



Alberni-Clayoquot Regional District

Terms of Reference Regional Parks Working Group

1. Purpose

The Regional Parks Working Group (RPWG) is established to guide, advise, and support the development, management, and promotion of regional parks within the ACRD. This group aims to ensure the sustainable use and enjoyment of parks for the region while preserving natural and cultural resources.

The Alberni Clayoquot Regional District Regional Parks Service has established the following mission statement:

ACRD will work with all citizens to be good stewards of our environment, and to provide safe and welcoming opportunities to play, learn, contemplate, and build community.

2. Duties/Mandate

2.1 The Regional Parks Working Group is a working group of the ACRD.

2.2 The purpose is to:

- i. Foster collaborative relationships, network-building, and synergy between Members; to reduce segregation and silos between user groups, volunteer organizations and communities;
- ii. Support distribution of information and opportunities to member organizations and to the public, and to act as a platform for user groups to directly engage with the ACRD;
- iii. Recruit and retain volunteers helping to aid Regional Park initiatives;
- iv. Discuss and form recommendations for Regional Parks Service policy, projects and operational options to ACRD Board of Directors;
- v. Explore opportunities for Regional Parks to contribute to tourism and local economic development;
- vi. Explore opportunities to improve user accessibility and safety; and
- vii. Provide a platform for evaluation and monitoring of current initiatives and challenges for ACRD Regional Parks and Trails.

3. Membership

3.1 The Regional Parks Working Group shall consist of up to 20 members, and will endeavor to include representation from the following:

- Alberni-Clayoquot Regional District Electoral Areas
- Municipalities within the ACRD Region
- First Nation Communities
- Equestrian Group(s)
- Motorized Off Highway Vehicle (OHV) group(s)
- Hiking group(s)
- Cycling group(s)
- Commercial and Tourism group(s)
- Persons with disability or enhanced accessibility needs
- Other related community interests

3.2 ACRD Lands and Resources Coordinator or their delegate will serve as lead coordinator.

3.3 Other experts, knowledge keepers, and community members will be invited to attend meetings or offer short presentations.

4. Appointment and Term

4.1 Members will be appointed to represent. Members will be selected by staff based on interest and qualification and serve a two (2) year term which may be renewed.

5. Committee Chair

5.1 The Committee will elect a Chairperson and Vice-Chairperson from amongst its Members at the first meeting of each year. The chairperson and vice-chairperson will serve a one (1) year term.

6. Meeting Procedures

6.1 The Regional Parks Working Group will meet a minimum of twice and maximum of four times per year, at a time/date agreed upon by Members. Activity components such as work-bees or education modules would be in addition.

6.2 Agendas and meeting summaries will be prepared and distributed electronically to Members by facilitators. Members are encouraged to contribute to Agendas.

6.3 Members are responsible for conducting themselves in a professional, respectful, engaged, and objective manner. Coordinator and facilitators will ensure that efficient and productive dialogue occurs.

6.4 The ACRD Code of Conduct applies to the members of this group.

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- 6.5 Final decisions will be made by consensus. If consensus cannot be reached and appropriate time has been dedicated to thoughtful discussion, a majority vote shall be utilized.

7. Reporting to the Board

- 7.1 ACRD staff will report to the ACRD Board of Directors annually on the activities of the Regional Parks Working Group.
- 7.2 Recommendations from the Regional Parks Working Group to the ACRD Board of Directors must be adopted by the working group prior to being presented to the ACRD Board.
- 7.3 Working Group members are responsible for reporting to their respective community or organization.

8. Resources

- 8.1 ACRD staff will provide support to the Working Group where required.