

View Royal Official Community Plan Review

OCP Community Committee Terms of Reference

Background

Over the past decade View Royal has experienced substantial residential growth and felt the impacts of a rapidly changing region. Its pivotal location within the Capital Region, easy access to transportation corridors, and reputation as a desirable place to live, have meant that this once semi-rural community is redefining itself.

Global, regional and local planning issues bring a new imperative and View Royal is being proactive in preparing for the future. As a signatory to the BC Climate Action Charter, View Royal is committed to become a carbon neutral and sustainable community.

The Official Community Plan (OCP) is a major component of the community's evolution and its best opportunity to visualize possibilities, and create a comprehensive vision and approach for guiding and managing change. The OCP review is an opportunity to unite the View Royal community, build its identity and make the shift to being a sustainable place.

Preparation of a new OCP is a high priority for the View Royal Town Council. Broad public input and buy-in to the planning process are very important.

As this is a major initiative of the Town, and goes beyond the scope of existing advisory Committees of Council, staff have recommended that a separate OCP committee be formed. Lindsay Chase, Director of Development Services, will be the staff liaison with this committee.

Role of the OCP Community Committee

The OCP Community Committee's role is to:

- Provide advice to staff and the consulting team on the community engagement process; and
- Review and provide general guidance on draft materials, including the Draft Vision Statement, Existing Conditions Analysis, and Draft Plan.

Role of Town Staff and Consultants

Town staff and consultants have responsibility for generating all community engagement materials, organizing and facilitating community engagement activities, and writing the plan.

Membership

The OCP Community Committee is comprised of individuals who will represent a broad range of local interests, geographic areas and Town committees. The Community Committee will have no fewer than 8 and no more than 12 members. The Committee will include 1 representative from each of:

- Parks, Recreation & Environment Advisory Committee
- Planning & Development Advisory Committee
- Transportation Advisory Committee
- Sustainability Task Force
- Council (ex Officio)
- Planning Staff (ex Officio)

Up to an additional 6 members may be appointed. The make-up of the OCP Community Committee will endeavour to include the following interests as well as geographic representation from each of the Town's six neighbourhoods:

- Environmental
- Long time resident/senior
- Major employer
- Small business
- Developer/realtor/builder
- Working/younger family
- Vancouver Island Health Authority
- Other interested individuals as identified by Council

OCP Community Committee members representing other Town committees will be responsible for communicating and sharing information between the OCP Community Committee and the other committees they represent.

Committee members are expected to attend meetings on a regular basis. Three consecutive absences may result in removal from the committee.

Authority

The OCP Community Committee is appointed by View Royal Town Council.

Responsibilities

- Attend and participate in seven OCP Community Committee meetings between April 2009 and March of 2010
- Identify key issues and opportunities in the community that could be addressed in the OCP based on the terms of reference previously approved by Council
- Review list of identified stakeholders and community organizations and provide advice/suggestions for additions
- Review community profile and draft materials in advance of public events
- Review community and stakeholder feedback and provide advice on policy on future consultation activities
- Provide comments and suggestions on draft plan and plan format prior to public review

Procedures

1. The OCP Community Committee chair will be appointed by Town Council, on the advice of the Director of Development Services. The Chair will be the primary contact for the consultants, View Royal staff and Town Council and will conduct meetings.
2. The Chair may cancel a committee meeting if there are insufficient agenda items.
3. Meeting notes will be prepared in memorandum format by the consultants and distributed to OCP Community Committee members prior to the next meeting.
4. The consultants will coordinate the OCP Community Committee by scheduling meetings, preparing agendas, distributing materials for review and facilitating discussions.
5. Meetings will be open to the public. Members of the public will attend as

observers. Individuals who wish to provide input to the OCP Community Committee may do so by making a submission in writing or by attending scheduled public events and workshops.

6. All members of Council can attend and observe any OCP Community Committee meeting.
7. A quorum shall consist of two-thirds of members.
8. A respectful and cooperative relationship between committee members, Town staff and consultants will be maintained at all times.