

## **REGIONAL DISTRICT OF NANAIMO**

### **Benson Creek Falls Regional Park Creekside Place Staging Area Advisory Committee**

#### **TERMS OF REFERENCE**

**May 23, 2023**

#### **1. BACKGROUND**

At the December 6, 2022, Regional District of Nanaimo (RDN) Board Meeting a resolution was approved that a Terms of Reference be developed for an advisory committee that will collaboratively review and provide recommendations to the Regional Parks and Trails Select Committee related to park user pressures at the Benson Creek Falls Regional Park parking lot and staging area in the Creekside Place neighbourhood.

#### **2. PURPOSE**

The Committee will collaboratively review and provide recommendations to the Regional Parks and Trails Select Committee related to park user pressures at the Benson Creek Falls Regional Park parking lot and staging area in the Creekside Place neighbourhood.

#### **3. RESPONSIBILITIES**

The Advisory Committee responsibilities are:

- a) Review past, present and future pressures to the neighbourhood that may be caused by the location of the staging area.
- b) Receive presentations and reports from the RDN Parks Division and agencies that manage area lands, roadways or stakeholder groups requiring access to the area woodlot and Regional Park lands and trail.
- c) Provide recommendations to the Regional Parks and Trails Select Committee related to park user pressures at the Benson Creek Falls Regional Park parking lot and staging area.

#### **4. COMPOSITION AND CHAIR**

a) The Committee is comprised of the following members appointed by the RDN Board:

- The Electoral Area C Director
- A member from the Regional Parks and Trails Select Committee
- A member from the East Wellington Pleasant Valley Parks and Open Space Advisory Committee
- The Vancouver Island University woodlot manager or a delegated representative from the University
- Up to four representatives who are residents from Creekside Place neighbourhood.
- A member of the public residing outside of the Creekside neighbourhood but within Electoral Area C

b) The Electoral Area C Director will be Chair of the Committee. In their absence, the Chair will be the Alternate Director.

c) RDN Parks Services staff will provide resources to the Committee as assigned by the General Manager of Recreation and Parks Services.

#### **5. MEETINGS**

a) The Committee will meet up to four times at a public facility or site located near the Benson Creek Falls Regional Park Creekside Place staging area and parking lot. Meetings will be scheduled by RDN staff

b) Directors will be compensated in accordance with "Regional District of Nanaimo Board Remuneration, Expenses and Benefits Bylaw No. 1770, 2017".

c) There is no remuneration for volunteers' participation on the committee, but the RDN will reimburse mileage expenses according to Volunteer Mileage Reimbursement Policy A2.19.

d) Meetings will achieve quorum when a majority of Committee members are present. The meeting cannot proceed if a quorum is not reached.

#### **6. TERM**

a) Committee members will serve for approximately six months or until the committee has provided their final recommendation(s) regarding the parking lot.

## **7. DECISION MAKING**

- a) Decision making to follow the Board's procedure bylaw.
- b) As per the procedure bylaw, committee decisions will be made by votes.
- c) Committee meetings are open to the public; however, only Committee members have speaking privileges. Delegations that wish to address the Committee must seek approval through a written delegation request.
- d) Presentations from other agencies may be requested including but not limited to the RCMP, Ministry of Transportation and Highways, Nanaimo Search and Rescue, Recreation Site and Trails BC, and East Wellington Volunteer Fire Department (Mountain Improvement District).