

AGENDA

Regional District of Nanaimo
Electoral Area 'A' Official Community Plan Review Citizen's Committee

Monday November 3, 2008 @7:00 pm
(North Cedar Improvement District Fire Hall - 2100 Yellow Point Road)

1. **Introductions**
 - Roundtable introductions
 - Brief update on the Official Community Plan review
2. **Official Community Plan Review Slogan Selection** – Page 2
3. **Committee Terms of Reference**
 - Quick review of the Committee Terms of Reference - Page 3
4. **Chairperson Election**
5. **Set future meeting dates**
6. **Other**
 - Community Outreach
 - Contact Information – page 9
 - Proposed Community Planning meeting

Potential Slogans

In order to help with marketing and identification of the Electoral Area 'A' Official Community Plan review process, the Regional District of Nanaimo would like to select a slogan to represent the essence of the review. Below are some possible slogans for discussion.

1. Today's Vision Tomorrow's Reality
2. Building a Brighter Future
3. Bringing the Community Together
4. The People's Plan
5. From the Ground Up
6. Today's Dreams Tomorrow's Reality
7. A Pathway to Success
8. Making a Difference
9. A Shared Vision for the Future
10. Planning for Success
11. Leading By Example
12. A New Way of Thinking
13. Securing a Desirable Future
14. Opportunity is Knocking on Your Door



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 17 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 17 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 onset 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.



Electoral Area 'A' OCP Citizens Committee Membership Application

Name of Applicant: _____ Phone Number: _____

Address: _____ email: _____

Province: _____

Postal Code: _____

Please tell us where you live, work, or own property in Electoral Area 'A'.

Are you a member of a community group, organization, association, or society that is registered or just established by volunteer membership. If so please provide the details below.

Please tell us why you are interested in participating in the Official Community Plan Citizens Committee (or attach letter).

Do you have a particular interest or expertise in any of the following aspects of the community: economic, social/cultural, or environmental? If yes, please specify.

We anticipate that the OCP review process will take almost 2 years to complete. Would you be available to attend meetings/workshop sessions during this time?

If not selected for the OCP Citizens Committee, would you like to be informed of involvement opportunities as the process unfolds?

Yes No

If yes, you authorize us to add your email address to the RDN email alert system. You will receive a confirmation email and must follow the included instructions to finalize your acceptance. You will then receive periodic updates on the OCP process and can unsubscribe at any time.

The Terms of Reference for the OCP Citizens Committee is available at the RDN Planning Department. Please review the Terms of Reference prior to submitting your application. **Please note Committee Members must reside, be employed, and/or own or have interest in property within the Plan Area.** Selection criteria seek to maintain a balance of interests within this group, which for practical purposes will be limited to 12 people for effective participation. However, other avenues are being developed as we are seeking as wide an involvement of the citizens as possible, so please submit your application and you will be contacted.

Signature

Date

**Electoral Area 'A' Official Community Plan Review
Citizen's Committee Member
Contact Information**

Name	Telephone Number	Email	Geographic Location
Michael Hooper	(250) 245-4191	mhooper@nanaimoairport.com	Cassidy
Chris Pagan	(250) 245-7651	chris_pagan@hotmail.com	Cassidy
Donna Sweeney	(250) 722-3970	dsweeney@island.net	Cedar by the Sea
Anne Fiddick	(250) 722-2507	fiddick@island.net	Cedar by the Sea
Brian Collen	(250) 754-4520	bdcollen@gmail.com	South Wellington
Jill Maibach	(250) 714-2303	sontera57@yahoo.ca	South Wellington
Brenda Arthur	(250) 754-6105	hoofprints.b@telus.net	South Wellington
Sharon Stannard	(250) 323-1237	sharongreene@shaw.ca	Cedar
Jack Anderson	(250) 722-2778	jack@greenplan.ca	Cedar
Devon Wyatt	(250) 722-0205	devon.wyatt@telus.net	Cedar
Ray Digby	(250) 722-3131	smokno@shaw.ca	Cedar
Bert Vermaskari	(250) 722-7377	coastalexploration@shaw.ca	Boat Harbour
Zita Hartman	(250) 722-3336	daisyhillmeadows@shaw.ca	Boat Harbour
Lynnia Clark	(250) 722-3711	lynnia@ncid.bc.ca	Boat Harbour/South Wellington
Henrik Kreiberg	(250) 722-3347	kreiberg@shaw.ca	Yellow Point
Joanne McLeod	(250) 245-4297	yesteryear@shaw.ca	Yellow Point
Gary Laird	(250) 722-3072	grlaird@shaw.ca	Yellow Point