

# **Provincial Parks Public Planning COMMITTEE**

## ***Terms of Reference***

### **Overview**

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#### **Introduction**

Section 5 of the *Parks Act* enables the Minister to enter into agreements with persons or groups regarding the administration of Provincial Parks. The Parks Planning Committee (PPC) will provide advice and input on the management of the Provincial Parks network.

Section 10.1 of the *Parks Act* requires that the Minister prepare a resource management plan at least every ten years for each Provincial Park that includes the different zones, resource protection measures, the use and development of resources and any other information the Minister considers appropriate.

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#### **Contents**

This document contains Terms of Reference for the Provincial Parks Provincial Public Planning Committee in respect of the following items:

<b>CONTENTS</b>	<b>See Page</b>
Establishment of the Parks Planning Committee	1
Composition of the Parks Planning Committee	2
Terms of Appointment for Committee Members and Terms of Office for the Executive	3
Rules of Procedure for Meetings	3
Duties and Responsibilities of the Committee	4
Frequency of Meetings	4
Reimbursement of Travel and Other Expenses	5
Reporting of Minutes and Year End	5
Reporting Structure	5

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## Establishment of the Provincial Parks Planning Committee

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### Authority to Establish a Parks Planning Committee

The *Provincial Parks Act* authorises enables the Minister to enter into agreements with persons or groups regarding the administration of Provincial Parks. The Minister of Tourism, Heritage and Culture is responsible for the administration of the Committee and the appointment of members.

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## Composition of the Provincial Parks Planning Committee

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### Voting Members

The voting members of the PPC will be appointed by the Minister and shall consist of:

- 1 representative of New Brunswick's conservation community,
- 2 representative of New Brunswick's environmental community,
- 1 representative of New Brunswick's recreation community, and
- 1 representative of tourism industry.

Committee members will be selected from organisations that have province-wide interests.

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### Non-voting Members

Two representatives of the Department of Tourism, Heritage and Culture (THC) will serve on the Parks Planning Committee as non-voting members.

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### Executive

The members of the Parks Planning Committee shall designate from among the voting members a chairperson, and a vice-chairperson.

The vice-chairperson shall act as chairperson in the absence or inability of the chairperson to act.

A THC representative shall act as the secretary.

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## Terms of Appointment for Committee Members and Terms of Office for the Executive

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### Terms of appointment for Committee Members

Parks Planning Committee members shall be appointed by the Minister for a term not exceeding 3 years and may be reappointed by the Minister at the Minister's discretion upon expiry of a term.

A member of the Parks Planning Committee shall remain in office until the expiration of the member's term unless the member resigns, the position is vacated or the member's appointment is revoked by the Minister.

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### Terms of office for the Executive

The term of office for the chairperson and vice-chairperson shall be for a period of 2 years, unless it is the last year on the committee, in which case the term of office shall be for a period of 1 year.

A member may serve three consecutive terms of office, following which a one-term break is required before being re-elected to the same position.

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## Rules of Procedure for Meetings

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### Quorum

A THC representative and 2/3 of the voting members, including either the chairperson or the vice-chairperson must be present to constitute a quorum.

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### Selection of Rules

The Parks Planning Committee may, subject to approval by the Minister, select and adopt rules of procedure insofar as the rules are consistent with the *Act* and *Regulations*.

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### Voting process

When a voting process is used in decision making, the voting outcome, including opposing viewpoints and the justification for each viewpoint, shall be submitted to the Minister.

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# Duties and Responsibilities of the Committee

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**Duties and Responsibilities of the Parks Planning Committee**

The Parks Planning Committee:

1. shall provide advice to the Minister on initiatives to protect, conserve and manage the Provincial Parks or on any other matter concerning the Provincial Parks Program that comes before the committee or is requested by the Minister,
  2. shall review advice and reports on Provincial Parks planning initiatives and make recommendations to the Minister accordingly,
  3. shall review and make recommendations to the Minister respecting Provincial Parks management plans,
  4. shall provide input into the implementation of Provincial Parks management plans,
  5. may provide feedback, guidance and assistance to the Provincial Park First Nations Advisory Committee and scientific communities,
  6. shall make recommendations to the Minister on matters requiring a consistent approach with respect to the *Provincial Parks Act*,
  7. at the Minister’s request, may review and make recommendations to the Minister respecting the alteration of Provincial Park boundary lines,
  8. shall receive and forward to the Minister advice obtained from the scientific community with regard to Provincial Parks.
  9. shall receive and forward matters of scientific nature to the Provincial Parks to the scientific community, and
  10. may perform any other duties that may be assigned by the Minister.
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## Frequency of Meetings

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**Meeting Requirements**

The Provincial Park Planning Committee shall meet a minimum of 3 times yearly.

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## Reimbursement of Travel and Other Expenses

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**Reimbursement to Committee Members** Provincial Park Planning Committee members shall be entitled to be reimbursed, subject to the Minister's approval and in accordance with the *Travel Directive* of the Board of Management, for travel expenses that are incurred in carrying out their responsibilities.

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## Reporting of Minutes and Year End

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**Reporting to Minister** The Provincial Park Planning Committee shall provide the Minister with:

1. minutes of each meeting, to be submitted within 20 business days following the meeting, and
2. an annual report summarising the state of Provincial Parks and an associated action plan, to be submitted by March 1 of each year.

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## Reporting Structure

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**Relationship between Committees** The Provincial Park Planning Committee shall act as a liaison between the Department and the scientific community. The Provincial Park Planning Committee shall report to the Minister of Tourism, Heritage and Culture through the chairperson.

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