

Cliffs of Fundy Geopark Infrastructure Committee Terms of Reference

Purpose

The Infrastructure Committee provides a leadership role to the Geopark for all matters related to our infrastructure, signage and safety needs.

Accountability

The Infrastructure Committee reports through the committee chair to the Geopark Manager and is ultimately accountable to the Board of Directors.

Membership

The Manager, in conjunction with the Committee Chair (if one has already been appointed), will make recommendations to the Board for membership in the committee. The Board will ratify members to the Infrastructure Committee at the beginning of each fiscal year. The Infrastructure Committee will consist of a suggested minimum of 5 and a suggested maximum of 8 members representative of the scope of the Geopark and shall aim to include the following:

- One Geopark Board member
- One representative of the Provincial Parks
- One staff support person from either Cumberland or Colchester Counties
- Two community members

The administrative assistant of the Geopark will be an ex-officio member of the committee and will provide assistance as needed including taking minutes, circulating agendas and maintaining files and records.

Term of Appointment

Committee appointments shall be for staggered terms of one, two or three years, with the term to commence on the first day of April and end on the thirty-first day of March of the appropriate year. If there are vacancies on the Committee, new members may be appointed to fill those vacancies mid-term, according to the process described under “Membership” above. A committee member may serve a maximum of 2 terms on this committee without stepping aside for at least one term. This appointment process will ensure a regular turnover on the committee and the opportunity for fresh ideas to be brought forward while still retaining the historical knowledge of the work of the committee. Where appropriate and necessary, the Board may approve an extension beyond two terms.

Chair of the Committee

The Infrastructure Committee will elect a Chair of their committee for the coming year from among current members in April of each year. The Chair can serve for two terms.

Functions

The Infrastructure Committee will:

- i. Identify and address infrastructure needs on a priority basis throughout the Geopark as resources allow, including but not limited to items such as outdoor information centres.
- ii. Install and maintain Geopark plaques at the entrance to every Geopark partner.
- iii. Review all signage (highway, wayfinding and site signage) at least annually and report to the Manager about any repairs or replacements needed.
- iv. Carry out needed repairs and replacements within approved budgets.
- v. Arrange to have the Inventory and Assessment tool completed for each geosite at least once annually and provide the data collected to the administrative assistant for compilation into a database.
- vi. The data collection will be managed by the Infrastructure Committee and may be collected by committee members, summer students, the geoscientist or trained volunteers.
- vii. Based on information collected with the assessment tool, the Infrastructure Committee will make recommendations about maintenance and repairs.
- viii. Review and provide feedback on any policies, planned work projects, or RFP's under development by the Board or other committees of the Geopark that relate in some way to the work of the Infrastructure Committee.
- ix. Develop a safety standard protocol to be followed by any tour operator or independent guided hike contractor providing sanctioned tours within the Geopark.
- x. Ensure safety messaging is consistent and is posted clearly at each geosite, so that visitors receive the safety precaution information while visiting the Geopark outside of a group tour or hike.
- xi. Collaborate with the Marketing and Education Committees and work within the adopted interpretive strategy in the design and production of story boards to depict the common story line of the Geopark.
- xii. Represent the Geopark at partner meetings or other events or occasions relevant to the work of the committee.
- xiii. Prepare an annual budget for the Infrastructure Committee at least a month in advance of budget deliberations by the Board of the Geopark for the coming year. Budget deliberations will usually be held in February annually, with a goal of passing the budget in March.
- xiv. Review the Terms of Reference and membership requirements of the Infrastructure Committee at least annually and make any recommended changes or updates to the Manager.