

Coastal Marine Management Plan Working Group Terms of Reference

1. Mandate

- 1.1. The mandate of the Coastal Marine Management Plan Working Group is to review information, engage the public and stakeholders, and recommend the adoption of a Coastal Marine Management Plan that provides policy statements on District-specific coastal management issues. The adoption of a Coastal Marine Management Plan will create a comprehensive policy document that will provide guidance to the District on the management of the coastal environment with respect to ecological values, utility and infrastructure protection, shoreline protection for climate change, and balance public and private benefits.
- 1.2. For the purpose of this working group, the District Coastal Marine Management Plan will apply to natural, and infrastructure resources of the coastal zone. It will include physical or biological features, processes, places or objects that have ecological, economic, or social or cultural value along the approximately 30 kilometers of shoreline. The area will consist of the natural boundary or high-water mark to 1,000 feet into the Outer Harbour Burrard Inlet/Howe Sound.

2. Role

2.1. Review

The working group will review existing information regarding shoreline management in West Vancouver, such as:

- District Head Lease (2013)
- Shoreline Protection Plan (2012)
- Official Community Plan (2018)
- Parks Master Plan (2012)
- Other related documents as appropriate

2.2. Engagement and Recommendations

The working group will engage key stakeholders to identify the relevant values of the District coastal marine environment and community priorities for the coastline. Specifically, the working group will engage and provide policy recommendations on four focus areas:

- a) **Ecology:** The District of West Vancouver coastal environment is one of the most biologically productive marine ecosystems in the world. It provides an important habitat for a diversity of fish, marine mammals, invertebrates, shorebirds and marine plants. The working group will:
 - Advise on integrated planning and management of the coast, floodplains, biodiversity and natural landscapes
 - Identify priority areas for shoreline restoration to increase climate change resiliency
- b) **Utility Infrastructure:** A major complex of sea walls and wastewater infrastructure is located along the District of West Vancouver foreshore. The working group will:
 - Evaluate infrastructure plans and needs, in light of sea level rise, and provide recommendations on a sustainable approach to coastal utility infrastructure development and maintenance
- c) **Coastal Dynamics:** The District of West Vancouver coastal environment is part of a much larger coastal sediment transport system. Erosion problems will worsen with climate-related sea level rise. It will need to be managed through a variety of approaches, including coastal retreat, nourishment and armoring. The working group will:
 - Review and make recommendations on best management practices for shoreline protection
- d) **Public-Private Interface:** The public foreshore is facing increased pressure from private development. The recommendations from the working group, and the dialogue they reflect, are important first steps in developing an approach to foreshore management for the benefit of all. The working group will:
 - Advise on allowable private waterfront property uses of District land on the public foreshore
 - Advise on process for reviewing and approving private waterfront projects on public land

3. Membership

- 3.1. The Working Group consists of:
 - a) Six (6) to Eight (8) volunteer representatives (voting members); and
 - b) One member of Council (non-voting member), appointed annually to serve as the Council representative on the Working Group.
- 3.2. Volunteer members must be appointed or re-appointed to the Working Group by the Community Engagement Committee for a term of one (1) year or until the working group completes its work, whichever is earlier.

- 3.3. The Chair (or co-Chairs, as the case may be) must be a voting Working Group member, and must be selected from amongst the Working Group membership at the first meeting of each year.

4. General Terms and Code of Conduct

- 4.1. **Decorum and Debate:** Working group members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the working group mandate, and be respectful of others' thoughts and opinions.
- 4.2. **Authority and Reporting:** The working group and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference (ToR) approved by the Community Engagement Committee.
- 4.3. **Media / Social Media:** Members of the working group are not permitted to speak to the media or post to any social media platform as representatives of the working group unless authorized to do so by the Director of Community Relations & Communications.
- 4.4. Working group members must strive to convey the public interest and remember that they represent the District of West Vancouver; this means that they must be consistent with the District's position on specific issues.
- 4.5. **Professionalism:** Working group members who engage in activities regarding the District of West Vancouver or working group initiatives / projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of West Vancouver.
- 4.6. **Confidentiality:** All new working group members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" as part as their general orientation.
- 4.7. **West Vancouver Residency Requirement:** all working group volunteers must reside in the District of West Vancouver. In the event that a working group member's primary place of residence changes to another municipality during the term of an appointment, the member must notify the Chair and Staff Liaison regarding change of address.

Depending on the length of appointment term remaining, the working group member may be asked to step down, thus creating a vacancy. Vacancies will be filled through advertisement placed in local newspapers, social media and on the website; applications received will be reviewed by the Community Engagement Committee.

5. Meetings

- 5.1. The Working Group must, at their first meeting, establish their own meeting schedule.

The working group shall follow the meeting framework as set out in the Working Group Guidelines, as determined by the Community Engagement Committee.

- 5.2. A majority of the voting members is required to constitute a quorum. Any member who is absent from three (3) meetings of the Working Group without reason satisfactory to the Working Group may be removed from the Working Group.

6. Rules of Procedure

- 6.1. General Procedure

- a) The working group shall follow the procedures as set out in the Working Group Guidelines, as determined by the Community Engagement Committee.
- b) The working group will rely upon the Community Engagement Committee (CEC) for support or advice on procedure and community engagement.

- 6.2. Participating in meetings remotely

- a) If the Chair requires, up to two members may participate in a working group meeting by electronic means.
- b) The Chair must not participate electronically.

7. Sub-Groups

- 7.1. A basic principle guiding the operation of working groups is flexibility (meetings, discussions, and compiling/evaluating information) and the freedom to establish sub-groups for specific tasks within the working group's mandate. Sub-groups may be established by the Working Group for specific tasks or projects identified in the annual work plan.
- 7.2. The procedure for sub-group meetings is set out in the Working Group Guidelines.

8. Work Plan

- 8.1. The Working Group is expected to identify a concise set of targets and objectives. The work plan must be in line with the ToR and must outline specific targets as to what the Working Group plans to achieve while supporting the work, priorities and underlying principles of the District of West Vancouver.
- 8.2. The agreed upon work plan will be executed by the Working Group, with the reasonable assistance of support staff.

9. Amending, Modifying, or Varying Terms of Reference

- 9.1. Any request for amendment, modification or variation to these ToR can be enacted either by way of a Working Group request to the Community Engagement Committee or through specific direction of the Community Engagement Committee.
- 9.2. In the event that Council endorses the requested change, the relevant resolution number and date of amendment will be recorded on the master ToR document.

10. Staff Assistance

- 10.1. Staff assistance will be provided to the Working Group, as necessary and within reason, by:
 - (a) Staff of the Parks, Culture and Community Services division.