

CITY OF NANAIMO ADVISORY COMMITTEE ON THE ENVIRONMENT TERMS OF REFERENCE

PREAMBLE

As the community grows and changes, it is most critical that decisions concerning environmental issues reflect the values, aspirations and priorities of the community and supports sustainability in the long term.

MANDATE

The Advisory Committee on the Environment (ACE) has been created as an advisory committee to Council to examine the impacts of existing policies and practices regarding land use and development on our natural environment, and to make recommendations to Council on how the City can improve its stewardship of the environment for the future.

It is not the mandate of this Committee to review site-specific development proposals, except as specifically referred to it.

OBJECTIVES

The objectives of the Committee are:

- to reflect and articulate the community's concerns, in all their diversity, on matters within the Committee mandate or as referred by City Council;
- to bring to Council's attention the need for specific policies to deal with matters of importance to the community's environmental well-being;
- to identify and prioritize key environmental policy issues for Council's attention;
- to make recommendations to Council in relation to the development of environmental management goals and objectives to ensure they meet the changing environmental, economic and social needs of the community;
- to make recommendations to Council in relation to the appropriateness of existing policies, bylaws, procedures and practices to meet environmental objectives; and
- to provide advice to Council on actions which can be taken to improve the state of the City's environmental well-being and livability.
- To address community-related sustainability issues

SCOPE OF WORK

In order to achieve these objectives, the Committee would meet on an as-needed basis to:

- Review and make recommendations to Council on all issues within the Committee mandate.
- In addition to the regularly scheduled meetings, members may be requested to participate with Staff and Council on specific task forces or project committees.
- Typical examples of the scope of work are attached to these Terms of Reference.



CITY MANAGER SELECTION COMMITTEE TERMS OF REFERENCE

(adopted 2015-NOV-02)

Mandate

The role of the City Manager Selection Committee (the Committee) is to undertake processes to hire an interim and permanent City Manager.

Membership

The Committee shall consist of all members of Council.

The Committee will be Chaired by the Mayor.

Appointment and Term

The term of the Committee will conclude when Council appoints a permanent City Manager.

Meetings

The Committee will:

- Establish meeting days and times after consultation with Committee members; and
- Meet at the Call of the Chair.

Governance

The Committee is a select committee of Council and subject to the *Community Charter*, *Council Procedure Bylaw 2007 No. 7060*, *Council's Advisory Committees Terms of Reference* and Council bylaws and policies.



**CORE SERVICES REVIEW STEERING COMMITTEE
MANDATE & OBJECTIVES
(2015 MARCH-02)**

Mandate

The Core Services Review ("CSR") Steering Committee has a mandate to support, guide and oversee the Core Services Review for the City of Nanaimo. The Steering Committee also makes recommendations to City Council on a high level implementation plan for identified priorities and the process by which the effectiveness of implementation will be measured. The CSR Steering Committee ceases to exist upon Council adoption of an implementation plan.

Objectives

The objectives of the CSR Steering Committee are to:

- Develop the Core Services Review mandate with the assistance of the consultant retained by Council.
- Make recommendations to Council on the Core Services Review Request for Proposal.
- Evaluate the proposals resulting from the Request for Proposal and make recommendations to Council on the selection of a Core Services Review consultant.
- Should additional consultant(s) be required in order to fulfill the Core Services Review mandate, oversee the process of consultant(s) selection, evaluate resulting proposals, and make selection decision(s) in accordance with the Purchasing Power Delegation Bylaw.
- Clarify desired outcomes and overall approach to the Core Services Review process.
- Identify stakeholders in the Core Services Review process, determine desired level of input and establish timing and input mechanisms.
- Develop and/or approve a communication strategy for the Core Services Review.
- Approve the overall framework for Core Services Review reporting and any related documents.
- Make recommendations to Council on the final report of the Core Services Review consultant.
- Recommend to Council priorities for implementation of the Core Services Review recommendations, a high level implementation plan and a performance measurement process to monitor and report on the effectiveness of implementation.

Chair

The CSR Steering Committee will be chaired by the Mayor. In the absence of the Mayor, the Acting Mayor will act as chair.

Meetings

The CSR Steering Committee will:

- (a) Meet at the Call of the Chair; and
- (b) Establish meeting days and times after consultation with Committee members.

Membership

The membership of the CSR Steering Committee will consist of all members of Council.

Staff

The City Manager will be the Staff Liaison to the CSR Steering Committee, with the assistance of the Director of HR & Organizational Planning. Once a Core Services Review consultant has been retained, a Staff Technical Committee will be established to provide the technical support for the review.

See also:

- Advisory Committees Terms of Reference
- Council Procedure Bylaw

TERMS OF REFERENCE DESIGN ADVISORY PANEL

Plan Nanaimo (OCP) has devised a number of design guidelines to assist development to meet community objectives. Part 26 of the Local Government Act assumes an advisory body will advise Council in the evaluation of projects requiring development permits. The design community has a role to play in assisting new developments to respect the existing built form landscape of the community.

In this context, these Terms of Reference identify a mandate for the Design Advisory Panel. The mandate is an invitation to the City's design community to become involved in moulding on-going developments to meet the unique urban design environment of Nanaimo.

The Design Advisory Panel's primary objective is to review Form and Character Development Permit applications and provide advice by way of recommendations to staff in its negotiations with applicants.

Objectives of the Design Advisory Panel

- To assist Council in establishing guidelines to ensure that the form and character of future development is of a standard quality which meets the needs of the community.
- To evaluate the development proposals in relation to design guidelines and provide its recommendations in relation to same.
- To encourage a high standard of project design and construction through educational programs and award programs recognizing projects which demonstrate innovative and high standards of urban design and landscaping.
- To provide advice to Council on actions which can be taken to improve the appearance of the City.

Scope of Work

In order to achieve these objectives, the Panel will meet on a regular basis:

- To review development applications to identify and recommend design objectives consistent with applicable design guidelines for staff to negotiate as part of the design review
- Provide recommendations and assistance to Council in relation to the development of design guidelines and other regulations affecting development.
- Develop and initiate methods of public education on urban design issues.
- Participate with staff and Council on specific task force or project committees.

Individual applications submitted for review are evaluated in an open session. The review process will follow the following pattern:

- City staff will present background information and a summary of major policy issues applicable to the proposal.
- The applicant or his/her agent will present the proposed development highlighting:
 - The proposed development's function.
 - The project's adherence to the appropriate design guidelines and the neighbourhood context.
 - The reasons for requested variances, if required.
- The Panel will have an opportunity to ask the applicant, his/her agent and staff questions about the design and zoning requirements.
- The Panel will consider the presentations and formulate a recommendation to assist staff in further design discussions with the applicant.
- The recommendation from the Panel will form part of the report presented to the Planning and Development Standing Committee.



TERMS OF REFERENCE

GRANTS ADVISORY COMMITTEE

(Adopted 2011-AUG-29)

(Amended 2012-APR-23)

1. COMPOSITION AND TERM

The Grants Advisory Committee shall be appointed by Council and shall be comprised of:

- ☐ 2 members recommended by the Parks, Recreation and Culture Commission, one from the Cultural Committee, and one from the Recreation Committee
- ☐ 1 member recommended by the United Way
- ☐ 2 Council members as appointed by Council
- ☐ 1 member recommended by the Nanaimo Alcohol and Drug Action Committee
- ☐ 1 member recommended by the Social Planning Advisory Committee
- ☐ 2 members of the general public appointed by Council
- ☐ 1 non-voting Staff liaison recommended by the City Manager

The bodies recommending appointees shall be requested to ensure that the recommended representatives provide a good balance of knowledge in their respective areas of service, and to ensure the commitment and attendance of their recommended representatives.

The maximum term for any member shall be three years.

2. TERMS OF REFERENCE

The Terms of Reference of the Grants Advisory Committee shall be:

- (a) to advise Council on the amount of financial assistance which the municipality should grant to applicants, including permissive taxation exemptions. Recommendations shall be made in accordance with the guidelines and criteria defined in this Policy;
- (b) to recommend policies to Council with regard to non-statutory tax exemption (Permissive Tax Exemptions under Sections 224 and 227 of the *Community Charter*);
- (c) to make recommendations on requests for the subsidized use of civic facilities and resources as if they were requests for financial assistance ("in-kind" grants);
- (d) to maintain the confidentiality of all matters reviewed by the Committee;

- (e) to provide all applicants with observations, recommendations and/or reasons for the recommendations of the Committee;
- (f) to ensure that civic grant funding does not subsidize activities that are the responsibility of senior governments, as this would represent a downloading of senior government costs to local taxpayers;
- (g) to ensure that priority of funding in all categories shall be given to small organizations, rather than larger ones; and,
- (h) to ensure that grants from the City will be awarded on the basis of demonstrated need for the service within the community.



NANAIMO YOUTH ADISORY COUNCIL TERMS OF REFERENCE

(adopted 2014-MAY-05)

(amended 2015-AUG-17)

Purpose

The mandate of the Nanaimo Youth Advisory Committee (NYAC) is to provide Mayor and Council with a youth perspective on municipal issues. The NYAC will also provide input and advice to City staff as requested and will seek to involve and inform the young people of Nanaimo on issues that affect them and the community as a whole.

Values

The City of Nanaimo believes that:

- Youth are integral parts of the community and, like all residents, have inherent rights and responsibilities;
- Youth should be encouraged and given the opportunity to take a leading role in issues which affect their lives;
- Youth are able to make positive contributions to their communities; and,
- That an investment in young people is an investment in the future.

Composition of Youth Advisory Council

The NYAC will be comprised of:

- 12 youth between 15 and 24 years of age;
- 2 youth between 15 and 24 years of age from Snuneymuxw First Nation; and,
- 1 member of Nanaimo City Council.

Prospective members will be identified by soliciting applications through advertising in local newspapers and with additional efforts made to create awareness by connecting directly with youth based school groups at the secondary school and University level.

Membership in the NYAC should, where possible, represent the range of diverse individuals that live in and make up the community of Nanaimo. Members must be residents of Nanaimo. All members shall serve without remuneration. The City Council may appoint new voting members at any time to fill vacancies.

Meeting agendas, minutes and reports will be prepared and distributed with the assistance of City staff.

Appointment and Term

The NYAC members will be appointed by Council and will serve a two year term.

Structure

A Chair and Vice Chair are to be selected by the voting members each term.

Meetings

The NYAC will meet monthly, and a minimum of two times each year with Mayor and Council. Additional meetings will be scheduled so as to accommodate the academic calendar and the meeting schedule will be determined in advance for each calendar year in consultation with members and elected officials.

Meetings will be held at City Hall, 411 Dunsmuir at a time appropriate to the scheduling needs of youth members.

A quorum is 7 or more members, excluding staff and elected officials.

In order to be relevant and topical to youth and City Council, members of the NYAC will develop an agenda for their meetings based on items drawn from past or upcoming Nanaimo City Council meetings. In addition, other topics not covered by City Council can be added to the NYAC agenda by youth, elected officials or City staff.

Authority

The NYAC may make recommendations to Council which are non-binding, and may include requests for financial support for specific actions.

See also:

- Terms of Reference for Advisory Committees
- Council Procedure Bylaw



PLANNING and TRANSPORTATION ADVISORY COMMITTEE MANDATE & OBJECTIVES

(adopted 2015-MAR-02)

Mandate

The Planning and Transportation Advisory Committee serves as an advisory body, responsible for making recommendations on matters related to planning and transportation within the City of Nanaimo.

The Committee has a mandate to promote the community's wellbeing and to assist Council in setting priorities amid competing objectives. It is to bring a broad community-based perspective to the monitoring, implementation, and amendment of the City's Official Community Plan (OCP), Transportation Plan and Zoning Bylaw. The Committee serves as an advisory body making recommendations to Council on development proposals which require amendments to the OCP and/or Zoning Bylaw.

Objectives

The mandate of the Committee is supported by a series of objectives:

- To advocate on behalf of the community on land use and transportation issues;
- To measure the progress towards achieving OCP and Transportation Plan goals and objectives;
- To assess and monitor proposed changes to the OCP through an amendment and review process; and to review rezoning applications to ensure proposed developments comply with the policies and objectives of the OCP and the Transportation Plan;
- To bring the community perspective to the neighbourhood planning process as an active participant in neighbourhood and area planning;
- To consider and integrate economic, social, land use and environmental impacts through the decision process;
- To initiate changes to the OCP that reflect changing community circumstances;
- To provide recommendations regarding the City of Nanaimo Zoning Bylaw in order to ensure that it remains an effective and relevant document;
- The ongoing development and implementation of the Transportation Master Plan;
- Pedestrian, cycling, transit, commercial vehicle, parking and road network planning;
- Sustainable transportation; and,
- Regional transportation initiatives as they relate to City transportation infrastructure and services.

As part of the amendment process:

- Receive and make recommendations to Council on OCP and zoning amendment applications from Council, external applicants, staff and other interests as part of the amendment processes; and
- Consider Committee initiated proposed OCP amendments; a general, community wide, non-site specific OCP amendment may be initiated by the community through the Committee.

Membership

The Committee must reflect a broad representation of community interests and a diversity of opinions in order to fulfill its mandate. While it is difficult to guarantee a complete cross-section of the community, Council recognizes that certain groups are identifiable.

- Three (3) members of Council
- One (1) member from the Business Community
- One (1) member from Neighbourhood Associations
- One (1) member from the Development Community
- One (1) member from Transportation User Groups
- Four (4) members of Community At Large

In addition to the members noted above, representatives from Snuneymuxw First Nation, Nanaimo Port Authority, Vancouver Island University, Downtown Nanaimo Business Improvement Association and School District 68 may be invited to attend on behalf of their respective organization, where their input is relevant to a given topic being considered by the Committee.

Two non-voting representatives may be appointed by the Committee from a Neighbourhood Association on a temporary basis, when a new or amendment to an existing associated neighbourhood plan is being considered, under the following conditions:

- attend the meetings where proposed OCP amendments relating to the neighbourhood plan are being discussed;
- comment on all aspects of the discussion about the proposed amendment;
- **not** participate in determining consensus or voting on the proposed amendment; and
- must **not** have a conflict of interest with any amendment proposed for the neighbourhood plan.

Input from agencies and associations will be requested and received when it is pertinent to the policy discussion.

Meetings

Regular meetings will take place on a monthly basis. Meeting days and times will be established after consultation with the Committee members. Special meetings shall be at the call of the Chair.

- In addition to regularly scheduled meetings, members may meet more frequently to: assess proposed OCP and Zoning Bylaw amendments in an effort to ensure amendments are considered in a timely manner; or to participate with Staff, Council and Council Committees on specific task forces or project Committees.

See also:

- Advisory Commissions Terms of Reference; and,
- "Council Procedure Bylaw 2007 No. 7060".



DEVELOPMENT PROCESS REVIEW COMMITTEE MANDATE & OBJECTIVES

(adopted 2011-AUG-08)

(amended 2011-SEP-19)

(amended 2014-MAR-24)

Mandate

The Development Process Review Committee serves as an advisory body, responsible for making recommendations to Council on policy issues relating to development process including:

- Serving as a “sounding board” for proposed changes to development policy;
- Reviewing existing development processes and recommending policy changes, as identified, for Council’s consideration;
- Hearing delegations from those who wish to advance a process policy issue for Council’s consideration.

It is not the mandate of this Committee to make policy decisions on or review individual applications, except as they apply to general policy issues.

Objectives

The objective of this Committee is to provide advice to Council on policy issues related to development process, with an emphasis on economic development and the interests of the development community.

In general, policy issues for review by the Committee would be identified through the following:

- Referrals from Council resulting from correspondence and/or other Staff / Committee reports;
- Concerns brought forward directly from members of the public to the Committee through correspondence and/or delegations;
- Issues brought forward that have been identified by individual Committee members; and
- Issues brought forward by City staff as requiring policy clarification.

The Committee shall consider the issues brought forward and provide recommendations of a policy nature to Council. Although the issues may be forwarded from a variety of sources, it is important that the Committee’s recommendations reflect the need to provide consistency in policy application. Accordingly, although the referral may be triggered by a specific application, the Committee’s recommendation should address the broader issues involved.

Development Process Review Committee
Mandate & Objectives
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Meetings

The Development Process Review Committee will meet monthly or at the call of the Chair.

Membership

The membership of the Development Process Review Committee will be comprised of:

- Three (3) members of Council
- Six (6) members of the development community
- One (1) member of the financial community

See also:

- Terms of Reference for Advisory Committees
- Council Procedures Bylaw

SOUTH DOWNTOWN WATERFRONT COMMITTEE MANDATE AND OBJECTIVES

MANDATE

The Committee serves as a collective of partners and stakeholders providing guidance and leadership over the South Downtown Waterfront Initiative.

BACKGROUND

The South Downtown Waterfront Initiative a long range, high level consultation and visioning process for the Study Area illustrated in Attachment 1 and described as:

- The southern boundary aligns with the Snuneymuxw First Nation.
- The western boundary is along Esplanade and Front Street.
- The northern boundary includes the existing BC Ferries land and water lots (servicing Gabriola Island).
- The eastern boundary extends into Nanaimo Harbour, within the Nanaimo Port Authority jurisdiction.

This initiative will not result in a regulatory document or provide a level of detail for infrastructure and service planning. The intent is to provide Guiding Principles and an overall vision to serve as resources for guiding future planning processes, regardless of jurisdiction and ownership.

The South Downtown Waterfront Committee is a core element of project, with the City of Nanaimo providing a support.

OBJECTIVES

By December of 2013, the Committee should aspire to complete:

- shared Guiding Principles and a context for future collaboration and joint decision making between jurisdictions; and
- an integrated, high level vision for the Study Area, endorsed by the:
 - City of Nanaimo;
 - Snuneymuxw First Nation;
 - Nanaimo Port Authority; and
 - Regional District of Nanaimo.

Committee members will represent their associations at meetings and actively share in the planning process by:

- developing a Request for Proposal to retain a consultant(s) to assist with public, partner and stakeholder engagement, prepare and conduct the design charrette, and develop visioning options and Guiding Principles;
- liaising with land owners, tenants, business, neighbourhoods associations, public, community and government representatives;
- identifying issues and opportunities, constraints and strategies;
- reviewing and considering land use vision documents; and
- deliberating and establishing a set of Guiding Principles that enable implementation of the agreed Study Area.

Mandate and Objectives–South Downtown Waterfront Committee, June 25, 2013

TIMELINE MILESTONES

The following is intended to assist with developing a process timeline. The Committee should establish milestones and agree upon an overall process.

Activity	When
<i>City of Nanaimo begins South Downtown Waterfront Initiative</i>	<i>March 25</i>
<i>City of Nanaimo considers Committee Mandate and Objectives</i>	<i>April 8</i>
<i>Committee Formation</i>	<i>April-May</i>
<i>Committee Meetings</i>	<i>Ongoing</i>
<i>Process to Retain a Consultant(s)</i>	<i>June-July</i>
<i>Committee meeting with Consultant</i>	<i>July</i>
<i>Partner and Stakeholder Engagement and Participation, as determined by Committee, may include: online survey, open houses, public meetings</i>	<i>May-September</i>
<i>Community Charrette</i>	<i>September</i>
<i>Committee Review of Options and Guiding Principles</i>	<i>October</i>
<i>Referrals to Committee Member Associations, the Public and other identified partners and stakeholders</i>	<i>October-November</i>
<i>Committee Considers Final Recommendations</i>	<i>December</i>

MEETINGS

A schedule of meetings will be established by the Committee, with additional meetings held at the call of the Chair.

MEMBERSHIP

Council will appoint two community-at-large members, and ratify eight appointments of members recommended by their specific associations, as follows:

- Snuneymuxw First Nation
- Nanaimo Port Authority
- Regional District of Nanaimo
- Chair of the Nanaimo Advisory Planning Committee
- Downtown Nanaimo Business Improvement Association
- Nanaimo Economic Development Corporation
- South End Community Association
- Vancouver Island University

APPOINTMENT AND TERM

Committee members will serve for the duration of the Initiative, or up to 2014-May-13, whichever comes first.

Members of the Committee will serve without remuneration.

CHAIR

The Committee will elect a Chair and Vice-Chair from amongst its members.



Mandate and Objectives—South Downtown Waterfront Committee, June 25, 2013

MEETING PROCEDURES

All points of procedure not specifically provided for in these Mandates and Objectives shall be decided and determined in accordance with the current City of Nanaimo Council Procedure Bylaw and the *Community Charter*.

All Committee meetings shall be open to the public. Where the Committee wishes to close a meeting to the public, it may do so by adopting a resolution in accordance with the *Community Charter*.

The order of business is to be as set out in an agenda package to be provided to Committee members in advance of the meeting date. All decisions of the Committee will be reached by consensus or a majority vote of the members present. All those abstaining or opposed to a motion will be noted for the record.

Minutes of the meeting will be adopted by the Committee at a subsequent meeting. Originals of the minutes will be signed by the Chair of the Committee and forwarded to the City of Nanaimo Legislative Services Department for safe keeping.

Staff Support

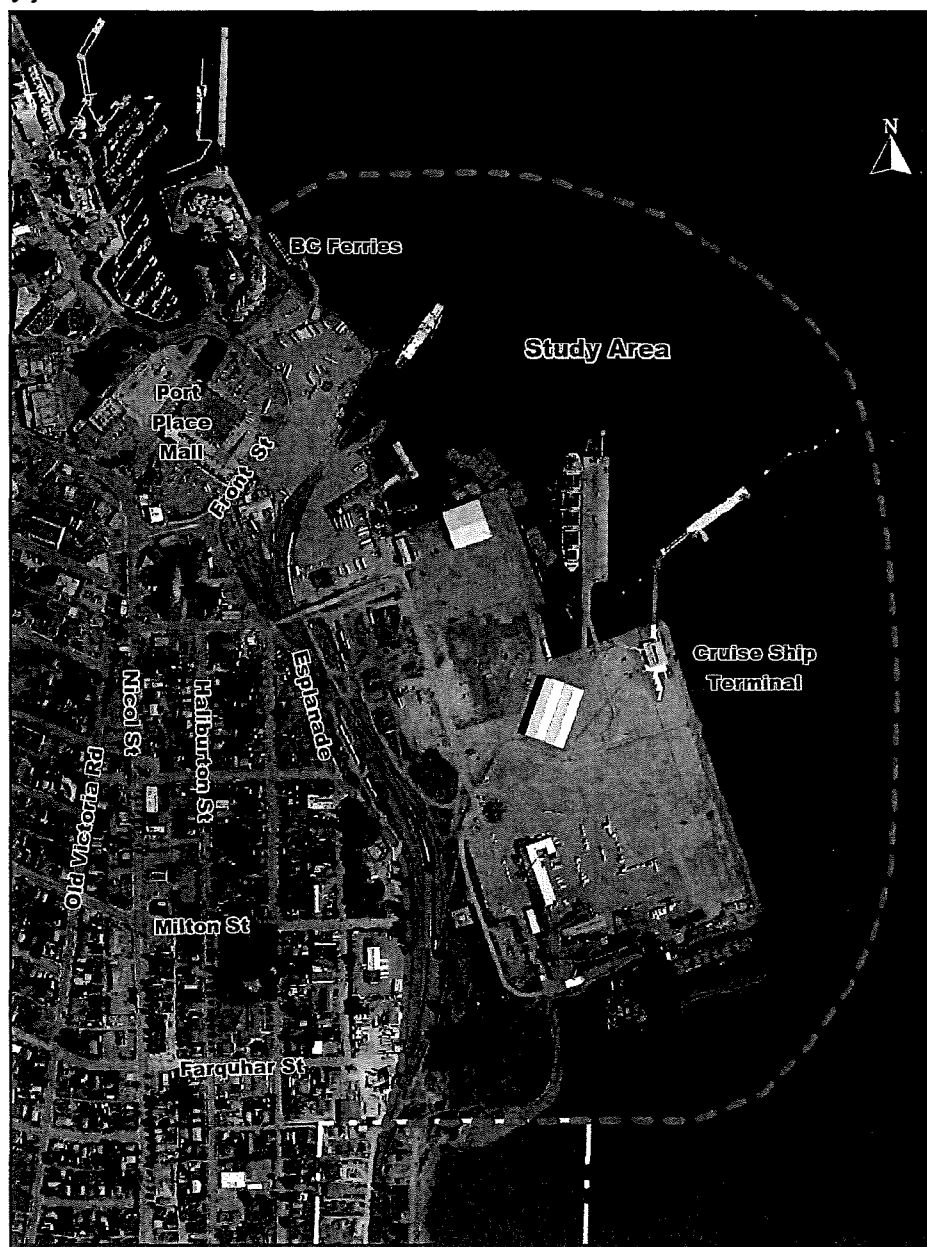
City of Nanaimo Staff support will be provided by the Community Planning Section as determined by the City Manager or his/her designate. Typical support functions include the following:

- organizing and preparing agendas, in conjunction with the Committee Chair;
- distributing agenda packages to Committee members;
- taking and preparing meeting minutes;
- managing the files of the Committee;
- maintaining a list of outstanding issues for Committee action;
- providing professional advice on issues discussed by the Committee; and
- other duties as authorized by the City Manager or his/her designate.

Attachment 1 South Downtown Waterfront Study Area

For discussion purposes, the initial Study Area includes the area illustrated below described as:

- The southern boundary aligns with the Snuneymuxw First Nation.
- The western boundary is along Esplanade and Front Street.
- The northern boundary includes the existing BC Ferries land and water lots (servicing Gabriola Island).
- The eastern boundary is undefined but extends into Nanaimo Harbour within the Nanaimo Port Authority jurisdiction.





**SAFER NANAIMO ADVISORY COMMITTEE
MANDATE & OBJECTIVES**
(adopted 2015-MAR-02)

Mandate

The Safer Nanaimo Advisory Committee serves as an advisory body making recommendations to City Council on policy matters relating to issues of community safety, social exclusion and prevention of criminal activity in the City of Nanaimo.

Objectives

The objective of the Safer Nanaimo Advisory Committee is to provide policy advice to Council on:

- Issues affecting resident's perception of personal safety in the public areas of the city;
- Integrating enforcement and social responses to issues of community safety;
- Protecting vulnerable populations by reducing social exclusion;
- Reducing the adverse effects to the community arising from public disorder or criminal activities

Policy initiatives of the Safer Nanaimo Advisory Committee will support the goals of the Official Community Plan as well as Council objectives related to social and economic sustainability.

Chair

The Safer Nanaimo Advisory Committee will be chaired by a member of Council elected by the Advisory Committee.

Meetings

The Safer Nanaimo Working Group will:

- Meet at the call of the Chair, usually quarterly; and
- Establish meeting days and times after consultation with the Advisory Committee members.
- Provide opportunities for members of the community to attend SAFER Nanaimo meetings and present concerns related to public safety, social exclusion and crime prevention.
- Meet in "open" unless "In Camera" meetings are required pursuant to the provisions of the *Community Charter*.

Membership

The membership of the Safer Nanaimo Advisory Committee will be comprised of:

- Three (3) members of Council
- Representation from VIHA, RCMP, DNBIA, City of Nanaimo, Nanaimo's Working Group on Homelessness (NWGH).
- Social Planning Advisory Committee Chair
- Two (2) at-large members from the public

Input from other agencies and associations will be requested and received when it is pertinent to the policy discussion.

Reporting to Council

The Safer Nanaimo Advisory Committee may report to Council on any issue within its mandate or other issues as requested by Council.

Staff Support

Staff support functions include the following:

- Providing administrative support to the Committee. Organising and preparing the agenda, in conjunction with the SAFER Nanaimo Committee.
- Distributing the agenda packages to SAFER Nanaimo Committee members.
- Taking and preparing draft minutes.
- Managing the files of the Safer Nanaimo Committee as necessary
- Maintaining a list of outstanding issues for the Safer Nanaimo Committee action.
- Providing professional advice on issues discussed by the Safer Nanaimo Advisory Committee
- In conjunction with the Chair drafting SAFER Nanaimo reports to Council

See also:

- Terms of Reference for Advisory Committees
- Council Procedures Bylaw

Revised Terms of Reference
Social Planning Advisory Committee
City of Nanaimo
(amended 2011-DEC-19)

INTRODUCTION

The Social Planning Advisory Committee acts as a resource to Council and Staff in providing a broad-based social perspective on community issues and responding to specific matters of a social nature. In addition, the Committee assists Council in setting priorities amidst competing social objectives. In order to keep Council informed of issues in the community, the Committee acts as a liaison with community groups, agencies, the public and other government sectors.

OBJECTIVES

The Social Planning Advisory Committee is charged with meeting the following objectives:

- To support the community working together to provide a safe, **accessible** and people oriented environment which ensures access to all community amenities by all citizens regardless of age, income or other factors.
- To **encourage** citizen participation in all social planning decisions affecting Nanaimo.
- To respond to changing social needs and issues in a responsible, flexible, cooperative and innovative manner.
- **To provide public education and raise awareness on social issues.**

SCOPE OF WORK

To achieve these objectives, the Social Planning Advisory Committee will undertake the following activities:

- Advise Council and Staff on social needs, issues and priorities:
Community Development:
 - ◊ Recommend strategic studies involving residents in social planning studies;
 - ◊ Identify municipal action respecting matters of community development;
 - ◊ Submit consolidated program proposals to Council having identified community social needs;
 - ◊ Initiate strategies to deal with areas of social need when identified;
 - ◊ Recommend methods of involving residents in social planning studies;
 - ◊ Recommend methods of educating the community about social planning issues;
 - ◊ Participate in long range planning projects **and projects of a more specific nature**;
 - ◊ Participate with Staff and Council on specific task forces or project committees.
- **Advise Council, when requested, on the implications of rezoning applications where applications have a potential social impact;**
- Advise Council on the social implications of development through participation (single seat) on the **Plan Nanaimo Advisory Committee**;
- **Annually make recommendations to Council on nominations to the Excellence in Social Development Awards Program;**
- **Annually make recommendations to Council on applications for funding to the Social Development Grant Program;**
- Advise Council, through participation on the Grants Advisory Committee (single seat), on the granting of community service and other monies;
- Assist with the development of Municipal social policy by commenting on Municipal social planning goals, objectives, policy and priorities as set by Council;
- Receive submissions on relevant matters from individuals and groups in or serving the community;
- **Monitor social conditions in Nanaimo as reported in the Social Status Report;**
- **Annually file a work plan for the upcoming year for endorsement by Council.**

MEMBERSHIP

In order to offer a broad-based social perspective on community issues, it is critical that the Committee's membership emphasize citizen rather than agency representation. Committee members will be appointed by Council and shall include the following representation:

- ◇ two (2) Councillors;
- ◇ one (1) representative from Parks, Recreation and Culture Commission;
- ◇ one (1) representative from the School Board;
- ◇ nine (9) community-at-large members.

The goal of all appointments will be a balanced committee with consideration given to geography, areas of interest and expertise. Members-at-large should live in the City of Nanaimo.

APPOINTMENT AND TERM

Council will appoint members to a three (3) year term. Following advertisement in the local press of a Committee vacancy, Council shall fill vacancies for the unexpired terms of the former member(s).

ADMINISTRATION AND MEETINGS

Unless otherwise decided by the Committee, SPAC will meet once each month throughout the year. **The Committee's Council representative will act as Chair.** The Co-Chair will be elected by the Committee at its first meeting in each New Year. If both are absent from any meeting, an Acting Chair shall be chosen by those members present.

A total of seven (7) members, including the Chair, Co-Chair or Acting Chair shall constitute a quorum. If any member misses three (3) regularly called consecutive monthly meetings without giving a reasonable cause to the Chair or Staff in advance, he or she will be deemed to have resigned. Staff will send a letter to the Committee member after the second missed meeting notifying them that their participation will cease after a third missed meeting.

All members will be provided with an agenda package prior to each meeting. All decisions of the Committee will be reached by consensus or a majority vote of the members present. All points of procedure not specifically provided for in these Terms of Reference shall be decided and determined in accordance with Robert's Rules of Order.

Upon joining the Committee, new members will receive a binder containing Committee Terms of Reference, past minutes and reports. All new members, either individually or as a group, shall participate in a formalized orientation process facilitated by the Social Planner.

STAFF SUPPORT AND BUDGET

The City's Social Planner shall provide professional advice and other staff assistance to the Committee at the discretion of the General Manager, Development Services Development. No staff person shall be a voting member of the Committee.

Endorsed by City Council, October, 1990. Revised: November, 1995, April, 1996, March, 2006, December 2011.



TERMINAL/NICOL CORRIDOR STREETSCAPE PROJECT
TECHNICAL STEERING COMMITTEE
TERMS OF REFERENCE
(adopted 2015-JUL-20)
(amended 2015-AUG-17)

Background

A number of planning documents have been prepared for the Terminal/Nicol Corridor as part of revitalization efforts for downtown. The Nanaimo Downtown Plan and the Downtown Urban Design Plan and Guidelines call for taller mixed-use buildings along the length of the corridor, with an active streetscape that encourages pedestrian activity and supports retail use on the ground floor of the buildings. The current streetscape along the corridor is not inviting to pedestrians or cyclists and could better support adjacent businesses.

In addition, the road condition is reaching the end of its life and will need to be rehabilitated in the next five to ten years. While the City has a vested interest in the redevelopment of the corridor, Terminal Avenue / Nicol Street is under the jurisdiction of the Ministry of Transportation and Infrastructure (MoTI) and they are a critical partner in effecting change in this part of the downtown, and ultimately any changes to the roadway will require MoTI approval. The City would benefit from having a streetscape plan framed within the 'Complete Streets' paradigm to form the basis for the scope of work associated with the road rehabilitation.

In addition, as properties within the corridor are redeveloped, it would be beneficial to have a streetscape plan in place to ensure that reinvestment is consistent with the vision identified through this project.

The first phase of the streetscape project will center on the identification of public priorities for the corridor. This may include improved sidewalks, street trees, lighting, bicycles, lane modifications, traffic calming, on-street parking and other opportunities. Two public events are planned as part of this project. The study will require the services of a public engagement consultant and a traffic engineering consultant. The committee will report back to Council at the end of the project with a summary document highlighting the vision for the corridor and the preferred cross sections at key locations.

Purpose

These Terms of Reference outline the mandate, the structure, the key milestones and outputs associated with the Terminal Avenue / Nicol Street Corridor Streetscape Plan Technical Steering Committee.

Mandate

The committee serves as a collective of partners and stakeholders providing guidance and leadership over the Terminal Avenue / Nicol Street Corridor Streetscape Plan.

Study Area

The study area is outlined in Attachment A, but centers on the road right-of-way from Nicol and South Streets to Terminal Avenue and the George Pearson Bridge.

Committee Structure

A community-led technical steering committee will direct all aspects of the streetscape project. The committee will be managed by DNBIA, with support from City staff and MoTI. The structure for this committee would include one member from each of the following project partners:

- 1 representative from Downtown Nanaimo Business Improvement Association (DNBIA);
- 2 Members of City of Nanaimo Council;
- 1 representative from Snuneymuxw First Nation;
- 1 representative from Chamber of Commerce;
- 1 representative from Nanaimo Economic Development Corporation (NEDC);
- 1 Member at large (representing South End); and,
- 3 Members at large (representing wider community).

Appointment and Term

The term of the committee will coincide with the duration of the project, or up to July 2016, whichever comes first.

Members of the committee shall serve without remuneration.

Objectives

The Technical Steering Committee will work with a consulting team to:

- Facilitate an interactive City-wide public process to determine public priorities for this corridor. These priorities may include increased sidewalks, trees, lighting, bicycles, lane modifications, traffic calming, on-street parking and others;
- Based on the feedback received during the public process, develop a concept level streetscape for the Terminal/Nicol Corridor that supports the goals of existing planning documents;
- Facilitate discussions with the appropriate partners to develop a multi stage action plan to implement the developed streetscape as development progresses along the corridor; and
- Complete a report to Council outlining next steps.

Schedule

The goal is to complete the project by April 2016. The key milestones are laid out below:

<u>Event/Deliverable</u>	<u>Completion Date</u>
• Present update to Council and receive direction	22 June 2015
• Council approval of Terms of Reference	20 July 2015
• Prepare and issue RFP for consultant services	21 July 2015
• Assemble Technical Steering Committee	4 August 2015
• Award consultant contracts (Public Engagement and Traffic)	15 Aug 2015
• First public feedback session to coincide with Block Builder's Nanaimo event	20 Sept 2015
• Second public feedback session	October 2015
• Data reduction, design and public presentation of preliminary graphical feedback on possible streetscapes	January 2016
• Revisions and final public presentation to Council	April 2016

Meeting Procedures

All committee meetings shall be open to the public and advertised in advance.

The order of business is to be set out in an agenda package to be provided to committee members in advance of the meeting date.

At the first meeting, the committee shall elect a chair.

Minutes of the meeting will be adopted by the committee at a subsequent meeting. Originals of the minutes will be signed by the chair of the committee and forwarded to the City of Nanaimo, Legislative Services department for safe keeping.

Quorum will require a minimum of five members present.

Resources

A project budget of \$100,000 has been identified for this work. This includes \$50,000 from the City of Nanaimo, \$35,000 from the DNBIA and \$15,000 from NEDC. DNBIA will oversee the project and manage the consultant contract.

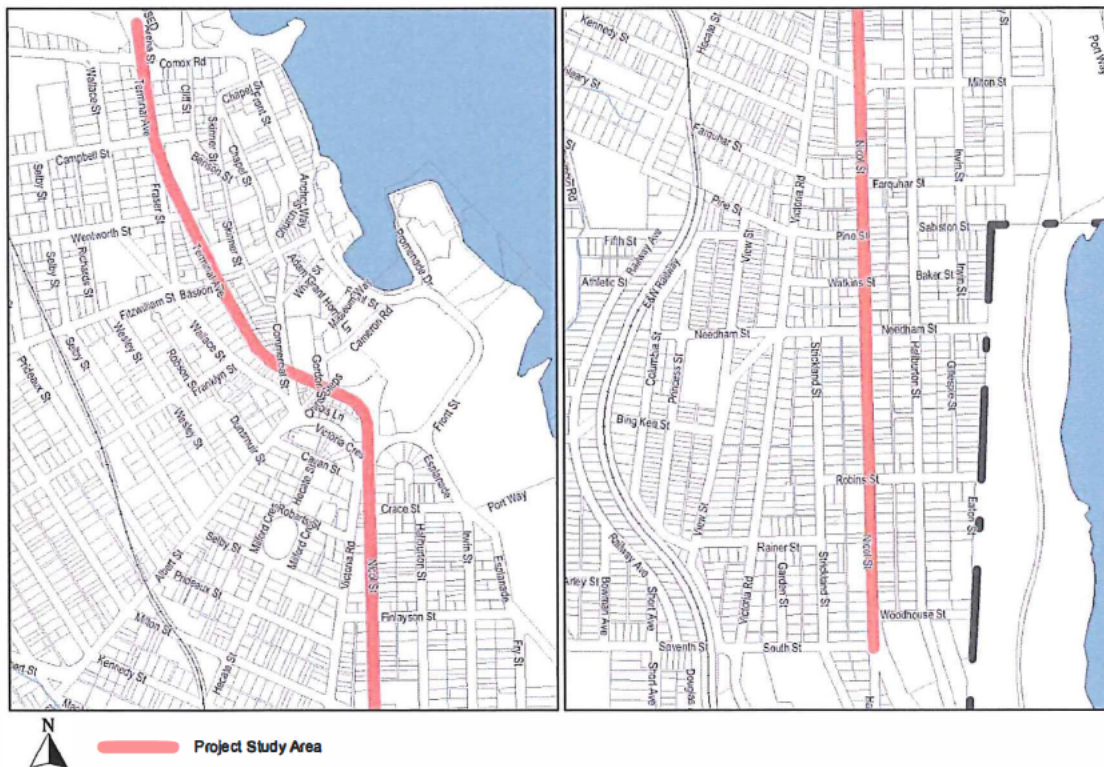
City of Nanaimo Staff will support the project. Typical support functions include the following:

- Organizing and preparing agendas (in conjunction with the committee chair);
- Distributing agenda packages to committee members;
- Taking and preparing meeting minutes;
- Managing the files of the committee;
- Maintaining a list of outstanding issues for committee action;
- Providing professional advice on issues discussed by the committee; and
- Other functions necessary to deliver the project.

Attachment 1: Terminal/Nicol Corridor Streetscape Project Study Area

For discussion purposes, the study area includes the area illustrated below described as:

- The eastern and western boundaries are the properties adjacent to Terminal Avenue or Nicol Street;
- The southern boundary aligns with South Street;
- The northern boundary is the Pearson Bridge.



CITY OF NANAIMO
TERMS OF REFERENCE
WATER SUPPLY ADVISORY COMMITTEE

MANDATE

The Water Supply Advisory Committee serves as an advisory body, responsible for making recommendations to Nanaimo City Council on matters related to the supply of water to the City of Nanaimo and the South West area as defined in the *Nanaimo and South West Water Supply Act*.

Specific responsibilities of the Committee are to provide advice to Council regarding:

1. the preservation, protection and enhancement of water supply, quality and conservation;
2. long-range capital planning and financing related to water supply;
3. the establishment of regulations pertaining to water quality and water supply infrastructure safety; and
4. issues and implications related to the provision of water to outside Nanaimo and the South West area.

The Committee also serves as the City's liaison when there is a need to discuss matters related to water supply with groups, agencies, organizations, corporations or other government bodies.

MEMBERSHIP

The Water Supply Advisory Committee shall be appointed by Council resolution and shall include the following representation:

- four members of Nanaimo City Council, one of whom shall be appointed by Council as the Chair of the Committee;
- one member appointed from the South West area; and,
- two Community At-Large representatives.

APPOINTMENT AND TERM

Members will be appointed by Council for a three-year term to run concurrent with the Council term.

Council may, with the exception of the South West area representative, at any time, remove any member of the Committee and any member may resign at any time upon sending written notice to Nanaimo City Council.

Committee members who are absent for three consecutive Committee meetings will forfeit their appointment, unless such absence is authorized by resolution of the Committee.

Committee members may stand for re-appointment at the conclusion of their term.

Members of the Committee shall serve without remuneration.

In the event of a vacancy occurring during the regular term of office, the vacancy may be filled for the remainder of that term, upon resolution of Council.

MEETING PROCEDURES

Meetings of the Committee shall be held at the call of the Chair as required.

Unless otherwise authorized pursuant to Section 89 of the *Community Charter*, all meetings will be held in open session and in a location accessible to the public.

Unless otherwise authorized by the Committee, the public shall only address the Committee when they are a scheduled delegation on the Committee meeting agenda.

A majority of the Committee shall represent a quorum and a quorum must be present in order to hold a meeting of the Committee.

All decisions of the Committee will be reached by a single majority vote of the members present.

The order of business of the Committee shall only be conducted at a duly constituted meeting and the business to be conducted at this meeting shall be set out in an agenda package to be provided to the Committee members in advance of the meeting date. Minutes of the meeting will be prepared by the clerical staff of the Corporate Administration Office and then adopted by the Committee and signed by the Chair at the next regular meeting. Originals of the minutes will be retained by the Corporate Administration Office.

The rules/procedures followed at the meeting shall be those established by "COUNCIL PROCEDURE BYLAW 2004 NO. 5715".

REPORTING TO COUNCIL

The Committee shall provide all of its recommendations directly to Nanaimo City Council.

The Committee Chair is the person designated to report to Council on behalf of the Committee.

Council is the body responsible for making all final decisions based on the recommendations put forward by the Water Supply Advisory Committee.

CULTURAL COMMITTEE
SUB-COMMITTEE OF PARKS, RECREATION & CULTURE COMMISSION
TERMS OF REFERENCE
(adopted 2010-OCT-18)

Mandate

As a sub-committee of the Parks, Recreation and Culture Commission (PRCC), the Cultural Committee is responsible for coordinating the City's Arts and Culture Initiatives.

Objectives

The objectives of the Committee are:

- Advising the Commission and Council on cultural issues.
- Reviewing all applications for funding and making recommendations to the PRCC, based on criteria and guidelines established regarding the distribution of cultural operating grants and arts and cultural event grants.
- Promoting public awareness of cultural organizations and cultural activities in our community, and maintaining an annual cultural awards program.
- Coordinates the selection process for works of art for display in municipal public spaces and buildings.
- Sponsoring annual educational opportunities for arts and cultural organizations.

Meetings

The Cultural Committee will:

- (a) Meet at the call of the Chair, usually monthly; and
- (b) Establish meeting days and times after consultation with the Committee members.

Membership

The membership of the Cultural Committee will be comprised of ten members as follows:

- Four members appointed from the PRCC (*as per Commission Bylaw*); and,
- Six members-at-large selected and recommended from applications submitted to the PRCC.

The Cultural Committee term is for three (3) years and at-large members can re-apply for one additional three (3) year term. After serving two (2) terms, members must take three (3) years off before re-applying. Each term, three (3) members will step off the Committee and three (3) new members will be appointed.

Applications for the at-large members will be reviewed by the PRCC with appointments made at the inaugural meeting of the PRCC (first meeting following April 1st).

**Cultural Committee
Mandate & Objectives
Page 2**

Consideration will be given to applicants who:

- a. Are residents of Nanaimo;
- b. Have extensive experience as a creative professional, professional arts administrator, volunteer or other related experience in an arts and/or cultural field; and,
- c. Have a broad interest, understanding and commitment to cultural planning and development in Nanaimo.

Chair

The Cultural Committee will elect their Chair annually at the first meeting following April 1st from amongst its members.

See also:

- Parks, Recreation and Culture Commission Bylaw
- Council Procedures Bylaw



**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".

CITY OF NANAIMO

BYLAW NO. 3152

A BYLAW TO ESTABLISH A BOARD OF VARIANCE

WHEREAS pursuant to Section 961 of the Municipal Act, where a local government has adopted a zoning bylaw, the Council shall, by bylaw, establish a Board of Variance.

THEREFORE BE IT RESOLVED that the Council of the City of Nanaimo, in open meeting assembled, HEREBY ENACTS AS FOLLOWS.

Title

1. This bylaw may be known and cited for all purposes as the "BOARD OF VARIANCE BYLAW 1988 NO. 3152".

Interpretation

2. In this bylaw unless the context otherwise requires:

"Act" means the Municipal Act, R.S.B.C. 1979, and amendments thereto.

"Board" means the Board of Variance of the City.

"City" means the City of Nanaimo.

Establishment

3. There is hereby established in the City a Board to be known as the Board of Variance.

Meetings

4. (1) A meeting of the Board shall be held on the third Thursday of each month, unless otherwise directed by the Chairman.
- (2) The Board shall maintain a permanent record of all its decisions, and shall have in attendance at its meetings an employee of the City who shall keep minutes of the proceedings.

Applications of Appeal

5. (1) Any person desiring to appeal to the Board shall file a written notice of appeal with the Board not less than ten days prior to the date of the meeting. The notice shall state clearly the grounds upon which the appeal is based and the relief sought, and shall give an address to which all notices respecting an appeal hearing may be mailed.

Notification

6. Notices pursuant to Section 962 of the Act shall be mailed or otherwise delivered not less than seven (7) days prior to the date when the appeal will be heard.

Conduct of Appeal Hearing

7. (1) A majority of the members of the Board shall constitute a quorum.
- (2) The Chairman, if present, shall preside at all meetings of the Board.

- (3) The Board may receive any evidence that it considers proper to admit whether on oath or not. Any person who deems to have an interest in any such appeal shall have a right to be heard at the hearing and to adduce evidence, and may be represented by a solicitor or by an agent duly appointed in writing.
- (4) Evidence at a hearing may be given orally or in writing.
- (5) The appellant shall be afforded the first opportunity to present his evidence and arguments, and thereafter, evidence and arguments shall be presented in such sequence as the Chairman may direct until all parties to the appeal have been afforded an opportunity to present their evidence and arguments.
- (6) The Board may view the property affected by the appeal and surrounding properties. The Board may adjourn the hearing from time-to-time and may reconvene without further published notice if the time, date and place of reconvening is announced at the time of adjournment.
- (7) If the appellant or other persons notified do not appear at the hearing or any adjournment thereof, and have not advised the Board in advance that they wish to be heard at another date, the Board may proceed to decide the appeal in his absence.
- (8) The deliberations of the Board shall not be open to the public, unless otherwise directed by the Chairman.

Decision

- 8. (1) A decision of the Board shall be by a majority of those members in attendance at a hearing.

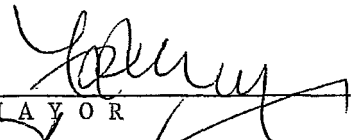
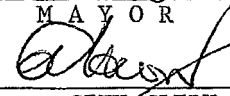
- (2) In all cases where votes of the members of the Board then present, including the vote of the Chairman or other person presiding, are equal for and against a question, the question shall be defeated and it shall be the duty of the member presiding to so declare. Any member of the Board then present who abstains from voting shall be deemed to have voted in the affirmative.
- (3) Verbal notification of the Board's decision respecting an appeal hearing may be made, upon request, the day following the hearing.
- (4) The Board shall, within seven (7) days of a decision respecting an appeal hearing, mail or otherwise deliver the written decision of the Board to the appellant and to the City's Building Inspector, and when requested, to all persons who made representation at the hearing.

Repeal

9. "BOARD OF VARIANCE BYLAW 1986 NO. 2937" and amendments thereto are hereby repealed.

PASSED FIRST, SECOND AND THIRD READINGS 1988-DEC-12.

ADOPTED 1989-JAN-16.


MAYOR

CITY CLERK



**CITY OF NANAIMO
SOCIAL DEVELOPMENT GRANT PROGRAM
2014 GUIDELINES**

**If you read the following information and require further clarification please call
John Horn, Social Planner, at 250-755-4483 or email him at john.horn@nanaimo.ca**

The Social Planning Advisory Committee is now soliciting from the community, proposals for projects that address key social issues. A total of \$50,000 is available to be allocated for 2014 Social Development grants.

Step 1: Letter of Intent Deadline: 4:30 pm, Friday, January 31, 2014.

Step 2: Full Application Deadline: 4:30 pm, Friday, February 28, 2014

Step 1: Letter of Intent

Letters of Intent must clearly articulate how the proposed project, program or service will address the criterion set out for this year's grant program by the Social Planning Advisory Committee:

"Suicide prevention and / or social isolation"

How to Submit a Letter of Intent:

Letters of Intent should be addressed to John Horn, Social Planner, Community Planning Section, City of Nanaimo, and may be mailed to 455 Wallace Street, Nanaimo, BC, V9R 5J6 or dropped off at the Social Planning Section, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC. Letters of Intent must not exceed three pages and must include a detailed project budget. Only one project idea per organization may be submitted.

Note: E-mail submissions will be accepted; john.horn@nanaimo.ca

Eligibility Criteria:

The proposed project, program or service must:

- Relate directly to the need(s) identified by the highlighted criteria;
- Substantiate the effectiveness and quality of the service;
- Have reasonable costs that are on par with similar programs;
- Connect or collaborate with services provided by other funders and agencies in cases where the services are being provided to essentially the same client group.

The applicant agency/organization must:

- Be a Nanaimo-based registered non-profit society, or recognized faith-based group.
- Demonstrate sound financial and administrative management; and adhere to generally accepted principles and practice of non-profit governance.
- Have services/programs accessible to people in the community;
- Demonstrate financial or in-kind partnerships;
- Complete the application form and provide requested documentation;
- Comply with City of Nanaimo bylaws and policies;
- Acknowledge the contribution from the City of Nanaimo in any brochures or pamphlets.

Ineligible Services/Expenses:

Any proposed service or program that falls within the legislated mandate of other levels of government will not be eligible for funding from the City of Nanaimo.

Other ineligible expenses include: training or banquets; travel expenses; and reducing or eliminating existing accumulated deficits.

Letter of Intent Deadline:

The deadline for submission of Letters of Intent is 4:30 pm, Friday, January 31, 2014. Please retain a copy of the Letter of Intent for your files.

Review Process:

Letters of Intent will be reviewed by the Social Planning Advisory Committee and a short-list of proponents developed. All applicants will be advised of the Committee's decisions, and those on the short-list will be asked to submit detailed applications.

Potential proponents should be aware that they may only receive funding for two consecutive years for a specific project. Projects currently receiving funding who submit a second request must complete an interim status report with a budget and a summary of outcomes achieved by their projects to date. This status report must be submitted with the completed full application.

Grant Limitations:

All applications will be considered within the limitations of the overall program budget. Not all organizations meeting the criteria and the community priority will necessarily receive funding. All unused funds must be returned to the City of Nanaimo.

Step 2: Full Application

Should your Letter of Intent be successful, you will be invited to submit a Full Application.

How to Apply:

Application forms are available at the Social Planning Section, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC and on the City's website; www.nanaimo.ca.

Submissions should be addressed to John Horn, Social Planner, Social and Protective Services, City of Nanaimo, and may be mailed to 455 Wallace Street, Nanaimo, BC, V9R 5J6 or dropped off at the Social Planning Section, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC.

Note: E-mail submissions will be accepted; john.horn@nanaimo.ca

The following must be included:

1. Completed application form (available at the Social Planning Section, 411 Dunsmuir Street and on the City's website www.nanaimo.ca);
2. A copy of the society's philosophy or mission statement;
3. Job descriptions of any positions paid for by the civic grant;
4. A copy of the budget for the proposed program or service showing the current and next fiscal years;
5. List of Board of Directors (including position held, address and phone number).

Review Process:

Applications will be reviewed by the Social Planning Advisory Committee and recommendations made to City Council. Applicants will be notified of the Committee's recommendations to Council and subsequent Council decisions.

Evaluation Criteria:

1. Ability of the proposed project or program to address the criterion chosen for the current year's grant program and/or the project/program's anticipated outcome(s);
2. Demonstrated ability of the applicant to carry out the project or program;
3. Demonstrated in-kind or financial partnerships to ensure on-going sustainability;
4. Demonstrated benefit to the community;

5. Degree of collaboration demonstrated;
6. Completeness of the application package (see above).

Full Application Deadline:

The application deadline is 4:30 pm, Friday, February 28, 2014. Please retain a copy of the application for your files.

Accountability:

Organizations successful in obtaining a City grant will be asked to complete a final report on the funded activity or project. If a second grant is applied for, the report must be enclosed with the current application. The grant eligibility and evaluation guidelines should be used when completing the report and statistics should be included where applicable. The report must describe how the City grant assisted your organization in addressing the issue(s) highlighted by that year's criteria. **Note: Applications for additional funding will not be considered until the report has been submitted.**

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COLLIERY DAMS SELECT COMMITTEE TERMS OF REFERENCE (adopted 2015-JUL-27)

Mandate

The Colliery Dams Select Committee serves as an advisory body to Council to provide a consultative role prior to and throughout the installation of the Auxiliary Spillway and Middle Colliery Dam remediation processes.

Objectives

The Committee will review, report findings, and provide input with respect to:

- The final design of the Labyrinth/Auxiliary Spillway
- Ensuring that appropriate permitting process has been followed in areas such as environmental, archaeological, fishery, water management, species at risk
- Ensuring that a risk mitigation strategy is developed for the proposed construction inclusive of disruption of construction
- Ensuring that data and reports refer to proposed swale area
- Installation of the labyrinth/box culvert, open channel Auxiliary Spillway
- Landscaping plan for the Auxiliary Spillway: all options will be reviewed to ensure that culturally modified trees will be protected.
- Enhancements to the area around the Auxiliary Spillway
- Any other matter the Committee deems necessary in order to provide a review of the installation of an Auxiliary Spillway at the Lower Colliery Dam
- Preparation of a conceptual plan for the Middle Colliery Dam
- Recommend further studies to increase Council's knowledge of the Colliery Dams, its watershed and its downstream areas

Membership

The Committee members will be comprised of up to eight Council appointed members, as follows:

- Two seats will be held for representatives from Snuneymuxw First Nation (SFN) if they choose to participate (any participation by SFN will not be considered consultation)
- Up to two representatives from the Colliery Dam Park Preservation Society
- Up to two individuals from the community-at-large appointed by Council
- Two City Councillors

The Committee will select a Chair at its first meeting.

The Committee will be supported by a facilitator and Golder Associates as the dam engineering resource. City Staff will function as a technical resource, plus provide administrative support.

Appointment and Term

The Committee term shall expire upon completion of the auxiliary spillway and middle dam remediation.

Meetings

Regular meeting dates and times will be established by the Committee. Special meetings shall be at the call of the Chair.

Governance

The Colliery Dams Select Committee is a select committee of Council, as per the *Community Charter*, and is subject to "Council Procedure Bylaw 2007 No. 7060" and Council's Advisory Committees Terms of Reference, dated 2010-JAN-25.