

AGENDA

INAUGURAL OPEN PARKS, RECREATION AND WELLNESS COMMITTEE MEETING
BOWEN PARK BOARDROOM, 500 BOWEN ROAD, NANAIMO, BC
THURSDAY, 2016-SEP-08, COMMENCING AT 5:00 P.M.

1. **CALL THE INAUGURAL PARKS, RECREATION, AND WELLNESS COMMITTEE MEETING TO ORDER:**
2. **INTRODUCTIONS:**
 - (a) Ms. Tracy Samra, Chief Administrative Officer, to facilitate welcome and introductions.
3. **APPOINTMENTS**
 - (a) Chair
 - (b) Vice-chair
4. **TERMS OF REFERENCE:**
 - (a) New Terms of Reference *Pg. 3-4*
 - (b) Old Terms of Reference *Pg. 5*
5. **MEMBERSHIP:**
6. **PRESENTATIONS:**
 - (a) Mr. Richard Harding, Director of Parks and Recreation, to facilitate a verbal discussion regarding the Parks, Recreation, and Wellness Committee's priorities and next steps.
7. **QUESTION PERIOD:**
8. **ADJOURNMENT:**

City of Nanaimo
PARKS, RECREATION, & WELLNESS COMMITTEE
(the “Committee”)

PURPOSE:

The purpose of the Committee is to provide a forum for the community to provide Council and staff input on creating and operating park, recreation and wellness programming that meets the needs of all community in a sustainable and dynamic way.

The Committee’s purpose is to provide Council advice and recommendations on the following:

- planning, development and provisions of parks, recreation and wellness services;
- coordination of parks, recreation and wellness programming with partners;
- environmental stewardship of parks and sustainable operations in the context of parks and recreation;
- equitable access to parks, recreation and wellness services and facilities by all citizens;
- recommendations on applications for funding and subsidies for recreation facilities; and
- other issues referred to the Committee by Director, CAO or Council.

MEMBERSHIP:

The membership of the Committee will be as follows:

- a minimum of seven (7) members; and
- three (3) members of Council.

Note: membership dictated by existing bylaw; any changes require amendment.

ELIGIBILITY:

An individual with the following skills and expertise may be given preference for membership on this Committee:

1. parks and park stewardship;
2. recreation;
3. active lifestyle and wellness; and,
4. environmental stewardship.

TERM:

Each member of the Committee may be appointed for a term of up to two years. Membership may be staggered to support continuity and effective operations. Members may serve a maximum of two cumulative terms on this Committee.

ACCOUNTABILITY:

On a regular basis Council will provide direction on Council's priorities to Committee. The Committee will submit a quarterly a summary report on their activities to Council. The Committee will submit a report with its minutes in a timely manner to Council. The Committee will comply with the ***City of Nanaimo Committee Operating Guidelines*** [Note: to be drafted by Staff by August 31, 2016].

MEETING FREQUENCY:

The Committee will meet upon call of the Chair or the request of two Committee Members.

STAFF SUPPORT:

The following City Departments may provide support to the Committee in accordance with the ***City of Nanaimo Committee Operating Guidelines***:

- Parks & Recreation
- Engineering and Public Works
- Community Development
- City Clerk



PARKS AND RECREATION COMMISSION MANDATE & OBJECTIVES

(adopted 2015-MAR-16)

Mandate

The role of the Parks and Recreation Commission is to provide policy advice to Council for the planning, development, and provision of parks and recreation services and facilities within the City of Nanaimo.

Objectives

To achieve this mandate, the Parks and Recreation Commission will:

- Recommend policy to Council regarding the planning, development and provision of parks and recreation services and facilities;
- Inform and advise Council on emerging park and recreation trends, opportunities and issues in the community;
- Make recommendations to Council in relation to the effectiveness of existing policies and bylaws to meet the Community needs;
- To provide advice to Council on parks and recreation service levels;
- Recommend applications under the Travel Assistance Grant and Community Program Development Grant programs to Council; and,
- Allocate Volunteer in Parks funding.

Meetings

- The Parks and Recreation Commission will meet monthly or at the call of the Chair as required; and,
- In addition to the regularly scheduled meetings, members will be required to participate on the Parks sub-committee and the Recreation sub-committee.

Membership

The Commission shall consist of twelve (12) members, each appointed by Council as follows:

- three (3) members of Council;
- five (5) “community-at-large” members who shall each be a resident of the City of Nanaimo; and,
- one (1) member nominated from each of three (3) Electoral Areas of the Regional District of Nanaimo, and one (1) member from the District of Lantzville who participate in the Nanaimo Recreation Centre function.

Appointment and Term

Members may only serve two consecutive, three year terms. Reappointment to the Commission may be considered after an absence for at least one term.

Authority and Related Documents

The Parks and Recreation Commission Mandate & Objectives supplement other Council bylaws and documents, including:

- Advisory Committees Terms of Reference; and,
- “Council Procedure Bylaw 2007 No. 7060”.