



**Invasive Species Advisory Committee  
Agenda for Committee Meeting to be held on  
Wednesday, January 25, 2017 at 3:15pm  
at Frank Jameson Community Centre**

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*The goal of the Invasive Species Advisory Committee is to provide advice to Ladysmith Council, and as requested the Parks, Recreation & Culture Advisory Committee, regarding the establishment and implementation of control of invasive plant species and reestablishing native plant species in Ladysmith. The ISAC will also assist the Town of Ladysmith in developing and implementing a public consultation process for control of invasive plant species and reestablishing native plant species in Ladysmith.*

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1. Introductions
  2. Elect Chair
  3. Committee Orientation
    - a. Terms of Reference
    - b. Committee Member Terms
    - c. Meeting Schedule
    - d. Committee Communications
      - i. Council
      - ii. Chair
      - iii. Agenda / Minutes Distribution
      - iv. Website
    - e. Committee Contact Information
    - f. Parks, Recreation & Culture Master Plan
    - g. Regional Information / Projects
      - i. CVRD Invasive Plant Species Strategy
      - ii. North Cowichan Invasive Species strategy
      - iii. BC & Coastal Invasive Species [www.bcinvases.ca](http://www.bcinvases.ca) [www.coastalisc.com](http://www.coastalisc.com)
      - iv. City of Nanaimo Invasive Plant Management strategy
      - v. Broom Busters Invasive Plant Society
    - h. Parks Recreation & Culture Advisory Committee
  4. PRC Department Information & Questions
  5. Any Other Business
  6. Adjournment
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***Department Mission Statement:*** *The Ladysmith Department of Parks, Recreation & Culture is committed to enhancing the health and quality of life of the community through accessible programs services, facilities and open spaces.*

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## INVASIVE SPECIES ADVISORY COMMITTEE

### TERMS OF REFERENCE

APPROVED BY COUNCIL ON: NOVEMBER 21, 2016

#### 1. Purpose

The Invasive Species Advisory Committee (ISAC) is a select committee of Council pursuant to section 142 of the *Community Charter*.

The purpose of the ISAC is to assist the Town of Ladysmith Council with:

- developing a strategy and implementation plan(s) for control of invasive plant species in Ladysmith through a cooperative process, considering staff and volunteer capacity, human and financial resources, and current evidence regarding invasive plant species;
- determining how to proceed with the strategy and implementation;
- establishing an annual schedule and priority control measures to be undertaken;
- ensuring plans align with the CVRD Invasive Plant Species Strategy and the Coastal Invasive Species Committee; and,
- working cooperatively toward securing funds for implementation of the plan.

#### 2. Goals / Outcomes

The goal of the ISAC is to provide advice to Ladysmith Council, and as requested the Parks, Recreation & Culture Advisory Committee, regarding the establishment and implementation of control of invasive plant species and reestablishing native plant species in Ladysmith. The ISAC will also assist the Town of Ladysmith in developing and implementing a public consultation process for control of invasive plant species and reestablishing native plant species in Ladysmith.

#### 3. Operating Principles

The ISAC will consider these operating principles when deliberating/reviewing matters related to control of invasive plant species and reestablishing native plant species:

- Budgetary restrictions/implications;

- Public spaces significance;
- Public assembly/usage;
- Staffing/resource implications;
- Public consultation.

#### Process Principles:

- Staff will provide information regarding ongoing issues including maintenance, budget, process, procedures, comments from Council, and other matters as required.
- The ISAC will provide its advice to Ladysmith Council, and as requested the Parks, Recreation & Culture Advisory Committee, and/or seek authorization from Council in a prompt manner once it has completed its consideration/review of specific matters.
- Advice from the ISAC to Ladysmith Council, and as requested the Parks, Recreation & Culture Advisory Committee, will be included in Staff Reports.
- The Procedure Bylaw of the Town applies to meetings of the ISAC.

## 4. Administrative Matters

### i. Membership

The ISAC consists of six members, including:

- Three citizen representatives appointed by Council through a public recruitment process;
- One representative from the Stz'uminus First Nation;
- One representative from CVRD Area G;
- One representative from CVRD Area H;
- One staff member (ex officio); and
- One Council member (ex officio).

### ii. Term

The term of the members of the ISAC is:

- Citizen representatives – For the first appointments: 1 members: one-year term; 2 members: two-year terms, ending June 30 or until the representative is replaced by Council. All subsequent terms are for 2 years;
- CVRD representatives 2 years;
- Stz'uminus First Nation representative 2 years;
- Staff members no expiry;
- Council member 1 year.

Citizen representatives may serve up to a maximum of three consecutive terms unless authorized by Council to serve additional consecutive terms.

iii. Chair

The members of the Committee with voting privileges will elect a Chair of the Committee from one of the six members..

The term of the Chair will be up to two years.

If the Chair is unable to attend a meeting, the members present will select an acting Chair for that meeting.

iii. Meeting Times and Location

The ISAC will meet quarterly, or at the call of the Chair.

Meetings of the ISAC will be open meetings pursuant to section 93 of the *Community Charter*.

iv. Agendas and Minutes

- The Parks, Recreation and Culture Department, in consultation with the Chair, will prepare the meeting agenda and distribute it to the members of the ISAC prior to the meeting.
- A member of the Parks, Recreation and Culture Department will serve as Recorder for the ISAC.
- Draft minutes will be distributed with the meeting agenda package.
- The date of the next meeting of the ISAC will be considered at the end of each meeting.