

CAPITAL REGIONAL DISTRICT

DEVELOPMENT AND PLANNING ADVISORY COMMITTEE

TERMS OF REFERENCE

PURPOSE

The purpose of the Development and Planning Advisory Committee (DPAC) is threefold:

1. To serve as a forum for senior staff from departments of member municipalities, the regional district and other public and non-government agencies with an interest in regional and inter-municipal planning, transportation and development, where trends can be discussed, information shared, problems and opportunities identified, and solutions defined for issues of common concern;
2. To advise the Capital Regional District on planning, transportation and development issues of regional, inter-municipal, and inter-agency significance; and,
3. To serve as the intergovernmental advisory committee for the Capital Regional District to advise applicable local governments on the development and implementation of the regional growth strategy, and to facilitate coordination of Provincial and local government actions, policies and programs as they relate to the development and implementation of the regional growth strategy.

ESTABLISHMENT & AUTHORITY

The Committee's role is advisory. Advice, comments or recommendations from the Committee shall be forwarded to the Planning, Transportation and Protective Services Committee, or its equivalent, prior to submission to the Board. The committee receives its authority to serve as the intergovernmental advisory committee for the Capital Regional District from *Local Government Act* Section 867 (1) & (2).

COMPOSITION

The committee shall be composed of a "Core Group" and a "Resource Group".

1. The **Core Group** shall include:
 - a) **From the Capital Regional District:** Senior staff responsible for regional planning, electoral area planning, parks planning, and regional water and environmental services.

- b) **From Member Municipalities:** The director of planning or equivalent or another official with responsibilities related to the mandate of the committee appointed by the applicable council.
 - c) **From the Resource Group:** Members relevant to the specific items scheduled for discussion at a committee meeting, as identified by the Chair or a CRD staff member responsible for the Regional Growth Strategy, or by the agency in question.
2. The **Resource Group** may include senior staff with responsibilities related to the mandate of the committee from the following organizations or others that may be identified and approved by the Planning, Transportation and Protective Services Committee, or its equivalent, over time:
- a) **The Capital Regional District:** Senior staff responsible for corporate administration, health facilities planning and housing.
 - b) **Member Municipalities:** Senior staff responsible for corporate administration, transportation, economic development and housing.
 - c) **Capital Region First Nations:** Senior staff responsible for planning and land use management, or another official appointed by the applicable council.
 - d) **Other Capital Region & Neighbouring Local Authorities:** School Districts 61, 62, and 63; the Cowichan Valley Regional District; and the Islands Trust.
 - e) **Provincial Ministries, Agencies and Corporations:** BC Transit; BC Hydro; BC Ferries; the Provincial Capital Commission; the Agricultural Land Commission; the Ministry of Agriculture; ; the Ministry of Forest, Land and Natural Resource Operations; the Ministry of Jobs, Tourism and Innovation; the Ministry of Health Services; Environment; the Ministry of Energy and Mines the Ministry of Transportation and Infrastructure; and the Ministry of Community, Sport and Cultural Development.
 - f) **Federal Government Departments and Agencies:** Environment Canada; the Department of National Defense (CFB Esquimalt); Canada Mortgage & Housing Corporation; Western Diversification Canada; and, Human Resources Development Canada.
 - g) **Other Corporations, Authorities or Organizations:** The Victoria Airport Authority; the Greater Victoria Harbour Authority; Vancouver Island Health Authority; and, the Community Social Planning Council of Greater Victoria.

ORGANIZATION

The Chair of the Committee shall be the CRDs Senior Manager of Regional Planning or equivalent. The Committee may form task and project oriented sub-committees and working groups to address specific aspects of regional and inter-municipal planning, transportation and development, and regional growth strategy implementation.

Sub-committees and working groups will include a Core Group member of the committee and relevant representation from the Resource Group, and other stakeholders that may be necessary to accomplish its task.

PROCEDURES

1. The Core Group of the committee shall meet approximately four times per year, at the call of the Chair, with the number and frequency of meetings varying according to the work plan for each year.
2. An annual general meeting of the entire Core Group and the entire Resource Group shall be conducted to review the achievements and challenges experienced in the implementation of the regional growth strategy, and to discuss the future regional growth strategy work program.
3. The annual general meeting shall be held in July to permit committee discussion and input to the development of the following year's regional growth strategy program work plan and budget.
4. The committee is not a formal decision-making body, but rather a forum for inter-municipal and inter-agency discussion, issue identification and resolution related to regional and inter-municipal planning, transportation and development. As such, the committee will be non-voting and can conduct its business informally without reference to a quorum of the membership.
5. The agendas and key actions of the meetings of the Core Group shall be circulated to the Resource Group for information. Members of the Resource Group may attend meetings of the Core Group either on their own volition, or as identified through consultation with the Chair or the CRD staff member responsible for the Regional Growth Strategy.
6. The key actions of the committee's meetings will be provided to Planning, Transportation and Protective Services Committee or its equivalent for information.

RESOURCES & SUPPORT

CRD Regional Planning Services Department shall provide financial and human resources to support the work of the Committee.