

Attachment No. 1



## Terms of Reference

### Electoral Area 'A' Official Community Plan Review Official Community Plan Citizens Committee

#### **Background**

The Regional District of Nanaimo has initiated a review of the Electoral Area 'A' Official Community Plan (OCP), which was adopted in 2001. The purpose of the review is to produce a new OCP to guide decisions on planning and land use management. The Plan review will be conducted in accordance with the *Local Government Act* which specifies the purpose, required content, and adoption procedures of OCPs.

One of the desired outcomes of this Plan review is the adoption of an Official Community Plan that is accepted by the community and will have a positive social, economic, and environmental impact on how the Plan Area grows and changes over time.

#### **Role of Committee**

The role of the Electoral Area 'A' Official Community Plan (OCP) review Citizens Committee is to represent the community's interest in creating and guiding the Electoral Area 'A' OCPs goals, objectives, policies and implementation strategies. Specifically, the Citizens Committee will review and provide recommendations on various topics related to the Official Community Plan, in collaboration with Regional District of Nanaimo staff that will facilitate, not replace, broad public participation in the process.

#### **Purpose**

The purpose of the Citizens Committee is to participate directly and actively in the OCP review process. In addition, the Citizens Committee will:

1. identify key issues relating to the community, future development, and growth management;
2. share information about the OCP review with the community;
3. review and provide comments on the Technical Background Report to ensure that the information in the report is correct and complete and to identify additional issues and information that should be considered in the Plan review;
4. identify issues and questions from the community and bring them to the Regional District of Nanaimo;
5. respond to ideas and proposals from the RDN prior to presenting them to the community;

6. make non-binding recommendations to the RDN on various components of the draft OCP throughout the review process;
7. assist in the public consultation program, advertising, and scheduled events;
8. review and provide comments and recommendations on each version of the draft Official Community Plan;
9. review and provide comments on any other issues of relevance to the Plan referred from the Regional District of Nanaimo;
10. assist Regional District of Nanaimo planning staff in identifying and evaluating potential alternatives to key issues relating to the community, future development, and growth management; and,
11. provide information about the OCP review process to the community and encourage community involvement.

### **Membership**

1. The OCP Citizens Committee will be comprised of a maximum of 12 members of the community.
2. Committee member selection will strive to maintain a balance between social/cultural, economic, and environmental interests and expertise, and between citizens at large.
3. Committee members shall reside, be employed, and/or own or have interest in property within the Plan Area.
4. The Electoral Area Director or his Alternate shall serve on the OCP Citizens Committee as a non-voting Ex Officio member and shall not be included towards the maximum number of Committee Members.

### **Recruitment**

The Electoral Area Director, with the assistance of Regional District of Nanaimo staff, will recruit 12 members to serve on the OCP Citizens Committee by:

1. Advertisement in the Take 5 and the Nanaimo Daily News and/or Nanaimo News Bulletin newspapers;
2. Inviting the following stakeholders to select an appropriate representative to participate on the Committee:

### **Committee Members**

- a. Community Associations
- b. Business Community
- c. Snuneymuxw First Nation
- d. School District 68
- e. North Cedar Improvement District
- f. Airport Representative
- g. Chemainus First Nation
- h. Farming Community
- i. Development/Construction Industry

In addition to the above, the RDN will divide the Plan Area into a number of geographic units and will endeavour to obtain representation from each geographic unit.

In the event that the above methods are unsuccessful in recruiting a balance between geographic, social/cultural, economic, and environmental interests and expertise, and between citizens at large, the Electoral Area Director will then use other methods of recruitment such as word of mouth and letters to other various groups, organizations, and individuals.

## **Meetings**

### *Conduct*

1. All Committee meetings will be conducted in an orderly and business-like manner and will be advertised and open to the public.
2. The order of business will be indicated in the agenda which will be prepared by the Chairperson and the staff liaison. Any additions or changes in the prepared agenda may be requested by a Committee member and must be approved by a majority vote of the Committee members at the meeting.
3. All Committee meetings shall commence at the stated time. The conduct of meetings shall enable members of the Committee to consider information presented, weigh evidence related thereto, and make informed decisions.
4. Committee members will respect the following rules of meeting conduct:
  - Group discussion is important; and everyone should get a chance to speak;
  - Provide honest, open opinions;
  - Agree to disagree; consensus may not always be achieved; and
  - Promise to stay on track and on topic.

### *Meeting Frequency*

Dates, times and places of the meetings will be established at the first Committee meeting. Once established, notice of these meetings will be posted in a visible location in the Regional District of Nanaimo Administration Building and a schedule will be given to each member of the Committee.

### *Procedure*

1. The OCP Citizens Committee will elect a chairperson during as its first order of business during its inaugural meeting.
2. The OCP Citizens Committee will operate on a consensus basis, with extensive community consultation. Consensus means there is substantial agreement where all group members can accept a decision.
3. If consensus cannot be achieved, all positions will be forwarded to the Electoral Area Director.
4. Attendance by at least half of the OCP Citizens Committee members will be considered a quorum.
5. The OCP Citizens Committee is appointed by the Regional District Board, and reports to the Electoral Area Director who reserves the right to recommend to the Electoral Area Planning Committee amendments to the OCP Citizens Committee structure as required, the appointment of new members to the OCP Citizens Committee, or the termination of the OCP Citizens Committee. The reasons for any decision in these matters will be publicly stated.
6. The Official Community Plan Citizens Committee may request technical expertise and advice from the various ministries and agencies who are involved as technical advisors to the Committee.

7. The OCP Citizens Committee shall endeavour to forward meeting minutes to the technical advisors.
8. The OCP Citizens Committee may hear delegations on issues being considered or on proposed content in the Plan.
9. Members of the OCP Citizens Committee must declare their property interests at the on-set of the Plan process, and must excuse themselves from recommendations related to their particular property interests.
10. Regional District Planning staff or consultants contracted to undertake the parts of the project will be available, as required, to explain the legislative and technical context which affects the review, and the implications of proposals or recommendations made by the OCP Citizens Committee.
11. Staff or consultants will also be responsible for drafting amendments to the current Official Community Plan or for drafting a new Plan.
12. The amended or new Plan will be presented to the public to allow comment on the Official Community Plan as part of a public consultation program using methods to be determined by staff with input from the OCP Citizens Committee and approved by the Regional District Board.
13. As an Ex Officio member of the OCP Citizens Committee, the Electoral Area Director or Alternate Director will provide background information, advice and direction. The Electoral Area Director or Alternate Director cannot vote or present motions to the OCP Review Committee.
14. A secretary will be provided by the RDN to prepare agendas in consultation with the Electoral Area Director, record minutes, and distribute those minutes to each member after the meetings.
15. The OCP Citizens Committee has no authority to call public meetings, commit funds, enter into contracts, or represent the RDN.
16. The recommendations of the Official Community Plan Citizens Committee shall be considered by the Electoral Area Director, but shall not be binding.
17. The OCP Citizens Committee may consider establishing neighbourhood planning teams to address neighbourhood-specific issues that arise throughout the process. These teams must be comprised of residents' local the particular neighbourhood in question, who may or may not include members of the OCP Citizens Committee. The Official Community Plan Citizens Committee shall give weight to the opinions and recommendations from a neighbourhood planning team. A neighbourhood planning team shall be bound by the same terms and conditions as the OCP Citizens Committee set out in this document.

### *Minutes*

The Regional District of Nanaimo will prepare the minutes of all committee meetings. The minutes shall be signed by the committee chair and made available to the public, committee members, and the Board.

### *Delivery of Meeting Minutes*

Prior to a committee meeting a copy of the agenda will be mailed, delivered by email, or available for pick up from the Regional District of Nanaimo Planning Department. Copies of communications and other documents and exhibits, which are available and pertinent to the meeting, will also be available.

Committee members shall become familiar with the agenda and supporting materials prior to the meeting, and shall obtain any additional information that may be necessary to make well-informed recommendations.

### *Committee Recommendations and Reports*

Concerns or advice from the OCP Citizens Committee shall be in the form of written recommendations to the Electoral Area Director.

### *Attendance at Meetings*

Attendance at meetings will be encouraged for all committee members. In situations where a particular member cannot attend, the Regional District of Nanaimo will forward a copy of the minutes of the meeting to that committee member. Each committee member is responsible for informing staff if they will be absent at the next meeting. Frequent non-attendance by a committee member will be reviewed by the Electoral Area Director and may warrant a replacement being sought.

### *Meeting Facilitator*

The Chair shall preside at all meetings of the committee, maintain order, and ensure the rules of the committee are followed. An alternate chair will be selected by the members of the committee in the event of an absence.

### **Remuneration**

1. Members of the OCP Citizens Committee will serve without remuneration but the RDN will pay appropriate preapproved and necessary expenses that arise directly out of the performance of their duties as members of the Official Community Plan Citizens Committee in accordance with the *Financial Administration Act and Regulations*.
2. The RDN will cover necessary meeting expenses (room rental, meals, etc.) if applicable.
3. Secretarial Services will be provided by the RDN.
4. Meeting locations will be decided by the OCP Citizens Committee and coordinated by the Regional District of Nanaimo.