**File: 0540-20**

# Terms of Reference
# Regional Parks and Trails Committee

**Mission:** Established by Bylaw No. 719 (adopted in 2022) and comprising directors from Baynes Sound (Electoral Area A), Lazo North (Electoral Area B), Puntledge – Black Creek (Electoral Area C), the City of Courtenay, Town of Comox, and the Village of Cumberland, this committee considers matters relating to the administration and operation of the Regional Parks and Trails Service within the boundaries of the Comox Valley Regional District.

**Authority:** The Regional Parks and Trails Committee shall determine all policy related to the administration and operation of regional parks and trails. In order for a park or trail to be deemed regional in nature, it requires the support of the committee through the formal voting structure. Regional parks and trails are defined as providing for the protection and preservation of regionally-significant natural areas while providing opportunities for public access and enjoyment; the development of a network of regional greenways and trails; and carrying out any function that is ancillary or incidental to the foregoing activities including the planning, acquisition, development, operation and regulation of such regional lands and facilities.

**Mandate:** The Regional Parks and Trails Committee will consider matters within its delegated authority for the administration and operation of the Regional Parks and Trails Service. The committee will provide advice and recommendations to the board where the committee cannot undertake the required actions as outlined in the *Local Government Act*, for example in adopting bylaws. As part of the establishment of the service the participating jurisdictions expressed their shared expectations that the CVRD Board acknowledge and respect the broad support that exists for all recommendations from the Committee.

The committee does not consider matters related to the Electoral Areas A, B and C Parks and Greenways Service, the Denman Island Community Parks and Greenways Service, the Hornby Island Community Parks and Greenways Service, or municipal community parks services which would remain under the authority of the respective jurisdictions.

**Membership and Voting:** As a committee established by Bylaw No. 719 and with a custom governance arrangement, the Regional Parks and Trails Committee shall at a minimum consist of elected officials from the participating municipalities and electoral areas with each participating area receiving one (1) vote for every 10,000 population or portion thereof as determined by the most recent census certified by the Province of BC for municipal and electoral area populations for the purpose of regional district voting. The number of representatives for each participating municipality shall be equal to their voting entitlement with the votes being equally distributed.

Membership and Voting Entitlement:

| **Participating Area** | **Voting Weight *** |
|---|---|
| Electoral Area A (Baynes Sound – Denman/Hornby Islands) Director | 1 |
| Electoral Area B (Lazo North) Director | 1 |
| Electoral Area C (Puntledge – Black Creek) Director | 1 |
| City of Courtenay Director | 1 |
| City of Courtenay Director | 1 |
| City of Courtenay Director | 1 |
| Town of Comox Director | 1 |
| Town of Comox Director | 1 |
| Village of Cumberland Director | 1 |

* Based on 2021 census figures effective November 1, 2022

Decisions respecting the acquisition of real property shall require an affirmative vote of at least 75 per cent of the votes cast. All other decisions and recommendations require an affirmative vote of at least two-thirds (2/3) of the votes cast.

**Committee chair:** The committee shall elect a chair and vice-chair from amongst its members at the first meeting of each year except in the year following general local elections when such elections shall be conducted at the first meeting following said general local election.

**Resources:** The CAO will determine and assign staff members as necessary to the committee.

**Tenure:** This committee is established by bylaw and as such will be deemed to be continuous. Membership will be subject to local government elections each four years or at the pleasure of council appointments.

**Reporting:** Minutes of the Regional Parks and Trails Committee will be provided for receipt by the CVRD Board. Where the board feels it is necessary, the committee may be asked to meet with the board and brief the board on an issue(s) within its purview. This invitation shall be extended to the chair of the committee as the representative of the committee.

**Contact with the Media:** Any contact with the media regarding issues related to the work of this committee shall be handled by the committee chair or shall be referred by the chair of the committee to the CVRD Board chair. If the matter under questioning by the media deals with CVRD Board policy around issues related to the work of this committee, the matter shall be referred to the board chair. The Chief Administrative Officer will provide assistance and / or guidance to the board chair and committee chair in responding to the media.