



## **TERMS OF REFERENCE**

### **CITY OF NANAIMO – REGIONAL DISTRICT OF NANAIMO DISTRICT 68 SPORTS FIELD AND RECREATION COMMITTEE**

---

#### **PURPOSE:**

The purpose of the Committee is to provide for formal collaboration and communication between the City of Nanaimo, the District of Lantzville and Regional District of Nanaimo (RDN) Electoral Areas A, B and C in relation to the provision of Sport Field and Recreation Services within what is known as the Southern Community Recreation Services Area.

The Committee will work within the District 68 Sports Field and Recreation Services Agreement of January 1, 2026, and will make recommendations to Council and the RDN Board on issues within the Agreement.

The Committee will also be a body that Council, District of Lantzville and RDN Electoral Areas can refer issues to regarding the Services provided within the agreement.

#### **MEMBERSHIP:**

The membership of the Committee will be as follows:

- Two (2) members of Council
- The RDN Director for Electoral Area A
- The RDN Director for Electoral Area B
- The RDN Director for Electoral Area C
- The RDN Director for the District of Lantzville

#### **ELIGIBILITY:**

Membership is not open to the public.

#### **MEETING FREQUENCY:**

The Committee will meet twice a year or upon the call of the Chair or the request of two Committee Members. The Committee must use their best efforts to meet prior to November 30<sup>th</sup> of each year.

**STAFF SUPPORT:**

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

- Parks, Recreation and Culture Department
- City Clerk
- Other Staff as required

Staff from the RDN Recreation and Parks Department and Finance Department will assist when required.

**OBSERVERS & COMMUNITY SUPPORTS:**

Non-voting representatives may be invited to attend the meeting specific to topics of shared interest. All regular meetings are open to the public, except when the Committee is considering a matter authorized to be considered in a closed meeting under Section 90 of the *Community Charter*.