



## **ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION**

### **TERMS OF REFERENCE**

Revised: January 10, 2012

#### **PURPOSE**

To establish a Parks, Recreation and Culture Commission for Electoral Area 'A' to provide recommendations and advice to staff and the Regional District of Nanaimo Board regarding community parks and recreation & culture services and issues in Electoral Area 'A'.

#### **MEMBERSHIP**

1. The Electoral Area 'A' Parks, Recreation and Culture Commission will be appointed by the Regional Board as follows:
  - the Electoral Area 'A' Director;
  - the Regional Board Electoral Area 'A' appointee to the City of Nanaimo Parks, Recreation and Culture Commission; and,
  - up to seven Members at Large who are residents of Electoral Area 'A'. Appointment selection will factor in representation for the communities of Cedar, South Wellington, Cassidy and the portion of Yellow Point in the Regional District of Nanaimo.
2. The Commission will consist of a maximum of nine members and may operate without all positions being occupied. A quorum shall consist of five members.
3. For the first year of operation only the terms for Members at Large shall be staggered with four members appointed for a two-year term and a maximum of three members appointed for a one-year term. Beginning in the second year a maximum of three new members will be appointed for a two-year term. The Area 'A' Director or designate and the Electoral Area 'A' appointee to the City of Nanaimo Parks, Recreation and Culture Commission will be on the Electoral Area 'A' Recreation and Culture Commission for the tenure of their respective Board appointments.

#### **PROCEDURES**

1. The Electoral Area 'A' Director will be appointed as Chairperson of the Committee.
2. The Commission may meet as required and will structure its activities to meet at least five times per year. The Commission is not required to meet every month of the year.

3. Minutes of Commission meetings will be forwarded to the Regional District Board for information.

## **RESPONSIBILITIES**

### *Recreation and Culture Services*

1. Make recommendations and provide advice to the Regional Board and staff regarding a wide range of Electoral Area 'A' recreation & culture program issues including planning, development and implementation of recreation and culture services.
2. Liaise, provide leadership and work with community and neighbourhood groups on a wide range of Electoral Area 'A' recreation and culture programs and services.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on Electoral Area 'A' recreation and culture programs and services.
4. Provide community input into planning documents including the development and updating of Electoral Area 'A' recreation and culture services master plans.

### *Electoral Area Community Parks*

1. Make recommendations and provide advice to the Regional Board regarding a wide range of Electoral Area 'A' parks and open space issues including:
  - the acquisition or tenure of community park sites as per RDN Policy A1-21 (*Land Acquisition Process*);
  - subdivision park land dedications as per RDN Policy C1-05 (*Review of Consideration of Parkland – Subdivision Application Process*);
  - the development and maintenance of community park sites; and
  - priorities for the expenditure of community park operating and reserve funds.
2. Liaise, provide leadership, and work with community and neighbourhood groups on a wide range of Electoral Area 'A' parks and open space matters including:
  - volunteer park development projects;
  - obtaining input regarding park planning and acquisition priorities;
  - trail system planning and development; and
  - Ministry of Transportation waterfront accesses.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on Electoral Area 'A' parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area 'A' community parks and trails master plan and specific community park development plans.

5. Work within the objectives and policies of the Regional Growth Management Plan, the Electoral Area Official Community Plan, the Area 'A' Community Trails Study, the Regional Parks & Trails Plan and any other statutory plans that are applicable to Electoral Area 'A'.

### **FINANCIAL CONSIDERATIONS**

The Commission will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for the annual operating budget and long term financial plans for the Electoral Area 'A' Community Park Function and the Electoral Area 'A' Recreation and Culture Function. The Commission will also have the ability to look at a variety of other funding sources and strategies and make recommendations in their regard to the Regional District.

### **REPORTING AND AUTHORITY**

In the provision of their services to the Electoral Area 'A' Parks, Recreation and Culture Commission, Commission members have a responsibility to act in the best interests of their community and within the policies and guidelines established by the Regional District.