



Electoral Area F Parks and Open Space Advisory Committee

Terms of Reference

February 13, 2024

Purpose

To establish a Parks and Open Space Advisory Committee for Electoral Area F. The Advisory Committee will advise and provide information to the Electoral Area Services Committee (EASC) through to the Nanaimo Regional District Board regarding parks and open space issues in Electoral Area F.

Membership

1. The Electoral Area F Parks and Open Space Committee will be appointed by the Regional Board as follows:
 - the Electoral Area F Director;
 - up to six Members at Large who are residents of Electoral Area F
2. The Committee will consist of a maximum of seven members. The Committee may operate without all positions being occupied. A quorum shall consist of four members.
3. For the first year of operation only, the terms of Committee membership shall be staggered with three members appointed for a two-year term and three members appointed for a one-year term. Beginning in the second year all members will be appointed for a two-year term. The Area F Director appointee will be on the Committee for the tenure of their other respective Board appointments.

Procedures

1. The Electoral Area F Director will be appointed as Chairperson of the Committee.
2. The Committee may meet as required but will structure its activities to meet approximately three times per year with the ability to schedule additional meeting to deal with parkland tenure matters or time sensitive issues.

Established: November 28, 2006

Amended: February 24, 2009

Amended: April 23, 2019

Amended: April 28, 2020

Amended: February 13, 2024

3. Committee meetings will be rescheduled or cancelled if either the Electoral Area Director or Alternate Director do not attend the meeting within 15 minutes of the scheduled start time.
4. Minutes of Committee meetings will be forwarded to the EASC for information.

Responsibilities

1. Make recommendations and provide advice to the EASC regarding a wide range of Electoral Area F 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 F 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 F parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area F 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 Regional Parks & Trails Plan and any other statutory plans that are applicable to Electoral Area F.

FINANCIAL CONSIDERATIONS

The Committee will provide input on an annual basis to the Electoral Area Director and the EASC through to the Regional Board regarding the level of funding and priorities for the annual operating budget and long term financial plans for the Electoral Area F Community Park Function. The Committee 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.

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REPORTING AND AUTHORITY

In the provision of their services to the Electoral Area F Parks and Open Space Advisory Committee members have a responsibility to act in the best interests of their community and within the policies and guidelines established by the Regional District.

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