

Mamquam Blind Channel (MBC) Long-Term Maintenance and Dredging Strategy Working Group

Terms of Reference 2022

The project aims to recruit and engage a cross-sector community working group to advise on the technical channel maintenance and dredge strategy development for the project period.

Mandate: The mandate of the MBC Working Group is to work with the Project Team to review information, identify the relevant values, needs and community priorities for marine access and coastal protection and stewardship, and provide input, evaluate options and make recommendations on the development of a long-term ecosystem-based dredge management and funding strategy for the Mamquam Blind Channel.

Structure. The working group is to be advisory with broad representation from the community, voluntary (serving without remuneration), and time-limited (disbanded upon completing identified tasks).

Term. Appointment to the working group is for one year, or until the group completes its work, whichever is earlier.

Membership/Representation. The working group is proposed to consist of approximately 10-15 members with representation from the following groups/organizations:

- Squamish Chamber (board appointment and recommendation of candidate)
- Tourism Squamish (board appointment and recommendation of candidate)
- Downtown Squamish BIA (board appointment and recommendation of candidate)
- Business/Industrial Interest (Including but not limited to Forestry, Short-sea Shipping, Marine Sector e.g. boat repair, marine tech etc, Clean Tech, Other sectors with shipping interests) *
- Local Marina Representative (Commercial Water Lot Tenure Holder)
- Mariners + grass roots 'Squamish Needs a Boat Launch Cttee' representative
- Waterfront Upland Owners
- Squamish Terminals/Port
- Community Organizations representing:
 - Squamish Harbour Authority
 - Public Safety (RCMSAR, RCMP)
 - Stewardship /Environmental Conservation
 - Marine Recreation (Community and/or Commercial Recreation)
- Community Member at Large

Roles. To support the working group through the series of meetings, the District will act as Chair and will provide leadership to maintain orderly conduct of working group meetings and any relevant input from observers at the end of meetings. District staff will work directly with the project team, intergovernmental agencies and the working group to solidify agendas and meeting materials in advance of upcoming meetings.

Meeting Facilitation + Administrative Support. District staff (project team leads) will provide facilitation and administrative support to the working group for meeting scheduling and logistics, minute taking etc. Staff and the project consultant will bring subject matter expertise and liaise with governmental agencies (see below).

Governmental and technical advisor participation. The working group will be open to and invite governments/agency representatives and technical advisors where needed to join to support and guide the project.

Appointment. Candidate members for the working group will be invited by the District of Squamish. Appointments will reflect the diversity and experience of candidates and be reflective of the broad spectrum of the community.

Meetings. A majority of the members is required to constitute a quorum. The quorum will be confirmed with the final membership list/# of sitting working group members.

Code of Conduct. The working group shall follow the procedures as set out in the District's [Council and Committee Member Code of Conduct Policy](#). 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. 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 District of Squamish.

Public/Observers. The public are welcome as observers, sitting at the periphery of the working group. The District will provide opportunity for members of the public to ask questions and offer points of information at the end of meetings. Observers will also exercise good faith and respect, mindful that they are in a working environment, where ideas and findings are in development and are works in progress. Working group meetings are not a forum for lobbying, speeches or demonstrations.

Reporting. Upon completion of its assignment, working group inputs and outcomes will be summarized in a report with key findings and recommendations to Council. District Staff will collaborate and support on the preparation of the summary report. Following review by the working group, the report will be submitted to Council.

MBC Working Group Meeting Outline ***DRAFT** (subject to ongoing refinement and formalized agenda setting)

Purpose / Core Objectives	Meeting 1 (Sept/October)	Meeting 2 (November)	Meeting 3+ (TBD)
	<i>Connecting and building shared understandings for channel maintenance strategy development</i>	<i>Evaluating community needs, risks, impacts, and options for long-term channel maintenance program</i>	<i>Formalize maintenance and funding recommendations for community and Council consideration</i>
Desired Meeting Outcomes	<ul style="list-style-type: none"> • Project team and working group introductions, terms of reference, selection of Chair + meeting outlines • Project scope and design assumptions • Baseline Info sharing + technical documentation review • Community values-based decision framing and sharing of community impact perspective 	<ul style="list-style-type: none"> • Discuss Navigation Channel Design + Habitat Enhancement Opportunities • MBC maintenance and dredging options deep dive • Community Impacts and Options Evaluation (Cost-Benefit) 	<ul style="list-style-type: none"> • Develop and refine recommendations for preferred channel maintenance and funding option(s) for community consideration
Information Review	<ul style="list-style-type: none"> • MBC Context + History (Ecological, Cultural, Social, Economic) • Navigation Channel Design + Habitat Enhancement Areas and Opportunities • Overview of channel maintenance and funding options • Cost-benefit analysis methodology 	<ul style="list-style-type: none"> • Current and future marine use areas within the MBC and scenarios • Dredge options matrix (review of community impacts) 	<ul style="list-style-type: none"> • Funding mechanisms and cost sharing approaches (best practices and examples)
Key Questions for advance consideration + WG discussion	<ol style="list-style-type: none"> 1. Have we covered all necessary information for shared baseline understanding? 2. Are there information gaps or expanded considerations (ecological, social, cultural, technical) that we need to bring forward for collective review? 3. What are the biggest barriers/constraints as well as opportunities to address within the MBC? 	<ol style="list-style-type: none"> 1. What are the top priorities and needs for channel maintenance activity? 2. Have all potential options been identified, if not, what's missing? 3. What are the impacts and benefits to community with each scenario? 4. What options should be advanced and why? 	<ol style="list-style-type: none"> 1. For the preferred option(s), what funding scenarios are most viable and acceptable to pursue? 2. What are important next steps?