



District of Lantzville Design Select Committee Terms of Reference

1. Committee Purpose

- 1.1.** The purpose of the Design Select Committee is:
 - 1.1.1** To assist District staff and professional design consultants engaged by the District with the design and implementation of community significant projects referred by Council.

2. Duties

- 2.1.** Assist District staff and professional design consultants engaged by the District in the creation of designs, including:
 - 2.1.1.** Review and advice on professional design renderings.
 - 2.1.2.** Review and summary of public feedback.
- 2.2.** Provide advice and feedback during the implementation process as required, including:
 - 2.2.1.** Review of project implementation progress.
 - 2.2.2.** Review of progress updates to Council.

3. Membership and Term

- 3.1.** The Committee is comprised of five (5) voting members appointed by Council, as follows:
 - 3.1.1** One (1) member of Council and an alternate to attend if the appointed member is absent.
 - 3.1.2** Four (4) members at large, who shall be residents of the District of Lantzville, with preference that such members have design expertise (such as architects, landscape architects, designers, and engineers).
- 3.2.** One (1) non-voting staff member appointed by the Chief Administrative Officer as the Staff Liaison.
- 3.3.** Other non-voting staff members, as required - appointed by the Chief Administrative Officer.
- 3.4.** The required design consultant(s) and their budget, will be approved by Council on a project-by-project basis upon recommendation from staff. and the consultant will attend two design committee meetings per project, one to receive predesign committee input and the second to present the design rendering for feedback and the consultant will provide guidance of the implementation of the project and the design

- 3.5. The Council member appointed to the Committee by Council (or their alternate) shall serve as Chairperson.
- 3.6. All members at large of the Committee shall serve a three-year term effective from the date appointed by Council to December 31st of the third year of their term.

4. Operations of the Committee

4.1. Meeting Schedule

- 4.1.1. The Committee shall meet only as required, with meeting dates to be determined at the first meeting dealing with each task.
- 4.1.2. Committee meetings will generally commence at 6:00 pm in the District Council Chambers. The Committee may, by unanimous consent of all members of the Committee, choose an alternate meeting start time during the term of the Committee.
- 4.1.3. The order of business will be as established by the Chairperson and Staff Liaison.

4.2 Annual Budget and Reporting

- 4.2.1. The Committee shall annually prepare a draft five-year financial plan, for the upcoming 5-year period, for their projected expenditures. The five-year financial plan is to be submitted to the Director of Financial Services for inclusion in the District's annual financial plan no later than September 1st each year.
- 4.2.2 The Staff Liaison will report to the Director of Financial Services actual expenditures and revenues versus budget for each project or task, at the end of each project, and will monitor budget versus actual as projects proceed.
- 4.2.3. The procedures for revenue collection and expenditures shall be as directed by the Director of Financial Services.

4.3. Minutes and Agendas

- 4.3.1. Agendas will be prepared and distributed to the Committee members by the Staff Liaison at least three days prior to the Committee meeting.
- 4.3.2. The Staff Liaison will take minutes as directed by the Director of Corporate Administration. Draft minutes will be placed on the next Committee meeting agenda. Once Committee minutes are adopted they will be placed on the next Council meeting agenda for receipt.
- 4.3.3. Any recommendations requiring Council approval will be submitted to Council in the report/recommendation format prepared by the Staff Liaison.

4.4. Procedure

4.4.1. The Committee rules of procedure will be those set out in the Council Procedure Bylaw.

4.5. Scope

4.5.1. The Committee will only consider matters pertaining to this Council approved Terms of Reference or matters referred to it by Council and/or the Chief Administrative Officer.

4.6. Time Limits

4.6.1. Committee meetings shall not exceed three hours in duration, unless the time is extended by unanimous vote of the Committee.

5. Authority

- 5.3. The Committee does not have the authority to financially encumber Council in any way beyond that which is approved annually in the District's budget.
- 5.4. The Committee does not have the authority to directly change bylaws or policies.
- 5.5. The Committee does not have the authority to direct the work of staff.