

# Terms of Reference

The logo for the Capital Regional District (CRD) is located in the top right corner of the header. It consists of the letters 'CRD' in a stylized, bold, sans-serif font, positioned above a series of overlapping, curved lines that suggest a landscape or water.

## **PARKS AND ENVIRONMENT COMMITTEE**

### **PREAMBLE**

The Capital Regional District (CRD) Parks and Environment Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding regional parks, waste management, resource recovery, climate change and other environmental matters.

The Committee's official name is to be:

Parks and Environment 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
  - iii. Regional solid waste function
  - iv. Environmental protection, monitoring and compliance
  - v. Community climate action
  - vi. Resource recovery opportunities
- b) The Committee will also:
  - i. serve as the Plan Monitoring Advisory Committee for the current Solid Waste Management Plan (SWMP)
  - ii. stand as the steering committee for the revised SWMP
- c) The following committees will report through the Parks and Environment Committee:
  - i. Climate Action Inter-Municipal Task Force
  - ii. Integrated Solid Waste and Resource Management Plan Solid Waste Advisory Committee (SWAC)

## **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 Chairs and members are appointed annually by the Board Chair.
- 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 Parks & 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 the CRD Board on \_\_\_\_\_*