

Attachment 5

Proposed Committee Terms of Reference



ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMITTEE

TERMS OF REFERENCE

February 13, 2024

PURPOSE

To establish a Parks, Recreation and Culture Committee for Electoral Area 'A'. The Advisory Committee will provide recommendations and advice to the Electoral Areas Services Committee (EASC) through to 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 Committee 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 Committee; and,
 - up to five 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 Committee will consist of a maximum of seven members and may operate without all positions being occupied. A quorum shall consist of four 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 Committee will be on the Electoral Area 'A' Recreation and Culture Committee for the tenure of their respective Board appointments.

PROCEDURES

1. The Electoral Area 'A' Director will be appointed as Chairperson of the Committee.

Established: February 24, 2009
Amended: January 10, 2012
Amended: January 26, 2021; error correction April 22, 2021
Amended: February 13, 2024

2. The Committee may meet as required and will structure its activities to meet at least five times per year. The Committee is not required to meet every month of the year.
3. Minutes of Committee meetings will be forwarded to the EASC for information.

RESPONSIBILITIES

Recreation and Culture Services

1. Make recommendations and provide advice to the EASC 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.

Established: February 24, 2009
Amended: January 10, 2012
Amended: January 26, 2021; error correction April 22, 2021
Amended: February 13, 2024

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 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 'A' Community Park Function and the Electoral Area 'A' Recreation and Culture 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.

REPORTING AND AUTHORITY

In the provision of their services to the Electoral Area 'A' Parks, Recreation and Culture Committee, 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.

Established: February 24, 2009
Amended: January 10, 2012
Amended: January 26, 2021; error correction April 22, 2021
Amended: February 13, 2024



Electoral Area 'B'

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 'B'. 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 'B'.

Membership

1. The Electoral Area B Parks and Open Space Advisory Committee will be appointed by the Regional Board as follows:
 - the Electoral Area 'B' Director;
 - a member of the Gabriola Recreation Society who is a resident of Electoral Area 'B', and - up to five Members at Large who are residents of Electoral Area 'B'.
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 at Large appointed for a two-year term and two Members at Large appointed for a one-year term. Beginning in the second year all Members at Large will be appointed for a two-year term. The Area 'B' Director will be on the Committee for the tenure of their respective Board appointment, and the member from the Gabriola Recreation Society will be appointed for a two-year term.

Procedures

1. The Electoral Area 'B' Director will be appointed as Chairperson of the Committee.
2. The Committee shall elect a recording secretary annually at the first meeting of each calendar year.

Established: February 24, 2009
Amended: January 10, 2012
Amended: February 13, 2024

3. 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.
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 'B' 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 detailed in the Letter of Understanding between the Regional District of Nanaimo and the Gabriola Island Local Trust Committee;
 - 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 'B' 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 'B' parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area 'B' 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 'B'.

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 'B' 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.

REPORTING AND AUTHORITY

In the provision of their services to the Electoral Area 'B' 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.

Established: February 24, 2009
Amended: January 10, 2012
Amended: February 13, 2024



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 shall elect a recording secretary annually at the first meeting of each calendar year.

Established: November 28, 2006

Amended: February 24, 2009

Amended: April 23, 2019

Amended: April 28, 2020

Amended: February 13, 2024

3. 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.
4. 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.
5. 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

Established: November 28, 2006

Amended: February 24, 2009

Amended: April 23, 2019

Amended: April 28, 2020

Amended: February 13, 2024

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.

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.

Established: November 28, 2006
Amended: February 24, 2009
Amended: April 23, 2019
Amended: April 28, 2020
Amended: February 13, 2024



Electoral Area G 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 G. 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 G.

Membership

1. The Electoral Area G Parks and Open Space Committee will be appointed by the Regional Board as follows:
 - the Electoral Area G Director;
 - up to six Members at Large who are residents of Electoral Area G
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 G Director appointee will be on the Committee for the tenure of their other respective Board appointments.

Procedures

1. The Electoral Area G Director will be appointed as Chairperson of the Committee.
2. The Committee shall elect a recording secretary annually at the first meeting of each calendar year.

Established: September 14, 1999

Amended: February 24, 2009

Amended: January 10, 2012

Amended: April 23, 2019

Amended: February 13, 2024

3. 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.
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 G 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 G 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 G parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area G 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 G.

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 G Community Park Function. The

Established: September 14, 1999

Amended: February 24, 2009

Amended: January 10, 2012

Amended: April 23, 2019

Amended: February 13, 2024

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.

REPORTING AND AUTHORITY

In the provision of their services to the Electoral Area G 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.

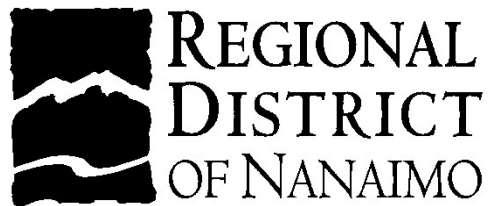
Established: September 14, 1999

Amended: February 24, 2009

Amended: January 10, 2012

Amended: April 23, 2019

Amended: February 13, 2024



Electoral Area H 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 H. 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 H.

Membership

1. The Electoral Area H Parks and Open Space Committee will be appointed by the Regional Board as follows:
 - the Electoral Area H Director;
 - up to six Members at Large who are residents of Electoral Area H
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 a majority of the current members of the Committee, with a minimum quorum of three 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 H Director appointee will be on the Committee for the tenure of their other respective Board appointments.

Procedures

1. The Electoral Area H Director will be appointed as Chairperson of the Committee.
2. The Committee shall elect a recording secretary annually at the first meeting of each calendar year.

Established: November 23, 2004

Amended: February 24, 2009

Amended: January 10, 2012

Amended: April 23, 2019

Amended: December 6, 2022

Amended: February 13, 2024

3. 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.
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 H 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 H 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 H parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area H 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 H.

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 H 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.

Established: November 23, 2004

Amended: February 24, 2009

Amended: January 10, 2012

Amended: April 23, 2019

Amended: December 6, 2022

Amended: February 13, 2024

REPORTING AND AUTHORITY

In the provision of their services to the Electoral Area H 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.

Established: November 23, 2004

Amended: February 24, 2009

Amended: January 10, 2012

Amended: April 23, 2019

Amended: December 6, 2022

Amended: February 13, 2024

REGIONAL DISTRICT OF NANAIMO

Benson Creek Falls Regional Park Creekside Place Staging Area Advisory Committee

TERMS OF REFERENCE

February 13, 2024

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 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

To establish a Benson Creek Falls Regional Park Creekside Place Staging Area Advisory Committee. The Committee will collaboratively review and provide recommendations to the Regional Parks and Trails Committee through to the Nanaimo Regional District Board 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 Committee related to park user pressures at the Benson Creek Falls Regional Park parking lot and staging area.

Established: May 23, 2023

Amended: February 13, 2024

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 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).

REGIONAL DISTRICT OF NANAIMO

CLIMATE ACTION TECHNICAL ADVISORY COMMITTEE TERMS OF REFERENCE

February 13, 2024

PURPOSE

The Climate Action Technical Advisory Committee (CATAC) is a technical advisory committee of the Regional District of Nanaimo (RDN) Board that provides advice and recommendations to the RDN Board on specific issues emerging or foreseen as having potential local impacts of global climate change.

TERM

The Committee shall function commencing 1 January 2023 to December 31, 2028.

MEMBERSHIP

The RDN Board shall appoint at least one and up to three members of the RDN Board to the Committee.

The Committee is comprised of seven technical experts, including representation from early career professionals, and from a variety of professional areas listed below:

- Agriculture
- Asset management
- Climate/meteorological science
- Coastal/geomorphological process
- Construction or urban development
- Environmental education/outreach
- Environmental justice
- Floodplain mitigation
- Forestry or forest management
- Sustainable/renewable utilities, including energy
- Transportation planning, including vehicle fleet management
- Waste management, and
- Watershed management.

At least one of the technical experts should be an early career professional.

To qualify for an appointment, an early career appointee

- should be currently employed with two or more years of experience in the given professional area but not more than five (5) years of experience
- cannot currently be elected to public office at any level.

To qualify for an appointment, each mid or late career appointee

- should be currently employed or recently retired (within the last two years) from the given professional area, with five or more years of experience in that area, and

- cannot currently be elected to public office at any level.

The RDN Board may fill vacancies as they arise.

Where a Committee member is absent from more than one meeting in a calendar year, the RDN Board may opt to declare the position vacant and appoint a new person to the position.

The Committee Chairperson will be appointed annually by the RDN Board Chairperson.

Where a specific subject area is under discussion from a field without representation on the Committee, the Committee may invite participation from an identified expert in the given subject area.

MEETINGS

The Committee will meet at least one time per year, with provision for workshops or other presentations at the CATAC's discretion.

Following the RDN's Board Procedure Bylaw, the presence of the majority of Committee membership is required for quorum and to conduct Committee business.

The General Manager of Planning and Development will be responsible for assigning staff to support the Committee, including the coordination of agendas, minutes, and staff contacts for Committee members.

Committee meetings will be open to the public unless the subject matter of the meeting has been identified by the RDN Board as necessitating a closed session.

Committee meetings may be held electronically.

COMMITTEE ROLES AND RESPONSIBILITIES

The Climate Action Technical Advisory Committee's mandate is to discuss and respond to questions and directions from the RDN Board. Those questions and directions will seek advice about specific immediate, mid-term, and long-term actions that the RDN can take to mitigate the RDN's vulnerability to the impacts of climate change and to adapt to emerging and projected environmental changes. The Committee will also receive annual reports on implementation of CATAC recommendations and provide advice on implementation improvements and modifications where warranted. The Committee will also support the three year review cycle of top priority recommendations. Advice given by the Committee should be of an actionable nature and should be focused on the question or direction provided by the RDN Board.

Considerations for providing responses or recommendations to the Board should focus on actions that:

- Build upon previous CATAC work and recommendations
- Have the lowest ratio of cost to Greenhouse Gas emissions reductions using a benefit/cost or return on investment methodology
- Can be undertaken by the RDN and its members within existing legislative authority
- Provide co-benefits in other local government functions

- Are equitable across the socio-economic income spectrum

As an advisory committee, the Climate Action Technical Advisory Committee will have no voting structure and should seek to reach agreement by consensus where possible. Written responses to RDN Board questions and directions may be authored by a given subject area expert on the Committee or by the Committee Chair, as may be deemed appropriate by the Committee.

While the Committee meetings will generally be open to the public, the Committee is to complete its work independently and as an internal body of the RDN.

RECRUITMENT AND COMPENSATION

Four appointments will be 3 year terms and three appointments will be for 2 year terms. Whenever vacancies may arise or when positions on the Committee may soon be in need of reappointment, the Corporate Officer shall advertise the vacancy in the same manner as Committee appointments to other RDN Committees.

Committee member recruitment should be designed to solicit applications from professionals in the private, public, and non-profit sectors to help foster diverse representation on the Committee.

There is no remuneration for participation on the committee but the RDN will reimburse mileage expenses according to Volunteer Mileage Reimbursement Policy A2.19. Meals will be provided for in-person meetings that coincide with meal times.



East Wellington / Pleasant Valley Parks and Open Space Advisory Committee

Terms of Reference

February 13, 2024

Purpose

To establish a Parks and Open Space Advisory Committee for East Wellington and Pleasant Valley. 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 the East Wellington and Pleasant Valley portion of Electoral Area C.

Membership

1. The East Wellington / Pleasant Valley Parks and Open Space Advisory Committee will be appointed by the Regional Board as follows:
 - the Electoral Area 'C' Director; and
 - up to six Members at Large who are residents of the East Wellington and Pleasant Valley areas of Electoral Area 'C'.
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 'C' Director will be on the Committee for the tenure of their respective Board appointment.

Procedures

1. The Electoral Area 'C' Director will be appointed as Chairperson of the Committee.
2. The Committee shall elect a recording secretary annually at the first meeting of each calendar year.

Established: October 25, 2005

Amended: February 24, 2009

Amended: January 10, 2012

Amended: February 13, 2024

3. 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.
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 'C' parks and open space issues for the East Wellington / Pleasant Valley area 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 Electoral Area 'C' (East Wellington / Pleasant Valley) parks and open space matters for the East Wellington / Pleasant Valley area 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 'C' (East Wellington / Pleasant Valley) parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area 'C' 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 'C'.

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 'C' (East Wellington / Pleasant Valley) 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.

REPORTING AND AUTHORITY

In the provision of their services to the East Wellington / Pleasant Valley 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.

Established: October 25, 2005
Amended: February 24, 2009
Amended: January 10, 2012
Amended: February 13, 2024

REGIONAL DISTRICT OF NANAIMO

FIRE SERVICES ADVISORY COMMITTEE TERMS OF REFERENCE

February 13, 2024

1. BACKGROUND

In the Province of BC, a Regional District may under the *Local Government Act* establish services which benefit the community and to raise funds to support the delivery of a service.

The Regional District of Nanaimo (RDN) has entered into service contracts with incorporated Societies for the delivery of fire protection services in some parts of the Regional District. The Boards of the Societies are responsible for the operations of the fire department including administration, personnel recruitment, training, and management, operating, and maintaining vehicles, equipment and buildings and providing advice on operating and capital budgets.

2. PURPOSE

The Fire Services Advisory Committee (FSAC) is an Advisory Committee formed to report to the Electoral Area Services Committee (EASC) through to the Regional District Board on matters related to fire dispatch, emergency and fire response, protection, and prevention.

The Committee will include opportunities for participation and input from all of the RDN funded fire departments for information sharing and coordination.

3. RESPONSIBILITIES

The FSAC responsibilities are:

- a) Pursue matters referred to it by the Regional District Board and ensure the effective provision of information to the EASC through to the Regional District Board.
- b) Receive updates from the RDN funded fire departments and may make recommendations where applicable for consideration by the EASC through to the Regional District Board.
- c) Provide a forum to share information and examine approaches to capital, administrative and operational aspects of the fire services.
- d) Ensure ongoing dialogue and collaboration with all emergency service providers operating in the RDN.

COMPOSITION AND CHAIR

- a) The Committee is comprised of the following members or their alternate: Electoral Area Directors, Fire Chiefs from RDN funded fire departments, the Board Chairs and Treasurers of the associated Fire Societies.
- b) The Chair and Vice Chair of the Committee shall be appointed annually by the Chair of the Regional District of Nanaimo from among the Electoral Area Directors.
- c) RDN staff shall act as a resource to the Committee.

4. MEETINGS

- a) The Committee will meet approximately three times per year or as required. Meetings will generally be held at 7 p.m. at the RDN Board Chambers but may be adjusted at the discretion of the Chair.
- b) The RDN will reimburse mileage expenses according to Volunteer Mileage Reimbursement Policy A2.19.
- c) Meetings will achieve quorum when a majority of Committee members are present. In the absence of a quorum, a meeting can still proceed, and topics can still be discussed, provided no motions are made or votes taken.

5. TERM

- a) The FSAC is an ongoing Advisory Committee.

6. DECISION MAKING

- a) Committee decisions will be made by consensus whenever possible. The Chair will have discretion as to when the consensus is reached. Consensus will be recorded in the minutes of the meeting. If necessary, votes may be taken.
- b) 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.

REGIONAL DISTRICT OF NANAIMO
GABRIOLA ISLAND RECREATION AND ELECTORAL AREA B PARKS AND TRAILS MASTER PLAN
ADVISORY COMMITTEE

TERMS OF REFERENCE

February 13, 2024

1) PURPOSE

The Gabriola Island Recreation and Electoral Area B (EA B) Parks and Trails Master Plan Advisory Committee (the 'committee') will provide the consultant(s) insight and guidance, review the development of the Gabriola Island Recreation and EA B Parks and Trails Master Plan, and make recommendations to the Regional District of Nanaimo Board on these specific matters.

2) COMMITTEE ROLES AND RESPONSIBILITIES

The Committee will:

- Provide detailed information and insight regarding recreation and parks services within EA B to the consultant(s).
- Read and provide comments on the Communications Plan for the Gabriola Island Recreation and EA B Parks and Trails Master Plan.
- Assist in the promotion of public engagement opportunities related to the development of the Gabriola Island Recreation and EA B Parks and Trails Master Plan.
- Attend committee meetings and a minimum of one Gabriola Island Recreation and EA B Parks and Trails Master Plan Public Engagement Session.
- Review preliminary data and findings collected by the consultant(s).
- Review and recommend amendments to the draft Gabriola Island Recreation and EA B Parks and Trails Master Plan.

Committee members will be expected to:

- Have the willingness and ability to commit to volunteering the necessary time to the committee.
- Have an interest in identifying and supporting the sustainability of recreation and parks services.
- Have the willingness and ability to consider the input received throughout the consultation process and comment as to whether the identified issues, trends, and goals are captured within the final report.

3) MEMBERSHIP

The committee will consist of the following members, appointed by the RDN Board:

- 1 appointee from the Snuneymuxw First Nation (appointed by their Chief and Council)
- 2 members of the Electoral Area B Parks and Open Space Advisory Committee (EA B POSAC)
- 2 members of the Gabriola Recreation Society Board (GRS)
- 1 member of Gabriola Land and Trails Trust (GaLTT) (*cannot also be a member of EA B POSAC)

Established: April 25, 2023
Amended: February 13, 2024

- 1 trustee from the Islands Trust- Gabriola Island Local Trust Area (appointed by the Gabriola Island Local Trust Area Committee).
- Electoral Area B Director

4) PROCEDURES

- The Electoral Area B Director will be appointed as Chairperson of the Committee.
- The Committee will act in accordance with the RDN Procedure Bylaw.
- The Committee may operate without all positions occupied.
- A quorum shall consist of a majority of Committee members.
- Minutes of the Committee meetings will be forwarded to the EA B Parks and Open Space Advisory Committee and the Regional District Electoral Area Services Committee for information.

5) ADMINISTRATION

The General Manager of Recreation and Parks Services will be responsible for assigning staff to support the Committee, including the coordination of agendas, minutes, and staff contacts for the Committee.

6) MEETINGS

It is expected that there will be between 4 to 6 meetings. Meetings will be held on weekdays and the time of the meetings will be determined based on the majority of Committee members' availability.

Committee meetings will be open to the public unless the subject matter of the meeting has been identified as necessitating a closed session. A member who is unable to attend a meeting in person may participate in the meeting by means of electronic or other communication facilities.

There is no remuneration for participation on the committee but if committee activities coincide with mealtimes, meals will be provided. Members of the public serving on the committee would be eligible for mileage reimbursement under RDN Policy A2.19 - Volunteer Mileage Reimbursement.

7) TERM

Committee members will serve for approximately 14 months or until the Committee has provided their final recommendation(s) regarding the Master Plan.

**REGIONAL DISTRICT OF NANAIMO
LIQUID WASTE MANAGEMENT PLAN MONITORING COMMITTEE**

TERMS OF REFERENCE

February 13 ,2024

BACKGROUND

The Regional District of Nanaimo (RDN) provides municipal wastewater conveyance, treatment, and disposal services across the region. Under the provincial Municipal Wastewater Regulation, municipal wastewater discharges may be permitted through:

- Registration;
- Permits; and/or
- An approved Liquid Waste Management Plan (LWMP) with its associated Operational Certificates.

An approved LWMP is legally binding. The RDN has an approved LWMP and with that comes the authority and responsibility to implement the plan.

PURPOSE

While the responsibility for the management of the LWMP ultimately rests with the RDN Board of Directors, the Province requires that a monitoring committee oversees LWMP implementation.

ROLES AND RESPONSIBILITIES

LWMP Monitoring Committee will:

- Review reports presented by RDN staff and their consultants relating to LWMP programs;
- Review the public education programs associated with the LWMP (e.g. SepticSmart);
- Provide recommendations to RDN staff regarding the implementation of programs and policies relating to the LWMP and wastewater management;
- Review annual status reports documenting LWMP implementation;
- Recommend refinements to the LWMP program actions to keep implementation on track with the overall objectives and targets;
- Assist RDN staff in developing strategies to increase the effectiveness of the LWMP; and
- Recommend amendments to the plan, as necessary.

MEMBERSHIP

There may be up to 17 voting members and invitations will extend to the following:

- RDN Board – 4 members
- City of Nanaimo – 1 member
- City of Parksville – 1 member
- Town of Qualicum Beach – 1 member
- District of Lantzville – 1 member
- Snuneymuxw First Nation – 1 member
- Snaw-naw-as First Nation – 1 member
- Qualicum First Nation – 1 member
- Business Community – 2 members
- General Public – 2 members

Established: November 25, 2014
Repealed and Replaced: April 23, 2019
Amended: February 13, 2024

- Island Health – 1 member
- Fisheries and Oceans Canada – 1 member

RDN staff shall act as a resource to the Committee.

CHAIRPERSON

The Committee Chairperson will be a Board Director appointed by the Chair of the RDN.

APPOINTMENT AND TERM

RDN Board members are appointed annually by the Chair of the RDN. The term of appointment for other members is two years or until new members are appointed.

Representatives from the business community and general public will be appointed by the Board through an application process.

Government and agency members may appoint a representative and may designate an alternate, should the representative be unable to attend, with such appointment(s) ratified by the Board.

Lack of attendance may result in a member having their membership revoked at the discretion of the Committee. If a member resigns from the Committee, their position will be filled through the application process or by appointment, as appropriate.

QUORUM

Meetings will achieve quorum when a majority of Committee members are present. In the absence of a quorum, a meeting can still proceed, and topics can still be discussed, provided no motions are made or votes taken.

DECISION MAKING

Committee decisions will be made by consensus whenever possible. If necessary, votes may be taken.

Committee meetings are open to the public; however only Committee members have speaking and voting privileges. Delegations that wish to address the Committee must seek approval from the Committee through a written request.

MEETINGS

The Committee will meet at least two times per year with a provision for workshops or other presentations at the Committee's discretion. Meetings will generally be held mid-day. Meals will be provided when Committee activities coincide with meal times.

There is no remuneration for participation on the Committee but the RDN will reimburse mileage expenses according to Volunteer Mileage Reimbursement Policy A2.19.



Nanoose Bay 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 E. 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 E.

Membership

1. The Nanoose Bay Parks and Open Space Committee will be appointed by the Regional Board as follows:
 - the Electoral Area E Director;
 - up to six Members at Large who are residents of Electoral Area E
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 E Director appointee will be on the Committee for the tenure of their other respective Board appointments.

Procedures

1. The Electoral Area E Director will be appointed as Chairperson of the Committee.
2. The Committee shall elect a recording secretary annually at the first meeting of each calendar year.

Established: May 8, 2001

Amended: February 24, 2009

Amended: January 10, 2012

Amended: April 23, 2019

Amended: February 13, 2024

3. 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.
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 E 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 E 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 E parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area E 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 E.

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 E 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.

Established: May 8, 2001

Amended: February 24, 2009

Amended: January 10, 2012

Amended: April 23, 2019

Amended: February 13, 2024

REPORTING AND AUTHORITY

In the provision of their services to the Nanoose Bay 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.

Established: May 8, 2001
Amended: February 24, 2009
Amended: January 10, 2012
Amended: April 23, 2019
Amended: February 13, 2024

REGIONAL DISTRICT OF NANAIMO

OCEANSIDE SERVICES COMMITTEE TERMS OF REFERENCE

February 13, 2024

PURPOSE:

The Oceanside Services Committee is established as a standing committee of the Regional District of Nanaimo (RDN) Board for the purpose of advising the RDN Board as follows:

1. Distribution of funds raised through the Northern Community Economic Development Service (the Service) for the purpose of promoting economic development within the region;
2. Provision of recreation services and programs in the Oceanside area: operation of the Ravensong Aquatic Centre and Oceanside Place;
3. Provide a liaison between the RDN Board and the RCMP regarding volunteer programs providing crime prevention, community justice and community safety services to the communities within Oceanside.

MEMBERSHIP:

- 1) The Committee is comprised of seven RDN directors with Board Members from each representative area: two for the City of Parksville, one for the Town of Qualicum Beach and Electoral Areas E, F, G and H.
- 2) The Committee Chair will be appointed annually by the Chair of the Regional District of Nanaimo.

MEETINGS:

- 1) The Committee will meet at intervals it determines to be appropriate, and at a minimum – four times per year.
- 2) A quorum of four of the Committee membership is required to conduct Committee business.
- 3) The General Manager of Corporate Services will be responsible for assigning staff to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members. Meetings will be called by RDN staff in coordination with the Committee Chair.
- 4) Committee meetings are open to the public; however only committee members have speaking and voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request.

COMMITTEE ROLES AND RESPONSIBILITIES:

The Oceanside Services Committee mandates are to provide oversight to programs and initiatives that demonstrate the promotion of economic growth and development in Oceanside or that may provide recreational or community safety benefits to the Oceanside area and the associated responsibilities are as follows:

1. Recommend eligibility and evaluation criteria and determine timelines for submission for distributing funds raised through the Northern Community Economic Development (NCED) Service;

Established: April 23, 2019

Amended: January 11, 2022

Amended: February 13, 2024

2. Receive and evaluate requests for funds raised through the NCED Service and for Community Safety Grants;
3. Review and recommend policies regarding the operation, equipping, maintenance and management of Oceanside Place located at Wembley Centre and the Ravensong Aquatic Centre located in Qualicum Beach (Facilities);
4. Review and recommend development and planning initiatives for recreation facilities within the Oceanside area;
5. Review and recommend development, establishment, operation and discontinuation of recreational, leisure and associated cultural programs within the Oceanside area;
6. Review and recommend fees and charges for the participation in recreation, leisure and associated cultural programs and services within the Oceanside area operated by the RDN and for the use of the Facilities;
7. Receive and evaluate requests for youth and community recreation grants;
8. Review and recommend annual program funding support for Victims Services and Restorative Justice which operate under the supervision of the RCMP;
9. Provide a forum with the RCMP to discuss programs funded by the Regional District and to consider roles that the Regional District might have with respect to community safety initiatives;
10. Establish annual Oceanside Services Committee priorities based on the Board Strategic Plan and subject to the approval of the Board.

REGIONAL DISTRICT OF NANAIMO

REGIONAL PARKS AND TRAILS COMMITTEE TERMS OF REFERENCE

February 13, 2024

PURPOSE

The Regional Parks and Trails Committee is a Standing Committee of the Regional District of Nanaimo (RDN) Board which provides advice and recommendations to the RDN Board on issues connected to the Regional Parks and Trail System.

MEMBERSHIP

- The Committee is comprised of fourteen Directors, including four Directors from the City of Nanaimo and one Director from each of the other participating Municipalities and Electoral Areas.
- The Committee Chairperson will be appointed annually by the RDN Board Chairperson.

MEETINGS

- The Committee will meet at intervals it determines to be appropriate, in consultation with the General Manager of Recreation and Parks, but will structure its activities to meet approximately four times per year.
- A quorum consisting of a majority of the Committee membership is required to conduct Committee business.
- The General Manager of Recreation and Parks Services will be responsible for assigning staff to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members.

COMMITTEE ROLES AND RESPONSIBILITIES

The Regional Parks and Trails Committee mandate is to provide political oversight for regional parks and trail initiatives. The Committee is the forum to which staff report on regional parks and trails initiatives.

The Committee's responsibilities are:

1. Consider staff reports on the Regional Parks and Trails System and make recommendations to the RDN Board including:
 - the acquisition and tenure of regional parks and trail sites;
 - the development and review of new or updated Regional Park Management Plans;
 - the development and maintenance of regional parks and trail sites; and
 - implementation of recommendations set forth in the Regional Parks and Trails Plan.

Established: January 10, 2012

Amended: April 26, 2019

Amended: February 13, 2024

2. Consider comments and recommendations from Select and/or Advisory Committees as appropriate and make recommendations to the RDN Board;
3. At its discretion, hear and consider public delegations on matters within the scope of its purview and, where appropriate, make recommendations to the RDN Board arising out of such delegations.
4. Pursue matters referred to the Committee by the RDN Chair or RDN Board and report back to the Board expeditiously, as required.

REGIONAL DISTRICT OF NANAIMO
SOLID WASTE MANAGEMENT COMMITTEE
TERMS OF REFERENCE

February 13, 2024

1.0 BACKGROUND

The Province of BC requires all Regional Districts to have a Solid Waste Management Plan (SWMP). The Regional District of Nanaimo's (RDN) first SWMP was prepared in 1988 and was subsequently updated in 1996, 2004 and 2018. The current update of the SWMP is projected for a 10-year planning horizon, from 2018 to 2027.

As part of the plan review process, the Solid Waste Management Standing Committee (SWMC), formerly known as the Solid Waste Management Select Committee, was established in 2014 to act as a liaison between the Board and the combined public and technical advisory committee which is named the Solid Waste Management Plan Monitoring Advisory Committee (PMAC). The original intent was for the SWMC to exist during the SWMP review noting that it may continue for purposes of oversight during the plan implementation.

In December 2015, the SWMC discussed the complexity and importance to the community of the solid waste function and the relationship between planning for future program delivery and on-going operations. As a consequence, a motion was passed to add the responsibility of providing advice and recommendations to the Board regarding Solid Waste Services operations, in addition to that of the Solid Waste Management Plan review process.

2.0 PURPOSE

The purpose of the Solid Waste Management Committee is to:

- Provide political oversight of the SWMP review and act as a liaison between the PMAC and the Regional Board; and,
- Provide political oversight on delivery of the of solid waste function and monitor implementation of the SWMP.

3.0 RESPONSIBILITIES

The SWMC's responsibilities are:

- To liaise with and make recommendations on behalf the PMAC to the Regional Board;
- To pursue matters referred to the SWMC by the PMAC and ensure the effective exchange of information with the Regional Board; and,

Established: June 24, 2014
Amended – March 22, 2016
Amended – November 12, 2019
Amended: February 13, 2024

- To identify problems, issues and opportunities and ensure that the Solid Waste Services function meets the community needs, and, provide advice and recommendations to the Regional Board in this regard.

4.0 COMPOSITION

- The Committee is comprised of a minimum of nine (9) RDN Directors based on Board apportionment as follows:
City of Nanaimo (4)
City of Parksville, Town of Qualicum Beach, District of Lantzville (2)
Electoral Areas (3)
- The Board Chair will appoint committee members and Chair.

5.0 MEETINGS

- The Committee meets approximately every second month; and,
- The General Manager responsible for Solid Waste Services will assign staff to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members.

6.0 TERM

The SWMC is ongoing and will provide oversight for the SWMP update, Plan implementation and delivery of the Solid Waste Services function.

Established: June 24, 2014

Amended: March 22, 2016

Amended: November 12, 2019

Amended: February 13, 2024

**REGIONAL DISTRICT OF NANAIMO
SOLID WASTE MANAGEMENT
PLAN MONITORING ADVISORY COMMITTEE**

TERMS OF REFERENCE

Amended: February 13, 2024

1. PURPOSE AND SCOPE

The purpose of the Plan Monitoring Advisory Committee (PMAC) is to provide input, from a variety of perspectives, on the implementation of the Solid Waste Management Plan (Plan). In accordance with the Ministry of Environment's *Guide to the Preparation of Regional Solid Waste Management Plans* a single public and technical advisory committee will act as a "sounding board" of community interests and will provide advice to the Regional Board through the Solid Waste Management Select Committee. The Regional Board is the final authority on decisions. The PMAC will remain in existence for the duration of the current Plan.

2. ROLES AND RESPONSIBILITIES

The role of the PMAC is to advise the RDN Board and staff on the implementation of the plan:

- Monitor the Plan implementation in consideration with the Plan Objectives and Guiding Principles;
- Provide advice on the delivery of programs under the Plan;
- Review information related to implementation of the plan, including waste quantities, populations, and diversion rates for each plan component;
- Advise on each major plan review which will occur every five years;
- If requested by the Board, provide recommendations regarding disputes arising during implementation of the plan; and
- Advise on the adequacy of public consultation in matters affecting the public related to plan implementation.

Recommendations of the PMAC are directed to the Solid Waste Management Committee for consideration before being directed to the Board.

3. COMPOSITION AND CHAIR

Chair and Vice Chair to be appointed by the Chairperson of the Board. RDN Board members are appointed annually by the Chair of the RDN.

Representatives from the business community and general public will be appointed by the Board through an application process.

Voting Members:

- One RDN Board representative from the Solid Waste Management Committee (or alternate);
- Up to 15 members representing a diversity of community interests such as from the following groups:
 - Private sector waste management industry service providers
 - Private sector solid waste facility representatives
 - Non-profit group with an interest in solid waste management (e.g. reuse organization)
 - Large institutional solid waste generator
 - Business representatives, including one focused on the 3Rs
 - Members at large for the community (community association, youth, senior)
 - Regional Landfill area representative
 - Urban/rural geographic mix

Non-Voting Technical Advisors:

- Up to 12 members representing agencies including:
 - Regional District Staff – 3 members
 - Municipal Staff – 4 members
 - First Nations – 3 members
 - Provincial Agencies – 1 member
 - Federal Agencies – 1 member

4. RULES OF PROCEDURE

The Committee will act in accordance with the RDN Board Procedure Bylaw.

5. ADMINISTRATION

Administrative matters related to the PMAC will be conducted by RDN staff acting through the Chair.

6. TERM

The term of appointment is two years or until new members are appointed. Interested members may apply for reselection at the end of their term.

Lack of attendance may result in members having their membership revoked at the discretion of the committee. If a member resigns from the committee, their position will be filled through the application process or by appointment, as appropriate.

7. MEETINGS

The PMAC will meet at least two times per year with a provision for workshops or other presentations at the PMAC's discretion. Meetings will generally be held in the evenings but may be adjusted at the discretion of the Chair. Meals will be provided when committee activities coincide with meal times.

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

8. DECISION MAKING

Committee decisions will be made by consensus whenever possible. The chair will have discretion as to when the consensus is reached. Consensus will be recorded in the minutes of the meeting.

Committee meetings are open to the public; however only committee members have speaking and voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request. If votes are taken, minority opinions may be recorded and submitted in addition to the majority opinion to the board.

REGIONAL DISTRICT OF NANAIMO

TRANSIT COMMITTEE TERMS OF REFERENCE

February 13, 2024

PURPOSE:

The Transit Committee is a committee of the Regional District of Nanaimo (RDN) Board that provides advice and recommendations to the Board regarding Nanaimo Regional Transit service. This includes items related to transit planning, financial performance and overall service delivery within the Region.

The Transit Committee was established as a Standing Committee as a result of the 2003 Nanaimo Regional Transit Business Plan (TBP). The TBP was established as a guide for transit service planning and delivery within the RDN. The TBP was subsequently updated in 2008, in 2014 and again in 2022. The TBP was also retitled in 2014 to the *RDN Transit Future Plan*, the primary goals of which are to:

- connect the Region's urban and rural communities with their downtowns and neighbourhood centres with transit routes and schedules that are frequent, direct, safe and convenient;
- support sustainable land use patterns and mobility networks that encourage a reduced automobile dependency and provide access to services and employment;
- reduce the Region's impact on the environment by providing RDN residents a transportation choice that will lower their GHG emissions and energy consumption; and,
- operate in a fiscally responsible manner by providing efficient cost effective services.

MEMBERSHIP:

- The Committee is comprised of 14 RDN Directors, including four Directors from the City of Nanaimo and one Director from each of the other participating Municipalities and Electoral Areas.
- The Committee Chairperson is appointed annually by the RDN Board Chairperson.

MEETINGS:

- The Committee meets approximately every other month.
- A quorum of a majority of Committee members is required to conduct Committee business.
- The General Manager of Transportation and Solid Waste Services is responsible for assigning staff to support the Committee, including the coordination of agendas, minutes and staff contacts for Committee members.

COMMITTEE ROLES AND RESPONSIBILITIES

The mandate of the Transit Committee is to identify problems, issues and opportunities that will allow for the system to effectively respond to market and community needs.

The responsibilities of the Committee are to:

- make recommendations to the RDN Board of Directors;
- pursue matters referred to the Committee by the RDN Board and report back to the Board expeditiously; and,
- be responsible for financial performance, development of the transit system within the region, fleet and facility requirements.

Amended: March, 2012

Amended: March 24, 2015

Amended: February 13, 2024

REGIONAL DISTRICT OF NANAIMO

OCEANSIDE SERVICES RECREATION GRANTS SUB-COMMITTEE TERMS OF REFERENCE

February 13, 2024

PURPOSE:

The Oceanside Services Recreation Grants Sub-Committee is established as a standing committee of the Regional District of Nanaimo (RDN) Board and a Sub-Committee of the Oceanside Services Committee for the purpose of reviewing recreation, community and youth grant applications from the Oceanside area for grant funding from the Northern Recreation Services function and providing recommendations to the Oceanside Services Committee.

MEMBERSHIP COMPOSITION AND CHAIR:

The Committee is comprised of three members of the Oceanside Services Committee appointed by the RDN Board Chairperson.

The Chair will be appointed by the RDN Board Chairperson.

MEETINGS:

- 1) The Committee will meet at intervals it determines to be appropriate.
- 2) A quorum of two of the Committee membership is required to conduct Committee business.
- 3) The General Manager of Parks and Recreation will be responsible for assigning staff to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members. Meetings will be called by RDN staff in coordination with the Committee Chair.
- 4) Committee meetings are open to the public; however only committee members have speaking and voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request.

COMMITTEE ROLES AND RESPONSIBILITIES:

Recommendations of the Sub-Committee are directed to the Oceanside Services Committee for consideration before being directed to the Board.

The Oceanside Services Recreation Grants Sub-Committee mandates are to review recreation grant applications received and provide recommendations to the Oceanside Services Committee for further review and consideration before recommendations are made to the RDN Board. Additional associated responsibilities may include:

1. Recommend eligibility and evaluation criteria and determine timelines for submission for distributing funds;
2. Receive and evaluate requests for funds.