



WATERFRONT IMPLEMENTATION COMMITTEE TERMS OF REFERENCE - 2018

1. BACKGROUND

- The Waterfront Implementation Committee (WIC) was formed as a result of resolutions by both the Stz'uminus First Nation Council and the Town of Ladysmith Council (the Councils) regarding implementation of the Waterfront Area Plan.
- The work of the WIC is guided by the Vision for the Waterfront in the Waterfront Area Plan.

2. PURPOSE

- The purpose of the WIC is to advise and make recommendations on waterfront implementation items to the Councils.

3. SCOPE

- The work of the WIC is to support the implementation of items identified on Page 43 of the Waterfront Area Plan and other related initiatives as referred by the Councils.

4. COMPOSITION AND MEMBERSHIP

- The Councils will each appoint three Council representatives to the WIC.

5. LENGTH OF TERM

- Members will be appointed by each Council on an annual basis.

6. COMMITTEE CHAIR

- The chair of the WIC will rotate at each meeting.
- The role of Chair will be reviewed on an annual basis.

7. MEETING QUORUM / ATTENDANCE

- Meeting quorum for the WIC is 2 representatives of each Council.
- Meetings will not proceed if fewer than 4 members are in attendance.

8. MEETING CONDUCT

- The WIC is intended to allow for full and open-ended discussion.
- Members will treat each other with respect and will listen and consider the views of other participants.

9. MEETING LOCATION

- Meetings of the WIC will be held in the Town of Ladysmith Council Chamber or other locations.

10. MEETING FREQUENCY

- The WIC will meet monthly or as required.
- Additional meetings may be scheduled at the discretion of the WIC.
- The meeting schedule will be determined by the members.

11. MEETING AGENDAS / ARRANGEMENTS

- Meeting agendas will be mutually determined.
- Administrative services will be provided by the Town.
- This role will be reviewed on an annual basis.

12. MEETING RECORDING / MINUTES

- The Town will keep minutes of the meetings.
- The draft meeting minutes will be placed on the agenda of the following meeting for review. If no comments are received, the minutes will be considered final.
- The minutes may be provided to each Council as part of an In-Camera agenda.

13. DUTIES AND RESPONSIBILITIES

- The duties and responsibilities of the WIC are determined by the Councils as outlined in the Waterfront Area Plan, and include the following:
 - a) to establish a terms of reference for the committee for approval by the Councils;
 - b) to prioritize, develop, and recommend specific projects of the Waterfront Area Plan to the Councils;
 - c) to advise the Councils in the undertaking of specific projects and initiatives;
 - d) to identify and advise the Councils of financial and other resources required to undertake specific projects;
 - e) to endeavour to establish best practices in all initiatives;
 - f) to develop an information sharing and consultation framework; and
 - g) to provide input and advice to the Waterfront Implementation Project Manager as needed.

14. RESOURCES AND BUDGET

- The Councils will assist each other in securing the resources necessary to implement the work of the WIC.
- The TOL Chief Administrative Officer and the Waterfront Implementation Project Manager are the staff liaisons to the WIC and will participate as non-voting members.
- The Project Manager will assist the Committee in meeting project milestones on or before scheduled completion dates as established by the WIC.

15. YEARLY WORKPLAN

- The WIC will review the Waterfront Area Implementation Plan on an annual basis.

16. SUBJECT MATTER EXPERTS

- Subject matter experts may be invited to Committee meetings as agreed by the WIC members.
- Terms of Reference and members of any Technical Advisory Committee or Working Group to support the work of the WIC will be appointed by the Councils on the recommendation of the WIC.

17. REPORTING

- The SFN and TOL representatives will report independently to their respective Council.
- The WIC will prepare an annual written report to the joint Councils.

18. CONFIDENTIALITY

- The business of the WIC is confidential to external parties unless agreed to by the Councils to report out.

19. MEDIA PROTOCOL

- All media inquiries will be directed to the Stz'uminus First Nation Chief and the Town of Ladysmith Mayor who are the joint spokespersons for the WIC.

Agreed to this 18th day of April, 2018.

Chief John Elliott

Mayor Aaron Stone

Councillor Anne Jack

Councillor Joe Friesenhan

Councillor Peter Seymour

Councillor Rob Hutchins