



Waterfront Coastal Processes Committee

Terms of Reference

September 2019

1. PURPOSE

The Waterfront Coastal Processes Committee [WCPC] (the Committee) is a select committee of Council established to understand and address coastal processes of Colwood's marine foreshore.

This Terms of Reference (TOR) will guide the Committee in their role to advise Council on matters related to coastal processes of erosion, transportation and deposition; and may include considerations linked to programming and community use of the waterfront.

The purpose of the Committee is to develop a better understanding of coastal processes and provide recommendations to Council.

The outcome of this Committee will inform the decision-making processes while preserving and enhancing Colwood's coastline over the short, mid and long term.

2. BACKGROUND

Colwood's waterfront is a sensitive ecosystem and recreational interface facing development pressures, natural hazards, and climatic challenges. Increased stresses on this complex marine environment requires heightened maintenance for access, water quality, wildlife habitat, and infrastructure.

3. ORIGIN OF WORK

Council resolved establishment of the Waterfront Coastal Processes Committee on April 8, 2019 as a way to develop a greater understanding of the complexities of waterfront coastal processes in efforts to make well-informed decisions. The Committee's work will focus on the marine coastline for the entirety of Colwood, from north of Cole Island to the south adjacent Farhill Road.

4. DUTIES

4.1. Prepare

After an orientation session, the Committee will review its terms of reference and prepare an initial work plan consistent with the duties described below.

4.2. Engage

The Committee will engage with one another in the following ways:

- a. Acknowledge the Traditional Territories within which meetings are held.
- b. Communicate in a manner that is open, honest, transparent and unemotional. The Committee will be comfortable and willing to discuss potentially sensitive and political topics.
- c. Work collaboratively to reach common goals, be open to new perspectives and approaches, and seek to share information in an environment of trust.
- d. Listen to each other to ensure everyone has opportunity to speak.
- e. Arrive and depart at each meeting with ease.

4.3. Review & Recommend

The Committee's function is advisory to Council. Their role is to review, comment, and make recommendations to Council on issues related to coastal processes. The Committee has no continuing advocacy role concerning their findings and recommendations.

The Committee will review historical projects/reports; future cast study/project considerations for reporting to 2024.

4.3.1 Historical Review

Committee members' first task will be to review existing information regarding waterfront coastal processes produced for the City of Colwood including, but not limited to:

<i>Year</i>	<i>Title</i>	<i>Consultant/Author</i>
1986	Royal Roads Foreshore Erosion	Hay & Company Consultants Inc
1997	Royal Bay Development Beach Erosion and Costal Processes	Coastal & Ocean Resources Inc; Thurber Engineering Ltd
2005	Ecosystem Profiles, Ecosystem Map, and Vegetation of Coburg Peninsula, Esquimalt Lagoon	M.Bein (CRD Environmental Services)
2007	Royal Bay Development Beach Monitoring – 2007	Thurber Engineering Ltd
2008	Coburg Peninsula Foreshore Erosion Updated Study Report	Seabulk Systems Inc
2010	Esquimalt Lagoon Bridge North Abutement Area Storm Damage of January 2010	Stantec Consulting
2010	Data Report for the Forage Fish Survey and the Beach Profiling at Esquimalt Lagoon	Archipelago Marine Research Ltd
2014	Esquimalt Lagoon Bridge Inspection 2013	Stantec Consulting Ltd
2014	An Investigation into Erosion and Armoring Effects on the Coburn Peninsula at the Esquimalt Lagoon	B.O'Connor; N.Muller & J.Perkins (UVIC)
2015	Capital Regional District Coastal Sea Level Rise Risk Assessment	AECOM Canada Ltd
2016	Ocean Boulevard Pump Station Protection Plan	KWL Consulting Engineers
2016	Royal Bay Beach Monitoring Review and Comparison of Historical and 2016 Beach Profiles and Site Photographs	Northwest Hydraulic Consultants Ltd
2017	Royal Bay Beach Monitoring Comparison of Historical and September 2016 and June 2017 Monitoring Data	Northwest Hydraulic Consultants Ltd
2018	Coastline Erosion Study	Northwest Hydraulic Consultants Ltd
2019	Royal Beach 2018 – 2019 Monitoring	Northwest Hydraulic Consultants Ltd

The Committee will review the above-mentioned reports prior to the end of first quarter, 2020. This task a must be completed prior to commencing future casting (4.3.2).

4.3.2 Future Casting

The Committee will prepare a report recommending studies/projects for consideration from 2019-2024. The Committee will categorize recommendations by priority (low, medium, high) and immediacy (short term/<3 years; medium term/3-5 years; and long term/5+years).

For each recommend future study/project, the Committee will draft project justification and objectives; as well as approximate budget range.

The future project considerations and recommendation report shall be received by Council prior to fourth quarter of 2020.

4.3.3 Council Initiatives

Council may resolve the Committee undertake work outside of the scope of 4.3.1 and 4.3.2.

5. MEMBERSHIP AND QUORUM

The Waterfront Coastal Processes Committee has been formed to provide advice and guidance with respect to driving forces that affect Colwood's coastline including waves, sediment movement and water levels. Members will be appointed on the basis of their ability to listen with an open mind, to think critically, to build consensus, and to work towards realistic solutions to the challenges of the issue. The Committee will consist of city staff, industry professionals, and community members. It shall be comprised of a minimum of seven (7) individuals.

Voting members shall include:

- One (1) member of Council as Council liaison;
- Up to two (2) other members of Council;
- Two to three (2-3) knowledgeable citizens;
- Representative from Royal Roads University (1);
- Coastal engineering expert (1);

Three (3) additional voting members seats on the Committee shall be reserved for participation from:

- Representative from Songhees First Nation (1);
- Representative from Scia'new First Nation (1);
- Representative from Esquimalt First Nation (1);

Designated staff liaison and resources (non-voting members) shall include:

- Member of the Long Range Planning and Sustainability Department (1);
- Senior Member of the Engineering Department, as required (1);
- Recording Secretary (1).

Additional members may be added to the Committee, as requested by Council, to ensure that diversity and a range of perspectives and expertise are brought forward.

Quorum for a meeting is four (4) members.

5.1 Committee Roles

Members will be able to advance the work of the Committee in an unbiased way and represent the interests and desires of the community.

Chair & Vice Chair

The Committee shall select a Chair and a Vice Chair; one of whom shall be an elected official and act as Council liaison.

The role of the Council liaison member is to:

- act as a liaison between Council and the Committee;
- provide status reports to Council and solicit, where appropriate, Council's views on the issues and items being discussed and considered by the Committee.

The role of the non-Council members is to:

- represent the views and interests of Colwood citizens;
- contribute their expertise and experience to the Committee;
- attend and participate in Committee meetings and any other consultation events as determined and scheduled by the Committee.

The role of the member of the Long Range Planning Department is to assist the Committee with facilitation and project management including:

- obtaining information, facilitating contact with City departments, and arranging for professional advice as required;
- supporting the Chair and Committee members in promoting effective group functioning;
- collaborating with the Chair in preparing reports to Council;

The role of the senior member of the Engineering Department is to support the Committee as needed on technical matters related to:

- city infrastructure; and
- special projects.

The role of the recording secretary is:

- the support function for the Committee regarding scheduling meetings; preparing agendas; taking notes at meetings; maintaining records; posting agendas, notes, reference material, progress reports on the city's website as well as any other material the Committee wishes to be made public.

6. TERM

The term of the Waterfront Coastal Processes Committee is one (1) year ending January 2021.

Council may direct Committee disbandment prior term expiration or reinstate the Committee upon term expiration.

7. MEETING SCHEDULE AND PROCEDURE

7.1 Meeting Schedule

The Committee, at their first meeting, shall create a schedule of meetings that will be posted publicly.

7.2 Procedure

Committee meetings are open and constructive and will following general procedures:

- a. the role of the Committee is to evaluate options and make recommendations on the specific issue of coastal processes, for consideration and decision by Council;
- b. Committee meetings are conducted in a spirit of good faith and respect, so as to foster a free flow of ideas and encourage the unconstrained development of options;
- c. the public and press shall similarly exercise good faith and respect, mindful that the proceedings are a "work in progress," and not a forum for lobbying or decisions;
- d. public and/or press may attend Committee meetings as observers;
- e. the Committee may receive delegations and presentations, and may call for public input from time to time;
- f. the Chair will provide opportunity for members of the public to ask questions and offer points of information, generally at the end of meetings; there will be no lobbying or speeches;
- g. electronic recording of a Committee's discussions, decisions or activities may occur with the Committee's permission;
- h. should anyone disrupt or impede a Committee meeting, the Chair may expel that person from the meeting.

8. DECISION MAKING APPROACH/FORMULATING RECOMMENDATIONS

The Committee will build toward consensus in formulating and evaluating alternatives, and in making recommendations. Unanimity is not required, nor is voting. In conducting their work, the Committee shall maintain:

- a clear view of their purpose and Terms of Reference;
- a focused, task-oriented, and time-sensitive approach;
- accountability by each member for the effectiveness of the group as a whole;
- a flexible process inclusive of all interests in the community.

9. COMMUNICATION

The City will assist with communication of the work of the Committee, including liaising with the Esquimalt Lagoon Stewardship Initiative, Capital Regional District, Canadian Wildlife Service, Department of National Defence, and others as needed.

10. CONFLICT OF INTEREST

Committee members shall advise of personal conflicts of interest – for example, situations where a member:

- has a direct or indirect interest in the deliberations, pecuniary or otherwise;
- is involved in a matter contravening Council's Conflict of Interest / Code of Ethics guidelines.

Where an actual or potential conflict of interest exists, the Committee member shall explain its nature to the group and the Chair shall discuss the matter with the Chief Administrative Officer.

11. SUPPORT/PROFESSIONAL SERVICES UTILIZED

The staff liaison will arrange as required. Engaging professional services will be at the discretion of Council

Meetings will be scheduled during regular working hours to mitigate overlap with other Council initiatives.

12. BUDGET

The Task Force shall have a reasonable use of miscellaneous services such as clerical services, photocopying, paper supplies, meeting areas, appropriate refreshments, and other requirements such as the advertising of engagement events. These are provided primarily through the staff liaison and the applicable City department(s).

Funding for professional services may allocated upon Council approval.

13. AMENDING, MODIFYING OR VARYING TERMS OF REFERENCE

Any Request for amendment, modification or variation to these TOR can be requested via the staff liaison to Council. In the event Council endorses the request change, the relevant resolution number and date of amendment will be record on the master TOR document.

Adopted by Council: September 30th, 2019