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## **TERMS OF REFERENCE**

### **Technical Operational Committee**

### **Sicamous to Armstrong Rail Trail Corridor**

## **INTRODUCTION**

In December 2017, the Columbia Shuswap Regional District (CSR) and the Regional District of North Okanagan (RDNO) successfully concluded the purchase of the CP Rail corridor, excluding the two sections previously acquired by SPlatsin First Nation (SPlatsin) in 2014.

To ensure the corridor remains contiguous, the three owner jurisdictions (CSR, RDNO and SPlatsin) have agreed that the corridor will be developed, operated and maintained for its use as a continuous recreational trail, particularly for pedestrian and bicycle transportation, as well as future potential use as a continuous multi-model regional transportation corridor (Rail Trail Corridor).

A two-part interjurisdictional governance and management structure for the Rail Trail Corridor will consist of a politically accountable governance body and a technical operational body to organize, implement and manage the Rail Trail Corridor development. The Governance Advisory Committee (Governance Committee) will receive input from the Technical Operational Committee (Operational Committee). The Governance Committee is advisory in nature and the decision-making authority of the CSR Board, the RDNO Board and the SPlatsin Council are not delegated in any way.

## **PURPOSE**

The mandate of the Operational Committee is to organize, implement and manage corridor development and maintenance. The Operational Committee will advise the Governance Advisory Committee on a wide range of issues such as planning and design, trail management, maintenance standards and funding plans.

## **PRINCIPLES**

The Operational Committee will be guided by the following principles:

- To work collaboratively together.
- To seek consensus on matters requiring decisions.
- To work toward the establishment and continuation of mutual trust among the jurisdictional owners and stakeholder jurisdictions.
- To maintain public confidentiality on matters that are designated as such.
- To prepare in advance of meetings in order to contribute meaningfully to discussions and deliberations.
- To ensure a high standard of communication between the Operational Committee and the Governance Committee.
- To reasonably commit to maintain membership within the committee.



## OBJECTIVES, DUTIES AND RESPONSIBILITIES

The Operational Committee is established to achieve the following objectives, duties and responsibilities:

- To develop of a plan for a recreational trail along the entire Rail Trail Corridor consistent with the objectives for the use and protection of the Corridor.
- To draft policies and regulations concerning the uses and activities permitted within the Rail Trail Corridor.
- To develop Rail Trail Corridor maintenance standards and designs.
- To develop a project schedule for the development of the Rail Trail Corridor.
- To build cost estimates and funding strategies to undertake improvements consistent with approved standards and designs.
- To draft policies and regulations to ensure a coordinated and consistent approach to applications for accesses, crossings, leases, rights of way, easements and similar approval requests.
- To draft policies for the administration of existing encroachment claims, leases, rights of way, easements and other tenure or interests.
- To develop fundraising strategies including joint applications for grant funding and partnering with fundraising groups.
- To create a communications policy and protocol to guide communications with the public, media, community groups and government agencies.
- To monitor and ensure that contractual obligations under the sale of the corridor such as track removal and environmental remediation are fully complied with by CP Rail.
- To carry out and provide a single point of contact for consultation and communications related to the rail corridor with the general public, owner jurisdictions, stakeholder groups, adjacent landowners and potential funding agencies consistent with adopted policies and protocols.
- To monitor the use and development of the rail corridor to ensure compliance with adopted plans, policies, and objectives and make recommendations to the owner jurisdictions to address potential issues.
- To administer and manage the funds approved for the activities of the Operational Committee consistent with approved budgets and financial management practices.
- To represent the interests, objectives and policies of their respective Regional Districts or First Nations government in the discussions, initiatives and joint recommendations of the Operational Committee.
- To report on the activities of the Operational Committee to the Governance Committee.
- To secure expertise and human resources from their Regional Districts or First Nations governments to assist in meeting the needs of the Operational Committee in carrying out its responsibilities.

## MEMBERSHIP

The members of the Operational Committee will be represented by the Chief Administrative Officer or designate from:

- The CSR
- The RDNO
- Spltasin



Membership on the Operational Committee by the owner jurisdictions requires endorsement of these Terms of Reference and the commitments from each of the elected Boards and Councils. Membership on the Operational Committee is voluntary and any member may suspend or terminate its membership at any time provided that the other members of the Operational Committee are notified in writing in advance of the date of the suspension or withdrawal.

## OPERATIONAL COMMITTEE DECISION MAKING

The Operational Committee will work toward consensus, using an interest based approach, rather than a position based approach.

## COMMITTEE PROTOCOL

- Meeting minutes will be taken at all meetings. Upon approval of the minutes they will be distributed electronically.
- The Committee may invite other persons to participate in making presentations to the Committee in order to benefit from additional expertise pertaining to subjects being discussed.
- Meetings of the Committee will occur not less than two (2) times per calendar year. Dates for the meetings should be determined by the Committee during the first scheduled meeting. It is recommended that the Committee meet on a quarterly basis. If necessary, additional or fewer meetings will be determined by the Committee.
- The Committee will adhere to all statutes, legislation, acts, bylaws and all other responsibilities as Committee of the respective owner jurisdictions.
- Committee members may choose to express their personal views to others outside the Committee but may not speak on behalf of or in any way create the impression that they are speaking for the Committee as a whole. In order to ensure open and honest dialogue; Committee members should not discuss comments or opinions expressed by other Committee members without their knowledge and consent.

## FUNDING AND FINANCIAL MANAGEMENT

The costs associated with a participating jurisdiction's member on the Operational Committee, including meeting attendance and travel costs, will be the responsibility of each jurisdiction directly.

## CLOSING

These Terms of Reference are adopted by the three owner jurisdictions by the signature of the Regional District Chairs and the Splatstsin Chief as follows:

\_\_\_\_\_  
Chair, Columbia Shuswap Regional District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Regional District of North Okanagan

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief, Splatstsin First Nation

\_\_\_\_\_  
Date