

## ATTACHMENT 1

### REGIONAL DISTRICT OF NANAIMO

#### DISTRICT 69 RECREATION COMMISSION OCEANSIDE RECREATION AND SPORT INFRASTRUCTURE SUB-COMMITTEE

#### TERMS OF REFERENCE

FEBRUARY 2019

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### 1) PURPOSE

The primary role of the Oceanside Recreation and Sport Infrastructure Sub-Committee (ORSIS) will be to advise the District 69 Recreation Commission on the review and implementation of recreation and sport infrastructure in the Oceanside (District 69) area of the Regional District of Nanaimo.

The ORSIS will use the RDN District 69 (Oceanside) Recreation Services Master Plan 2019 - 2029 as its prime resource document in providing advice and recommendations.

This advice will help guide the future direction, philosophy, policies, priorities, and actions for the Regional District of Nanaimo's (RDN) provision of recreation and sport infrastructure in District 69, commonly referred to as Oceanside.

### 2) SUB-COMMITTEE ROLES AND RESPONSIBILITIES

The ORSIS will:

- review and become familiar with the RDN District 69 (Oceanside) Recreation Services Master Plan 2019 -2029;
- provide recommendations to the Board through the District 69 Recreation Commission relating to RDN recreation/sport infrastructure within Oceanside;
- participate on smaller ad-hoc committees and public discussions dealing with specific issues or tasks;
- provide advice and feedback on consultation activities;
- provide input and feedback on reports, discussion papers, and other documents prepared for the Sub-Committee's information;
- participate in site tours around Vancouver Island and the Lower Mainland of recreation and sport facilities;
- be formed on an as needed basis to provide focus on specific recreation or sport infrastructure (i.e. aquatic expansion, track and field, sport field);
- conclude when assigned tasks have been completed.

The rules of procedure for ORSIS shall be consistent with the rules of procedure for the District 69 Recreation Commission and RDN Board (Bylaw #1754 and Bylaw # 1777).

### **3) MEMBERSHIP CRITERIA/SELECTION**

The Sub-Committee will consist of a minimum three (3) members from the District 69 Recreation Commission as follows;

- 1 member RDN Board Director appointed to the District 69 Recreation Commission;
- 1 member Elected municipal appointee to the District 69 Recreation Commission from either Town of Qualicum Beach or City of Parksville;
- 1 member From an Electoral Area currently serving on the District 69 Recreation Commission.

The ORSIS Chair will be elected from Sub-Committee members and serve a term of 6 months or until the Sub-Committee has provided their final recommendation(s), whichever occurs first.

Local community groups, teams, organizations and individuals will be invited to participate in discussions with ORSIS and the District 69 Recreation Commission on projects and initiatives of interest to them.

Sub-Committee membership will be expected to;

- Have the willingness and ability to commit to volunteering the necessary time to the Sub-Committee;
- Have an interest in helping meet the recreation and sport infrastructure needs of the Oceanside community as a whole;
- Have the willingness and ability to consider issues from all perspectives within the community;
- Have the willingness and ability to work towards consensus on issues being addressed by the Sub-Committee.

Staff members will be present in an advisory and support capacity.

### **4) TERM**

This Sub-Committee would focus on priority initiatives provided and advise the District 69 Recreation Commission on recreation and sport infrastructure in Oceanside. The term of this Sub-Committee will be from March 1, 2019 to February 29, 2020.

Alternate member appointments will be approved by the Sub-Committee as required. No substitute members will be permitted. If a member must resign from the Sub-Committee, their position will be filled by other eligible District 69 Recreation Commission members.

Frequency of meetings will be based on need. Meetings are expected to be held mid-day Monday - Friday however when appropriate evening and weekend meetings may be held.

Members are expected to attend all Sub-Committee meetings and participate in public consultation activities.

## **5) DECISION MAKING**

Sub - Committee recommendations will be made through the District 69 Recreation Commission to the RDN Board.

Sub-Committee recommendations will be made by consensus whenever possible. If necessary, votes may be taken and minority reports may be submitted to the Commission or Board in addition to the majority opinion.

ORSIS meetings will be open to the public. Delegations that wish to address the Sub-Committee must seek approval from the Sub-Committee through a written request. Acceptance of a delegate's request to speak to the Sub-Committee will be at the discretion of the Sub-Committee.

A number of recreation and sport infrastructure initiatives have been identified in the 2019 Oceanside Recreation Services Master Plan. Although the Sub-Committee may advise on a number of these initiatives, focus and priority will be given to initiatives that the Board has provided. To date these include:

- Development of a concept plan to advance the expansion of Ravensong Aquatic Centre;
- Development of a rubberized athletics track;
- Development of a centralized land acquisition strategic plan for the development of a future indoor/outdoor recreation and sport complex.