



**Central Coast Regional District
Official Community Plan Advisory Committee 2015**

Terms of Reference

Introduction

The Central Coast Regional District (CCRD) wishes to update the Official Community Plan (OCP) for the Bella Coola Valley, which encompasses Electoral Areas C, D and E. Last adopted in 1999, the current OCP planned for a small increase in commercial and industrial development and modest growth in residential development for the next five to ten years, which would have included up to 2009. Some changes to the Agricultural Land Reserve and Provincial Forest within the OCP area were also expected.

The CCRD wishes to undertake an OCP review that will develop and incorporate an updated vision for the Bella Coola Valley based on economic, social and environmental considerations, including new or amended policies that will support any revised goals. The OCP review will include research and development of an updated community profile and digitization of the existing maps (land use and hazard lands).

An OCP Advisory Committee (OCPAC) has been created to guide the process, involving key stakeholders from the community and a CCRD board representative. For the purposes of this process, the term ‘stakeholder’ applies only to groups represented which are non-governmental (i.e. not federal, provincial, First Nation or Regional District). The OCP review process will also involve community and regional partners and public engagement in the development of the community vision/goals and policies, as well as in the identification of strategies and actions they can undertake in their organizations to support the long-term success of the Bella Coola Valley.

Mandate

The Bella Coola Valley Official Community Plan Advisory Committee for 2015 (Areas C, D and E) provides advice to the CCRD board and staff on matters related to the Official Community Plan review process with the goal to assess and evaluate the current policy.

Board Meeting
APR 09 2015
CCRD ITEM C(d)(iii)

Responsibilities

Responsibilities of the Bella Coola Valley OCPAC 2015 are to oversee the Official Community Plan review process, thereby assisting CCRD staff with the review, and provide recommendations to the board of directors of the CCRD on the following key phases of the process in the context of the existing OCP and with resources as required, provided by the CCRD:

- Develop Vision – long-term/short-term
- Identify Planning Issues
- Identify Goals & Objectives for each Policy Sector
- Identify Strategic Directions and Priority Focus Areas
- Identify Mapping Needs
- Refine Review of Official Community Plan

Authority

The Bella Coola Valley OCPAC 2015 is a volunteer, advisory committee to the board of the CCRD and has the authority to provide advice to the board on matters related to its mandate.

Membership

Prospective members will be solicited through community advertisement, utilizing the normal channels, for volunteer applicants interested in OCPAC membership.

The volunteer membership of the OCPAC shall comprise of a maximum of 5 voting members and include 1 CCRD director and/or 1 member of the CCRD Economic Development Advisory Committee and 3 members-at-large from the community with related interest/experience, including but not limited to those involved in agriculture, environmental or land use planning. Accommodation may also be made for the participation of non-voting members. Appointment to the OCPAC shall be by resolution of the regional district board, based on recommendations of the Chief Administrative Officer (CAO).

Meeting Procedures

- The Committee chair is to be elected by the OCPAC membership
- OCPAC meetings will be at the call of the committee chair, to be held at minimal, once per month
- OCPAC is to operate on a consensus basis wherever possible, otherwise decisions to be determined through vote, based on simple majority
- The chair is entitled to vote in all matters
- A member who abstains from voting will be deemed to have voted in the affirmative

- If a member perceives that he or she may have a direct or indirect pecuniary interest in a matter before the OCPAC or may, for any other reason, have a conflict of interest, the member must declare his or her interest or conflict and not participate in any discussion or vote regarding the matter in question
- All OCPAC meetings will be open to the public but comments from non-members will be restricted to a pre-identified questions and comments period
- A quorum will be three (3) members of the OCPAC
- At the end of every meeting a date will be set for the next meeting
- Meeting minutes will be distributed to the membership and to the CCRD as soon as practicable after each meeting and will include recommendations put forward to the board for their consideration

Media/Public Relations

OCPAC members should take due care when speaking in public or to the media. Opinions expressed should be clearly identified as individual opinions and not represented as OCPAC or CCRD opinions. Contact with the public or media regarding issues related to the work of the committee shall be referred by the committee chair to the regional board chair. Where necessary, the CAO or other relevant staff will assist the board or committee chair in responding to the media.

Tenure

The committee will serve until the end of 2015 or as otherwise directed by the board in order to complete its duties. The regional district board may at any time terminate the appointment of an OCPAC member.

Resources

The CAO will determine and assign a staff member as an advisor to the committee. Select office services will be available to the committee with the assistance of CCRD support staff.