

ATTACHMENT B

CAPITAL REGIONAL DISTRICT INTER-MUNICIPAL PLANNING ADVISORY COMMITTEE

TERMS OF REFERENCE

PURPOSE

The purpose of the Inter-Municipal Planning Advisory Committee (IMPAC) is twofold:

1. To advise the Capital Regional District on planning, transportation and development issues of regional and inter-municipal significance; and,
2. To serve as a forum for senior planning and policy staff from departments of member municipalities and other public agencies with an interest in regional and inter-municipal planning, transportation and development, to discuss trends, identify problems and opportunities, and define solutions to issues of common concern.

ESTABLISHMENT AND AUTHORITY

The Committee's role is advisory. The Committee shall provide the CRD Board, CRD and municipal staff and others with technical advice, comments and recommendations. Recommendations from this committee are forwarded to the Regional Planning Committee or its equivalent for consideration prior to submission to the Board.

The terms of reference for the Inter-Municipal Planning Advisory Committee were endorsed by the Regional Planning Committee on March 21, 2001.

COMPOSITION

The Committee members are the directors of planning and engineering (or their equivalents or designates) for CRD member municipalities, CRD Regional Planning Services, CRD Municipal Services, BC Transit, and the Ministry of Transportation and Highways. Although organizations may designate more than one member to the Committee, in the event of a vote on any matter, voting shall proceed on the basis of one vote per municipality, CRD department or division, or agency.

Staff representatives of other organizations with an interest in regional planning, transportation and development are invited to participate in the Committee in a non-voting capacity. They include:

- Ministry of Municipal Affairs;
- Ministry of Finance;
- Islands Trust;
- Cowichan Valley Regional District;
- School Districts 61, 62, and 63;
- Capital Region Housing Corporation;
- CRD Parks;
- BC Hydro;

- BC Ferries; and,
- Other agencies as programs and experience indicate.

DUTIES AND RESPONSIBILITIES

The Committee's activities include, but are not limited to, the following:

- To advise the CRD Board and others on regional or inter-municipal development goals, strategies and projects;
- To advise the CRD Board and others on regional or inter-municipal transportation goals and matters such as transportation networks, strategies and projects;
- To provide, on a regular and continuing basis, technical advice to CRD Regional Planning Services Department and other CRD departments on related projects;
- To provide a forum for discussion of planning, transportation, and development trends, research and policy matters of common interest to municipalities and other members of the Committee;
- To provide a forum for reviewing progress towards achievement of regional planning, transportation and development goals and strategies;
- To provide comments upon request or at the CRD Board and Board Committee's initiative to the Regional Planning Committee or other committees;
- To direct, undertake or manage regionally-based studies at the direction of the CRD Board, and subject to budget approvals, including public consultation as appropriate and necessary, in order to advise the CRD Board and others;
- To recommend to the Regional Planning Committee, programs, funding needs and studies that would offer regional and inter-municipal benefits related to planning, transportation and development;
- To give technical assistance and advise to CRD Regional Planning Services regarding the development, monitoring and implementation of the Regional Growth Strategy and related initiatives, including advising the CRD on methods to assess impacts of proposed initiatives, and reviewing the findings of studies that guide the development of regional land use, transportation and development policies;
- To provide advice and policy guidance on matters related to the use, updating and maintenance of the CRDs technical models, most specifically, the Regional Transportation Model - including its use by consultants under contract by member municipalities, sub-licensed users of the EMME/2 software, and other interested parties, and the recovery of costs associated with the use of model information; and,
- To advise the CRD on public education programs that inform citizens on issues, policies and initiatives related to regional planning, transportation and development matters.

ORGANIZATION

The Head of CRD Regional Planning Services Department shall be the permanent Vice Chair of the Committee. The position of Chair shall rotate on a meeting by meeting basis.

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. In their activities, these sub-committees and working groups shall provide a forum for research and discussion and technical advice and/or reports to the Committee and Regional Planning Services.

Sub-committees and working groups will include:

- A Committee liaison member; and,
- Representation from the Committee and other municipal departments, technical agencies, community stakeholders and professional organizations necessary to accomplish its task.

PROCEDURES

The Committee shall normally meet four times per year, and at the call of the Vice Chair, with minutes provided for each meeting. When a vote is necessary, attendance of at least 50% of the members eligible to vote shall constitute a quorum.

Members are to submit agenda items to the Vice Chair at least two weeks before a scheduled meeting date. All agenda items and minutes will be circulated to members prior to the next scheduled meeting date. Once the committee has approved the minutes they will be forwarded to the Regional Planning Committee for information.

The duty of the rotating Chair is to manage the meeting and to liaise with the Vice Chair on the preparation of the agenda. The Committee, prior to adjournment of a meeting, shall nominate the Chair of the next meeting. The Vice Chair, in consultation with the Chair, may forward draft minutes of a meeting before approval by the Committee if information discussed is timely for matters coming before the Regional Planning Committee.

BUDGET & ADMINISTRATIVE SUPPORT

CRD Regional Planning Services Department shall provide administrative support for the Committee. Any other budgetary requirements for the Committee will be presented to the Regional Planning Committee for consideration in the CRDs annual budget review/approval process. The Committee will identify and obtain grants to fund projects wherever possible.

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