

# Terms of Reference



## 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 regional parks.

The Committee's official name is to be:

Regional Parks Committee

### 1.0 PURPOSE

- a) The mandate of the Committee includes overseeing and making recommendations to the Board regarding the following functions:
  - i. Regional parks, including land acquisition, management, operations and programs
  - ii. Regional Parks Strategic Plan, Land Acquisition Strategy

### 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 annually.

### 3.0 COMPOSITION

- a) Committee members will be appointed CRD Board Members;
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw section 33:
  - i. First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
  - ii. When an abstention from voting on an item is declared by a First Nation Member, it

shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.

#### **4.0 PROCEDURES**

- a) The Committee shall meet on a monthly basis 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 through the Notice of Motion process;
- 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 Parks, Recreation and Environmental Services will act as liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

*Approved by CRD Board January 14, 2026*