

CVRD Regional Parks and Trails Master Plan Advisory Group

Terms of Reference

1. DEFINITION

The Advisory Group shall be known as the CVRD Regional Parks and Trails Master Plan Advisory Group (Advisory Group).

2. COMPOSITION AND CHAIR

2.1. The Advisory Group shall consist of members appointed by the CVRD Board, and shall include members at large representing the general public and a balance between recreational and conservation interest groups.

2.2. The Advisory Group shall elect its own Chair and Vice Chair.

2.3. CVRD staff shall participate as outlined in Section 9.

3. ADVISORY GROUP TENURE

3.1. Members shall be appointed by the CVRD Board.

3.2. The Advisory Group shall serve for the duration of the process to complete the update of the CVRD Regional Parks and Trails Master Plan, at which time the function of the Advisory Group will be formally concluded. The anticipated length of service is 13-15 months.

4. MEMBER QUALIFICATIONS

Members are representatives of the general public from throughout the region who may be knowledgeable or experienced in one or more of the following areas: ecological and biodiversity conservation, outdoor recreation, Indigenous interests, heritage conservation, accessibility and inclusivity, climate change mitigation and adaptation, and parks and/or community planning. Members must be current residents and/or landowners within the Cowichan Valley Regional District.

5. PURPOSE AND ROLE

5.1. The Advisory Group is to advise the CVRD Board, the CVRD Committee of the Whole, and CVRD staff regarding the CVRD Regional Parks and Trails Master Plan update, that may include topics such as:

- Preview of public engagement materials
- Review and affirmation or update of the Plan's vision, purpose, and other guiding policies
- Developing strategic priorities, goals and actions to guide system expansion, development and management for the next 10-15 years
- Review and affirmation or update of the Plan's priority site areas for regional parkland acquisition
- Input into the Plan's implementation planning

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5.2. The Advisory Group's typical functions for member involvement are as follows:

- Develop awareness and consideration of the range of regional community values.
- Review existing and draft consultant reports
- Identify issues, opportunities and considerations for the Plan and planning process
- Discuss and advise on consultant's draft or proposed analysis, plans or policies
- Advise on budgetary considerations for Plan implementation.
- Make recommendations to the CVRD Board.

5.3. CVRD Board resolutions and bylaws including conflict of interest provisions shall govern the Advisory Group.

5.4. No member of the Advisory Group may engage or otherwise contact third parties, consultants, organizations, media, or authorities in a manner which may appear to be officially representing the CVRD.

5.5. Volunteers to the Advisory Group serve without remuneration.

6. MEETINGS

6.1. The Advisory Group shall meet through referral from consultants, staff or Board.

6.2. Meetings may be in-person, on-line, or site tours.

6.3. An estimated 5-8 Advisory Group meetings will be required.

6.4. All recommendations of the Advisory Group shall be in the form of officially recorded resolutions duly passed by a majority of members present.

7. AGENDAS, MINUTES AND REPORTS

7.1. The CVRD shall provide a recording secretary.

7.2. The recording secretary shall prepare all meeting agendas, in consultation with the Chair and the consultants, and distribute them to the Advisory Group members in advance of a meeting.

7.3. The recording secretary shall distribute the minutes of the Advisory Group to the CVRD Board upon adoption.

8. GENERAL MATTERS

8.1. The CVRD may by resolution dissolve the RPTMP Advisory Group, remove a member at any time, and amend these Terms of Reference.

8.2. Advisory Group meetings are open to the public, however, the Advisory Group may meet In Camera in accordance with the provisions of the *Local Government Act*. Input from the floor shall be at the discretion of the Chair.

9. SUMMARY OF CVRD STAFF RESPONSIBILITIES

Manager, Parks Planning & Stewardship:

- Provides the RPTMP Advisory Group with advice on key decisions.
- Provides CVRD staff direction as required.
- May make independent recommendations to the Committee of the Whole and Board, which may or may not be consistent with the RPTMP Advisory Group's recommendations.

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Regional Parks and Trails Master Plan Project Manager:

- Liaison to Advisory Group and acts as Project Manager for the Regional Parks and Trails Master Plan Update.
- Manages hiring of consultants subject to CVRD procurement policies.
- Approves expenditures.
- In consultation with the RPTMP Advisory Group, may make independent recommendations to the Committee of the Whole and Board, which may or may not be consistent with the RPTMP Advisory Group recommendations.

Other CVRD Staff:

- Provides technical and other services under direction of Manager Parks Planning & Stewardship.
- Provides corporate administrative support and services.

Advisory Group Recording Secretary:

- Assists Advisory Group as per this Terms of Reference
- Keeps records of Advisory Group activities.
- Organizes meeting logistics e.g. location, room supplies and equipment.
- Other duties as requested by Parks & Trails Division.