

**REGIONAL DISTRICT OF NANAIMO**  
**GABRIOLA ISLAND RECREATION AND ELECTORAL AREA B PARKS AND TRAILS MASTER PLAN**  
**ADVISORY COMMITTEE**

**TERMS OF REFERENCE**

February 13, 2024

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**1) PURPOSE**

The Gabriola Island Recreation and Electoral Area B (EA B) Parks and Trails Master Plan Advisory Committee (the 'committee') will provide the consultant(s) insight and guidance, review the development of the Gabriola Island Recreation and EA B Parks and Trails Master Plan, and make recommendations to the Regional District of Nanaimo Board on these specific matters.

**2) COMMITTEE ROLES AND RESPONSIBILITIES**

The Committee will:

- Provide detailed information and insight regarding recreation and parks services within EA B to the consultant(s).
- Read and provide comments on the Communications Plan for the Gabriola Island Recreation and EA B Parks and Trails Master Plan.
- Assist in the promotion of public engagement opportunities related to the development of the Gabriola Island Recreation and EA B Parks and Trails Master Plan.
- Attend committee meetings and a minimum of one Gabriola Island Recreation and EA B Parks and Trails Master Plan Public Engagement Session.
- Review preliminary data and findings collected by the consultant(s).
- Review and recommend amendments to the draft Gabriola Island Recreation and EA B Parks and Trails Master Plan.

Committee members will be expected to:

- Have the willingness and ability to commit to volunteering the necessary time to the committee.
- Have an interest in identifying and supporting the sustainability of recreation and parks services.
- Have the willingness and ability to consider the input received throughout the consultation process and comment as to whether the identified issues, trends, and goals are captured within the final report.

**3) MEMBERSHIP**

The committee will consist of the following members, appointed by the RDN Board:

- 1 appointee from the Snuneymuxw First Nation (appointed by their Chief and Council)
- 2 members of the Electoral Area B Parks and Open Space Advisory Committee (EA B POSAC)
- 2 members of the Gabriola Recreation Society Board (GRS)
- 1 member of Gabriola Land and Trails Trust (GaLTT) (\*cannot also be a member of EA B POSAC)

Established: April 25, 2023  
Amended: February 13, 2024

- 1 trustee from the Islands Trust- Gabriola Island Local Trust Area (appointed by the Gabriola Island Local Trust Area Committee).
- Electoral Area B Director

#### **4) PROCEDURES**

- The Electoral Area B Director will be appointed as Chairperson of the Committee.
- The Committee will act in accordance with the RDN Procedure Bylaw.
- The Committee may operate without all positions occupied.
- A quorum shall consist of a majority of Committee members.
- Minutes of the Committee meetings will be forwarded to the EA B Parks and Open Space Advisory Committee and the Regional District Electoral Area Services Committee for information.

#### **5) ADMINISTRATION**

The General Manager of Recreation and Parks Services will be responsible for assigning staff to support the Committee, including the coordination of agendas, minutes, and staff contacts for the Committee.

#### **6) MEETINGS**

It is expected that there will be between 4 to 6 meetings. Meetings will be held on weekdays and the time of the meetings will be determined based on the majority of Committee members' availability.

Committee meetings will be open to the public unless the subject matter of the meeting has been identified as necessitating a closed session. A member who is unable to attend a meeting in person may participate in the meeting by means of electronic or other communication facilities.

There is no remuneration for participation on the committee but if committee activities coincide with mealtimes, meals will be provided. Members of the public serving on the committee would be eligible for mileage reimbursement under RDN Policy A2.19 - Volunteer Mileage Reimbursement.

#### **7) TERM**

Committee members will serve for approximately 14 months or until the Committee has provided their final recommendation(s) regarding the Master Plan.