

REGIONAL DISTRICT OF NANAIMO

OCEANSIDE SERVICES COMMITTEE TERMS OF REFERENCE

April 2019

PURPOSE:

The Oceanside Services Committee is a select 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, Parksville Curling Club 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 Area E member shall not be entitled to participate in a discussion or vote on any matter directly involving only the Ravensong Aquatic Centre.
- 3) 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;
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 the Parksville Curling Club located within the Parksville Community Park, 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.