
TO: Regional District of Nanaimo Board **MEETING:** April 23, 2019
FROM: Delcy Wells
General Manager
Corporate Services **FILE:** 0360-20
SUBJECT: Oceanside Services Committee

RECOMMENDATIONS

1. That the Terms of Reference for the new Oceanside Services Committee be approved.
2. That the
 - a. District 69 Recreation Commission Bylaw No. 1777 be repealed.
 - b. District 69 Community Justice Select Committee and the Northern Community Economic Development Select Committee be dissolved.
 - c. Regional District of Nanaimo Board Procedure Bylaw No. 1754 be amended to update the Committees listed on Schedule A.
3. That the Parks and Open Space Advisory Committee (POSAC) Terms of Reference for Electoral Areas E, F, G and H add a Member at Large position to replace the Commission appointee.

SUMMARY

On April 9, 2019 the Board directed a review of the consolidation of the District 69 Recreation Commission, the District 69 Community Justice Select Committee and the Northern Community Economic Development Select Committee into one committee. It is recommended that this new committee be called the Oceanside Services Committee.

BACKGROUND

The three entities, the District 69 Recreation Commission, the District 69 Community Justice Select Committee and the Northern Community Economic Development Select Committee have representation from the same entities except the School District 69 which appoints a member to the District 69 Recreation Commission but does not contribute to the funding.

The proposed Terms of Reference for the new Oceanside Services Committee are provided on Attachment 1. With the Directors from the City of Parksville, the Town of Qualicum Beach, and Electoral Areas E, F, G and H proposed for this Committee, more direct input to the Board is envisioned.

This consolidation will enable a more efficient and effective system of administration of committees in the Regional District of Nanaimo, as well as provide a forum for elected officials and the public to discuss and have input on services jointly shared by the six participating communities.

The Terms of Reference for the proposed Oceanside Services Committee (OSC) include a requirement to meet a minimum of 4 times per year but with longer meetings anticipated.

As outlined above, the OSC will provide a central forum for consultation and consideration of implications for the communities that share the services considered at this Committee. This forum will allow for direct interaction amongst the elected officials and the public on matters considered by the OSC. Delegations and presentations will be welcome at meetings to promote community involvement, correspondence will be accepted and the agenda and minutes will be on the RDN website.

In addition to the public agenda, public consultation will continue to be included in all projects and services considered at the OSC in accordance with the RDN Public Consultation / Communication Framework Policy A1.23. Other forms of engagement are also available to the Committee on a project or initiative basis such as public open houses, the use of *Get Involved RDN* which includes tools such surveys, question and answer documents, polls and other tools as needed. The proposed meeting location for the OSC is the Town of Qualicum Beach Council Chambers (May 16 and September 12) and City of Parksville Council Chambers (November 14) which can accommodate webcasting.

The proposed schedule for 2019 is 1:30 pm on May 16, September 12 and November 14. In 2020 and beyond, a quarterly pattern will continue, with these meetings held on the 2nd Thursday of the month at 1:30 pm four times per year.

Given the focus and location of the services to be considered at this new committee there are a number of naming options to consider. These include the Northern Communities Committee, Northern Services Committee and Oceanside Services Committee. Given that the term "Oceanside" has been identified for community groups, marketing and destination purposes in the area, it is recommended that this new committee be the Oceanside Services Committee. The representation on this new committee will provide for thorough community input regarding these services.

ALTERNATIVES

1. To approve the Terms of Reference for the new Oceanside Services Committee and amend the Electoral Areas E, F, G and H Parks and Open Space Advisory Committee Terms of Reference.
2. To maintain the existing committee structure and not consolidate the three committees into one committee.
3. To provide alternate direction to staff.

FINANCIAL IMPLICATIONS

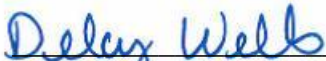
The operation of the OSC can be accommodated within the 2019 RDN Financial Plan. With the consolidation of three, separate committee meetings into one central committee, there will be administrative efficiencies in the utilization of staff time, travel and meeting expenses which will result from more concentrated, lengthier meetings. However, these savings will be offset by more staff attending to support the discussions.

Another additional cost is related to the staff time required to web stream these meetings live. The approximate cost for 4 hours of staff time will be \$300 per meeting which includes the hourly rate and associated expenses for meals and travel where applicable.

STRATEGIC PLAN IMPLICATIONS

Focus On Governance - We Will Develop Our Governance Structure To Reflect Our Unique Municipal/Electoral Area Demographics

Focus On Service And Organizational Excellence – As We Invest In Regional Services, We Look At Both Costs And Benefits - The RDN Will Be Effective And Efficient



Delcy Wells

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April 12, 2019

Reviewed by:

- D. Pearce, Director of Transportation and Emergency Services
- T. Osborne, General Manager, Recreation and Parks Services
- G. Garbutt, General Manager, Strategic and Community Development
- P. Carlyle, Chief Administrative Officer

Attachment:

1. Oceanside Services Committee Terms of Reference (new)