

Terms of Reference

The logo for the Capital Regional District (CRD) is located in the top right corner of the header banner. It consists of the letters 'CRD' in a white, sans-serif font, set against a dark grey background that features a stylized, wavy line representing a landscape or water.

MOUNTAIN BIKING ADVISORY COMMITTEE

PREAMBLE

This Terms of Reference (TOR) defines the time frame, purpose, membership, roles and responsibilities, reporting, and the recommendation processes for a Mountain Biking Advisory Committee (MBAC) to assist Capital Regional District (CRD) staff with preparing mountain bike guidelines for the regional park system within the capital regional district.

The MBAC TOR will be made available to the public during the advertising of the advisory committee application process, and thereafter upon request.

The MBAC is an advisory committee and therefore does not have decision-making powers. The MBAC will formulate recommendations to present to the Regional Parks Committee.

The MBAC will serve until the final mountain bike guidelines are approved by the Board. The target date for completion of the mountain bike guidelines is November 2020.

1.0 PURPOSE

The purpose of the MBAC is to bring together a group of people with interest in recreation in the capital region and a knowledge of the regional park system in order to provide advice and guidance to CRD Regional Parks for use in developing mountain biking guidelines for regional parks.

The CRD Regional Parks mountain bike guidelines will assist with the planning and sustainable mountain biking activities within regional parks, giving consideration to all regional park values.

Areas that are not in scope of the mountain bike guidelines are:

- site-specific concerns
- development of infrastructure in regional parks
- operational budgeting
- labour relations matters
- direction on other types of recreation not associated with mountain biking
- CRD Board-approved park management plans

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Regional Parks Committee will:
 - appoint the advisory committee members until the mountain biking guidelines are approved by the Board
 - act as the Steering Committee for MBAC
 - appoint a member as the liaison between MBAC and the Regional Parks Committee

- b) The MBAC will provide recommendations for consideration in the development of mountain bike guidelines for presentation to the Regional Parks Committee. The CRD Board is the final decision-making authority.

3.0 COMPOSITION

The CRD will hire a consultant to Chair the advisory committee. The advisory committee shall consist of members representing a diversity of background, interests and geographical location, as well as representing a balance between technical and non-technical members, as follows:

Representation	Number of Members
Member of the Regional Parks Committee	1
Mountain Biking Organizations Each organization is responsible for electing one representative and one alternate per organization	4
Individuals from the general public who can represent the other outdoor recreational interests who respond to an open advertisement	2
Individuals from the general public who can represent the conservation/naturalists community who respond to an open advertisement	2
A First Nations representative	1
Chair of the Mountain Biking Advisory Committee	1

4.0 PROCEDURES

- The CRD Board Procedures Bylaw will apply.
- The committee shall meet at the call of the Chair and have special meetings, as required.
- A quorum is a majority of the committee membership and is required to conduct committee business.
- No Committee or Commission will operate outside of its expressed mandate or terms of reference without prior approval of the Board.

5.0 RESOURCES AND SUPPORT

- a) The Manager of Visitor Services, Regional Parks, will lead the coordination and allocation of resources to MBAC.
- b) Minutes and agendas are prepared and distributed by the Chair.
- c) Up to three CRD Regional Parks staff will be available to MBAC.