

REGIONAL DISTRICT OF NANAIMO

OCEANSIDE SERVICES RECREATION GRANTS SUB-COMMITTEE TERMS OF REFERENCE

February 13, 2024

PURPOSE:

The Oceanside Services Recreation Grants Sub-Committee is established as a standing committee of the Regional District of Nanaimo (RDN) Board and a Sub-Committee of the Oceanside Services Committee for the purpose of reviewing recreation, community and youth grant applications from the Oceanside area for grant funding from the Northern Recreation Services function and providing recommendations to the Oceanside Services Committee.

MEMBERSHIP COMPOSITION AND CHAIR:

The Committee is comprised of three members of the Oceanside Services Committee appointed by the RDN Board Chairperson.

The Chair will be appointed by the RDN Board Chairperson.

MEETINGS:

- 1) The Committee will meet at intervals it determines to be appropriate.
- 2) A quorum of two of the Committee membership is required to conduct Committee business.
- 3) The General Manager of Parks and Recreation 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:

Recommendations of the Sub-Committee are directed to the Oceanside Services Committee for consideration before being directed to the Board.

The Oceanside Services Recreation Grants Sub-Committee mandates are to review recreation grant applications received and provide recommendations to the Oceanside Services Committee for further review and consideration before recommendations are made to the RDN Board. Additional associated responsibilities may include:

1. Recommend eligibility and evaluation criteria and determine timelines for submission for distributing funds;
2. Receive and evaluate requests for funds.