conducted in the Park by the District and any contracted services
- Proposed capital improvements for the Park
- The prioritization of any operations, maintenance or capital improvements
- Ongoing and periodic review of the Smoke Bluffs Park Management Plan
- The establishment and maintenance of any climbing routes in the Park
- The management of filming and events activities in the Park
- Referrals to the Committee of relevant projects or applications that may impact the Park
- Matters referred to the Committee by Council.

This will involve discussion and consensus building in the matters outlined above.

Limitations:

The Committee is not empowered to make any decisions with respect to the Park, or to manage on a day to day operational basis or maintain Smoke Bluffs Park, park property or recreation facilities; conduct a recreation program, or enter into agreements and contractual obligations.

Membership:

Public members of the Committee will be comprised of no less than 8 members and no more than 12. Staff will recruit and invite public members to sit on the Committee for staggered terms of up to 3 years to ensure continuity of representation.

Staff will seek to recruit members of the public that have an interest in the Park and its' operations and management, and will seek to have representatives of user groups of the Park, including 1 or 2 from each of the following:

- Climbers' Access Society of British Columbia
- Federation of Mountain Clubs of British Columbia
- Squamish Trails Society
- Squamish Access Society
- 99 Trials Association

as well as public members who are residents of Squamish and are rock climbers with experience climbing in the Smoke Bluffs, as well as residents living in the general area, but can include members from across the community.

The General Manager of Community Planning & Infrastructure shall be the staff member responsible for operation of the Committee, and shall extend or retract invitations to participate in the Committee. The General Manager may retract invitations in the case of members that do not follow the Code of Conduct or introduce matters to the Committee beyond its' stated purpose.

A member may resign from the Committee at any time by written notice to the General Manager. All members of the Committee are expected to attend Board meetings regularly. Any member who is absent from three consecutive meetings without reason or prior notification to be absent, may be removed and replaced by the General Manager.

The following staff of the District will be non-voting members of the Committee:

Director of Community Planning (or designate(s))
Director of Public Works (or designate(s))

Other District staff may attend as needed, at the request of a Director or the General Manager.

Meetings:

The Committee may meet as frequently as is considered necessary, at the discretion of the General Manager. Initially, meeting a minimum of 3 times annually is proposed. The Committee will develop and agree upon a schedule of meeting dates and times annually.

All logistics regarding meetings, including arranging venue (digitally or physically), preparing agendas, sending out notices, etc. will be provided by the District staff.

Meeting agendas will be developed in a cooperative manner between the District's General Manager and the with input from all members of the Committee.

Notices of meetings will be sent out no less than 4 days before the scheduled meeting date. Meetings will be open to the public, but will not be advertised outside of notification to public members of the Committee. Members of the public that are not appointed to the Committee may speak to the Committee at the discretion of the Chair.

The Committee may meet in private as it deems appropriate to discuss matters outlined in the Community Charter that allow for deliberations to be made in private.

A District staff member will chair the meeting and the District will keep notes to the satisfaction of the General Manager. Meeting notes will acknowledge comments from members as a group and not individuals.

The District may cancel or reschedule meetings with adequate and reasonable prior communication of the cancellation or rescheduling to the public members of the Committee.

Reporting:

Meeting notes will be circulated to Council upon request. A brief report on Committee activities and meetings will be included in the District's Annual Report.

Vacancies:

Any vacancy on the Committee may, for the expired portion of any term, be filled by the General Manager by a new member with the relevant membership requirements.

Quorum at Meetings:

A quorum of the Committee shall consist of no less than 5 public members of the Committee.

Code of Conduct:

Be on time.

Respect everyone's time and start promptly and finish promptly.

Have a strong agenda.

Establish clarity about what we need to cover in our meetings.

Recording notes.

We'll keep a simple set of meeting notes, that record the general conversation and any decisions reached. We won't keep a verbatim transcript of our meetings.

Speak up.

Please share your thoughts and be active in the meetings.

Don't save all your questions for the end.

Please speak when it is relevant to do so.

Speaking rules.

Let others have their turn to speak and make their voice heard. Do not interrupt others unless it's absolutely necessary.

Keep phones off the table.

Focus during meetings, and not text and be constantly checking phones. If you need to take a call or make a text because it's important, let the group know and leave the table to text or take the call.

Confidentiality & Communications.

We will not discuss our meetings outside of the Committee, other than by reference to the notes taken.

Committee Agreement Protocols:

1. We will try to reach consensus, particularly on important matters, whenever possible.
Consensus means we're all in agreement about all points.
2. If we can't reach consensus, we seek agreement, whereby members can agree on the major points and can live with the parts they agree less with or disagree with.
3. If we can't reach consensus or agreement, then the Committee may reach decisions on its' recommendations based on a simple majority of those present at the meeting.
4. Anyone may request that a dissenting opinion be recorded at a meeting.

Time Commitment:

Outside of meetings, members should expect to spend 1 -2 hours on email or other correspondence between meetings.

Meetings are anticipated to be 1 – 2 hours in length.

Renumeration:

All members of the public appointed to the Committee shall serve without renumeration, except as approved by Council.

DRAFT