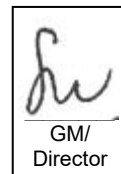
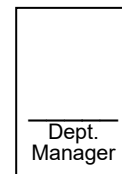


AGENDA INFORMATION	
☐ Regular Meeting	Date: _____
☐ Other:	Date: _____



The District of North Vancouver REPORT TO COUNCIL

April 23, 2026

AUTHOR: Genevieve Lanz, Director, Legislative Services

SUBJECT: Amendments to the Placemaking Committee Terms of Reference

RECOMMENDATION:

THAT Council approve the amended Placemaking Committee Terms of Reference.

REASON FOR REPORT:

At the April 17, 2026, Advisory Oversight Committee (AOC) meeting, the Committee passed a resolution directing staff to update the Placemaking Task Force Terms of Reference to establish the Task Force as a Committee of Council and extend the duration of the term to be continuing, rather than having a specific end date.

SUMMARY:

Council approved the Placemaking Task Force Terms of Reference at the October 7, 2024, closed meeting, releasing the matter publicly on December 2, 2024. Since that time, the AOC has expressed an interest in updating the Terms of Reference, which is attached for Council's consideration as a redline document showing the proposed changes.

Staff have updated the Placemaking Task Force Terms of Reference as directed by the AOC, reflecting updates to the committee's name as Placemaking Committee, and updating the term to reflect annual appointments by Council by December 31st, with the exception of an election year, which would take place at the inaugural meeting of the new council.

CONCLUSION:

The amended Placemaking Committee Terms of Reference are provided for Council consideration.

OPTIONS:

- 1) THAT Council approve the amended Placemaking Committee Terms of Reference.
- 2) THAT Council provide staff with further amendments to the Placemaking Committee Terms of Reference.
- 3) THAT Council do not approve the amended Placemaking Committee Terms of Reference.

SUBJECT: Amendments to the Placemaking Committee Terms of Reference
Amendments to the Placemaking Committee Terms of Reference

April 23, 2026

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Respectfully submitted,



Genevieve Lanz
Director, Legislative Services

ATTACHMENT:

- 1) Placemaking Task Force Terms of Reference – Redline Version

REVIEWED WITH:					
☐ Business and Economic	_____	☐ Finance	_____	External Agencies:	
☐ Bylaw Services	_____	☐ Fire Services	_____	☐ Library Board	_____
☐ Clerk's Office	_____	☐ GIS	_____	☐ Museum and Archives	_____
☐ Climate and Biodiversity	_____	☐ Human Resources	_____	☐ NSEM	_____
☐ Communications	_____	☐ Integrated Planning	_____	☐ NS Health	_____
☐ Community Planning	_____	☐ ITS	_____	☐ NVRC	_____
☐ Development Engineering	_____	☐ Parks	_____	☐ RCMP	_____
☐ Development Planning	_____	☐ Real Estate	_____	☐ Other:	_____
☐ Engineering Operations	_____	☐ Review and Compliance	_____		
☐ Environment	_____	☐ Solicitor	_____		
☐ Facilities	_____	☐ Utilities	_____		

**District of North Vancouver
Placemaking ~~Task Force~~ Committee
Terms of Reference**

The Placemaking ~~Task Force~~ (Task Force) Committee (Committee) is a select committee of the District of North Vancouver Council to provide advice and recommendation on a vision, delivery model and resourcing for the activation and programming of public spaces in the District's town and village centres.

Task Force Responsibilities

Within the scope of Council priorities, the responsibilities of the ~~Task Force~~ Committee include:

- Define the objectives and vision for placemaking in the District context
- Review the current model for planning and delivery of events/activations in District-owned public spaces, including annual planning process and key elements of the delivery plan, roles and responsibilities, resources and budgets, and community feedback received in recent years.
- Identify gaps between current events/activation services and known community expectations.
- At a high level, identify events/activations service needs that can be implemented immediately or implemented through the medium term over the next 3 to 5 years.
- Identify gaps between the current events/activations delivery model and anticipated service needs over the next 3 to 5 years.
- Review case studies, best practices and alternative public space events/activations delivery models.
- Provide recommendations for an events/activations delivery model and associated resourcing plan to address known community expectations and anticipated service needs over the next 3 to 5 years.

Within scope are District-owned plazas, parks, streets and related public gathering spaces. Outside of scope are District owned facilities and assets that are operated, managed and programmed exclusively by North Vancouver Recreation and Culture (NVRC).

The ~~Task Force~~ Committee will provide its findings and recommendations in a report to District Council, in accordance with the *Council Procedure Bylaw*.

~~Task Force~~ Committee Membership and Meetings

~~Task Force~~ Committee membership will be comprised of a maximum of seven members, as follows:

- Two appointees from the Advisory Oversight Committee (AOC)
- The District Chief Administrative Officer or their Senior Management Team appointee
- One appointee representing NVRC
- One appointee representing District staff from Communications, Economic Development and Corporate Services.

Expertise from other staff within the District and NVRC will be enlisted as needed. A support staff will be assigned to assist with Task Force administration.

The ~~Task Force Committee~~ meets at the call of the Chair. A quorum of 50% plus one of the Task Force members is required to conduct ~~Task Force Committee~~ business. The ~~Task Force Committee~~ will conduct meetings in accordance with the District's *Council Procedure Bylaw*.

The AOC Council appointees will act as Chair and Vice Chair on the ~~Task Force Committee~~.

~~Task Force Committee~~ Management

A work plan will be created at the commencement of the ~~Task Force Committee~~ with input from staff. Meeting agendas will be prepared by support staff in consultation with the co-chairs.

~~Task Force Committee~~ members are required to conduct themselves in accordance with the District's *Code of Ethics* and all associated Council and corporate policies, which includes any real or perceived conflict of interest issues.

~~Task Force Committee~~ Term

~~The Task Force term will expire upon delivery of the Task Force recommendations report to District Council as soon as reasonably practical within six months from the date of adoption of the Terms of Reference, whichever date comes first. The Task Force will automatically dissolve at the expiration of its term.~~

~~Committee term appointments are made by Council annually for a one year term ending on December 31st or, in an election year, with the inaugural meeting of the next Council.~~