

**CAPITAL REGIONAL DISTRICT**  
**Regional Planning Services Department**

Staff Report to the Regional Planning Committee  
Meeting of Wednesday, January 21, 2004

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**SUBJECT:**

Development and Planning Advisory Committee Draft Terms of Reference

**BACKGROUND:**

- July 5, 1994: Regional Services Committee endorses terms of reference for the Inter-Municipal Planning Advisory Committee (IMPAC).
- August 14, 1996: The Board approves terms of reference for the formation of an Intergovernmental Advisory Committee (IAC) as required under section 867(1) of the *Local Government Act* when a regional growth strategy is initiated.
- November 19, 2003: RPC directs staff to prepare draft terms of reference for a single two-tier committee for review at the next meeting in January, 2004.

**DISCUSSION:**

Currently, the CRD has two advisory committees on planning and development related matters:

- IMPAC, a non-statutory advisory committee, provides a forum for senior representatives of municipal planning departments and public agencies with an interest in regional development, to discuss and advise on planning issues of regional or inter-municipal significance; and,
- IAC, a statutory committee required for any regional district that initiates a RGS, was established to advise on the development and implementation of the regional growth strategy, and to facilitate the coordination of Provincial and local government actions, policies and programs as they relate to the development and implementation of the regional growth strategy.

Several issues have brought the matter of the restructuring of the CRD's two planning advisory committees forward:

1. The adoption of the growth strategy on August 13, 2003 marked a turning point in the process from strategy development to implementation – this will change the nature and frequency of advisory committee meetings on RGS matters.

2. Provincial government restructuring has significantly restricted the ability of provincial ministries and agencies to resource regional district advisory committees. Correspondence with the Ministry of Community, Aboriginal and Women's Services staff indicates that while the province wants to remain involved in the IAC, participation is feasible only on an annual meeting basis, with informal working groups meeting as needed on topics directly related to individual ministry and agency mandates and interests.
3. Municipal participation in IMPAC has dropped off in recent years and there is a desire on the part of IMPAC members to revitalize the committee, with a greater focus on inter-municipal planning and development matters.

For these reasons, the Committee directed staff to prepare draft terms of reference for a consolidated, two-tier Planning Advisory Committee - similar to the model in use in the Regional District of Nanaimo - that incorporates the roles of both IMPAC and the IAC (Attachment A).

The draft terms of reference for the proposed Development and Planning Advisory Committee (DPAC) propose a core group (primarily municipal planning directors and policy staff from CRD departments) and a resource group (primarily ministry, crown agency and other relevant organizations). The core group would meet approximately 4 times per year drawing in representatives from the resource group on an as needed basis. Each July an annual general meeting would be held, including the entire core and resource group membership, that would permit a review of the progress on RGS implementation and input into the next year's work plan. Agendas and minutes of the core group meetings would be circulated to the resource group members for information purposes. Members of the resource group may attend meetings of the core group if there is an organizational interest affected.

**RECOMMENDATION:**

That Regional Planning Committee recommend to the Board that it:

1. Disband the Inter-Municipal Planning Advisory Committee;
2. Disband the Intergovernmental Committee; and,
3. Approve the establishment of a consolidated Development and Planning Advisory Committee under the terms of reference shown in Attachment A.

**FINANCIAL IMPLICATIONS OF THE RECOMMENDATION:**

Supporting a single planning advisory committee would provide some efficiencies in terms of RPS staff support.

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Mark Hornell, MCIP  
Director of Regional Planning Services

**EXECUTIVE DIRECTOR'S COMMENTS:**

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W.M. Jordan, Executive Director

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