



# Waterfront Stewardship Committee

## Terms of Reference

The Waterfront Stewardship Committee (the Committee) is an advisory committee of Council established to provide advice to Council regarding stewardship of Colwood's waterfront from north of Cole Island to the south, adjacent to Farhill Road.

### 1. PURPOSE

This Terms of Reference (TOR) will guide the Committee in their role to advise and provide recommendations to Council on matters related to waterfront stewardship. The Committee shall provide advice and make recommendations to Council on the following:

- Implementation of the Colwood Waterfront Stewardship Plan
- Shoreline sediment management planning
- Coordination of open space plans with Parks Canada and other interested landowners
- Coordination with environmental stewardship groups
- Preliminary review of phased detailed designs for the waterfront
- Mitigation of risks associated with coastal flooding including tsunami and sea level rise

### 2. AUTHORITY

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

Any initiatives proposed by the committee that have resource or financial implications, including staff time, require Council approval.

### 3. MEMBERSHIP AND QUORUM

- a) Voting members appointed by Council shall include:
  - Two (2) members of Council as Council liaisons who will serve as Chair and Vice Chair
  - Three (3) members of the Public;
  - One (1) representative from Royal Roads University;
  - One (1) representative from Parks Canada.
- b) Three (3) additional voting members seats on the Committee shall be reserved for participation from:
  - One (1) representative from Songhees First Nation;
  - One (1) representative from Scia'new First Nation;
  - One (1) representative from Esquimalt First Nation;
- c) Council may appoint additional members to ensure that diversity and a range of perspectives and expertise are provided.
- d) Quorum is a majority of the current committee membership which must include at least one of the appointed Council liaisons.

**4. RESOURCES AND SUPPORT**

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

- Senior Members of Community Planning Department (1)
- Senior Member of Engineering Department (1)
- Corporate Services Recording Secretary (1)

**5. TERM**

Members of the Waterfront Stewardship Committee shall be appointed for a four (4) year term to expire November 1, 2026.

**6. MEETING SCHEDULE**

- a) The Committee will meet at 2:00 PM on the 4th Thursday of February, April, June, and October.
- b) All meetings shall take place at Colwood City Hall, 3300 Wishart Road, or at other locations specified in the “Notice of Meeting” and livestreamed to the City’s website.

**7. 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 requested change, the relevant resolution number and date of amendment will be recorded on the master TOR document.

<b>ACTION</b>	<b>DATE</b>	<b>REFERENCE</b>	
Adopted	January 9, 2023		