

TERMS OF REFERENCE

Sunshine Coast Regional District Trail Network Task Force

Gambier Island SW Peninsula

February 2017

1. Purpose

The purpose of the Sunshine Coast Regional District Trail Network Task Force Gambier Island SW Peninsula (Trail Network Task Force) is to provide input toward the development of a Trail Network Plan for the South West (SW) Peninsula of Gambier Island by:

- a. Acting on results from public survey conducted in summer 2016;
- b. Engaging in the development of trail development guidelines as well as a prioritized list of trails to be developed.

2. Duties

2.1 The Trail Network Task Force will:

- a. Review background information on priorities and challenges relating to trail development;
- b. Provide technical recommendations to the SCRD for future trail development and management strategies to mitigate concerns related to:
 - i. privacy and security
 - ii. water quality
 - iii. fire hazards
 - iv. trail maintenance and
 - v. limited amenities and facilities.
- c. Provide prioritized recommendations for the implementation of the trail network plan.

2.2 The Trail Network Task Force will be dissolved upon completion of a trail network plan for the Gambier Island SW Peninsula expected to occur in October, 2017.

3. Membership

- 3.1 The Trail Network Task Force is comprised of the following members:
- a. Seven residents of the SW Peninsula area. Members will be made up of a diversity of relevant interests, expertise and knowledge. Knowledge of local geography/land use, environmental stewardship, landscape architecture and/or watershed management is preferred. Consideration will be given to a diversity of residential perspectives including full-time, part-time and weekend residence.
 - b. Members shall be appointed for a term of six months.
- 3.2 Regional District staff will be assigned to serve technical expert and leadership capacity. The role of the staff liaison will include:
- a. providing information and professional advice
 - b. facilitating and chairing meetings
 - c. write reports and recommendations to the Board
 - d. bringing such matters to the task force's attention as are appropriate for it to consider in support of Regional District Board direction
 - e. serving as one of the communication channels to and from the Board and
 - f. providing advice to the SCRD Board that may be at variance to a task force recommendation.

4. Operations

- 4.1 A majority of the voting members of the task force, as listed in section three will constitute a quorum.
- 4.2 The Trail Network Task Force will meet a maximum of six scheduled meetings and attend one open house to complete its mandate.
- 4.3 The Trail Network Task Force meeting location will be in a central location which facilitates maximum attendance by members. The meeting time and location are to be determined upon selection of the committee.
- 4.4 All Task Force meetings must be open to the public except where the task force resolves to close a portion of it pursuant to Section 90 of the *Community Charter*.
- 4.5 The authority of the Task Force is limited as follows:
- a. The Trail Network Task Force does not have the authority to bind the SCRD in any way, nor engage or otherwise contact third parties, consultants, organizations or authorities in a manner which may appear to be officially representing the SCRD.

- b. The Trail Network Task Force may communicate with external organizations and agencies to collect information and make inquiries.
 - c. Where the Trail Network Task Force wishes to express opinions or make recommendations to external organizations and agencies, it must first obtain authorization from the SCRD Board.
- 4.6 Task Force members are encouraged to:
- a. attend and participate in meetings of the Task Force
 - b. share experiences and ideas while maintaining an open mind to others' perspectives
 - c. report back to the appropriate Standing Committee and Regional District staff
 - d. be able to dedicate approximately 20 hours per month to the work of the Task Force
- 4.7 Members who are absent for two consecutive regularly scheduled meetings will be deemed to have resigned their position unless the absence is because of illness or injury or is with the leave of the SCRD Board.
- 4.8 In carrying out its mandate, the Task Force will work towards conducting operations in a way that:
- a. improves the economic, environmental and social well-being for present and future generations
 - b. encourages and fosters community involvement
 - c. enhances the friendly, caring character of the community
 - d. maintains an open, accountable and effective operation
 - e. preserves and enhances the unique mix of natural ecosystems and green spaces in the SCRD
 - f. is consistent with the goals and objectives of the SCRD's strategic plan and
 - g. recognizes advisory committees are one of many channels that the Regional Board may utilize to obtain opinions and advice when making decisions.
- 4.9 The SCRD will provide a recording secretary whose duties may include:
- a. distributing meeting agendas to the Task Force members in advance of the meeting
 - b. preparing minutes of all meetings using SCRD standard practices
 - c. forwarding the approved minutes to the Trail Network Task Force for further consideration and approval.
- 4.10 Unless otherwise provided for, meetings shall be conducted in accordance with the rules of procedure set out in the SCRD Procedures Bylaw No. 474.

- 4.11 Task Force members are subject to the Conflict of Interest legislation outlined in Section 100 – 109 of the *Community Charter*. The terms “Council” and “Committee” shall be interchangeable for the purpose of interpretation of these sections.
- 4.12 Committee members must respect and maintain the confidentiality of the issues brought before them.
- 4.13 Committee members serve without remuneration but may be eligible to have reasonable expenses reimbursed in accordance with the SCRD Policy on Committee Volunteer Meeting Expenses.

5. Reference Documents

- 5.1 SCRD Procedure Bylaw No. 474
- 5.2 *Community Charter*, Section 100 – 109 – Conflict of Interest
- 5.3 *Community Charter*, Section 90 – Open/Closed Meeting
- 5.4 Islands Trust Gambier Island Official Community Plan - 2001

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