

# Terms of Reference

The logo for the Capital Regional District (CRD), consisting of the letters 'CRD' in a stylized, bold font.

## REGIONAL PARKS COMMITTEE

### PREAMBLE

The Capital Regional District (CRD) Regional Parks Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding matters related to regional parks.

The Committee's official name is to be:

Regional Parks Committee

### 1.0 PURPOSE

The mandate of the Committee includes overseeing and making recommendations to the Board regarding the following functions:

- a) Regional Parks including land acquisition, management, operations and programs
- b) Regional Parks Strategic Plan

The Committee may also make recommendations to the Board to advocate to senior levels of government to support major multi-modal transportation projects which encourage economic development.

### 2.0 ESTABLISHMENT AND AUTHORITY

- a) The committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and committee members.

### 3.0 COMPOSITION

- a) The Chair, Vice Chair and members are appointed annually by the Chair of the Board.
- b) All Board members are permitted to participate in standing committee meetings, but not vote, where an item of local significance is on the agenda (Board resolution Nov. 12, 2014).

#### **4.0 PROCEDURES**

- a) The committee shall meet on a monthly basis, except August and December, and have special meetings as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any committee member may make a request to the Chair to place a matter on the agenda;
- c) With the approval of the Committee Chair and the Board Chair, committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the committee membership and is required to conduct committee business.

#### **5.0 RESOURCES AND SUPPORT**

- a) The General Manager of the Parks and Environmental Services Department will act as liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Legislative & Information Services Department.

*Approved by the Regional Parks Committee on January 17, 2018  
Approved by the CRD Board on March 14, 2018*