



Making a difference...together

PORT RENFREW CITIZENS' COMMITTEE TERMS OF REFERENCE

The Port Renfrew Official Community Plan (OCP) Citizens' Committee will assist the planning consultant and project team on the review and update of the Port Renfrew OCP. The purpose of the OCP review will be to examine and, if deemed necessary, amend or draft new goals, objectives and policies to guide decisions on planning and land use management in Port Renfrew. The planning consultant, working with Juan de Fuca planning staff, will act as Committee facilitator and manage the meetings. The project team will provide logistical, procedural and technical support for the process. The planning consultant will be responsible for process design, including the development of work plans, coordination of analysis, government liaison, public and key participant communication, draft planning documents, statistics, mapping, and linkages to other relevant planning processes. The planning consultant and project team are responsible for drafting amendments to the OCP.

Membership and Responsibilities

The Citizens Committee will:

1. Represent the needs of the overall community rather than any individual needs.
2. Regularly attend scheduled meetings and public events.
3. Keep informed with information and progress of the plan and Committee discussions.
4. Review and provide advice on materials prepared in support of the OCP review, including but not limited to: background information; public, key participant and agency representations and submissions; content and policy directions; and drafts of the OCP.
5. Assist in the development and implementation of a public consultation activities, advertising and scheduled events.
6. Provide advice on overall issues involving the OCP review and not to deal with individual and ongoing land use development applications.

Composition

1. The Citizens' Committee will be comprised of no more than 9 members.
2. Pacheedaht First Nation will have the opportunity to name representatives to sit on the Citizens' Committee as full participants.
3. The membership of the Committee should reflect a cross-section of the community and diversity of relevant interests, expertise and knowledge.
4. All Committee members shall reside or own property within the OCP area.

Recruitment and Appointments

1. The Electoral Area Director, with the assistance of Juan de Fuca planning staff, will recruit members to serve on the Citizens' Committee by:
 - a. Unaddressed mail drop to residents in the community;
 - b. Advertisement on the CRD website;
2. In the event that the recruitment methods are unsuccessful in selecting a balance of community interests and values, the Electoral Area Director will then use other methods of selection such as word of mouth and letters to various groups, organizations and individuals.
3. The Electoral Area Director will appoint members to the Committee.

Membership Rules

1. Members of the Committee shall serve from the date of appointment until the acceptance of a draft OCP to be considered by the Juan de Fuca Land Use Committee.

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2. The members represent their views as individuals rather than being representatives of any group or organization.
3. A member may resign from the Committee on submission of written notice to the Senior Manager, Local Area Services.
4. Any member who is absent from three consecutive meetings without cause or without notice to the Senior Manager, Local Area Services, shall be deemed to have resigned from the Committee.
5. Members of the Citizens' Committee shall serve without remuneration; however, the CRD will pay appropriate preapproved and necessary expenses that arise directly out of the performance of their duties as members of the Committee in accordance with CRD Financial policy.

Committee Procedure

1. The Committee, if they choose to vote on an issue, will operate on a simple majority of members in attendance.
2. Members must declare their property interests at the start of the review process, and must excuse themselves from recommendations related to their specific property interests.
3. Minutes of Committee meetings shall be prepared by the planning consultant. The minutes shall be reviewed by the Committee and signed by the Committee facilitator and made available to the public.
4. The Citizens' Committee has no authority to call public meetings, commit funds, enter into contracts, or represent the CRD.

Meetings

Meeting Frequency

1. Preferred days, times and location of the meetings will be established at the first Committee meeting, working with the planning consultant and project team.
2. Notice of Committee meetings will be posted at the Juan de Fuca Planning office, on the CRD website and at the Port Renfrew Community Centre in advance of the meeting.

Meeting 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 format of the meetings shall include three sections: an initial Committee administration section including approval of agendas and minutes, and general Committee procedures; a workshop session where Committee members and the public review and discuss plan process and content; and a final section where Committee members vote on proposed actions or policies, if required.
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.

Meeting Ground Rules

Participants will:

- Participate in good faith
- Treat others with courtesy and respect
- Listen attentively
- Seek to gain a better understanding of the perspectives of others
- Refrain from dominating discussions and provide opportunities for the interests of others to be heard

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- State concerns openly and directly
- State views as interests rather than positions
- Avoid use of acronyms and jargon
- Come to meetings prepared and ready to engage in productive discussion
- Share information related to issues being discussed
- Avoid side conversations
- Commit to resolving issues and making recommendations
- Endeavor to support other Committee members
- Work cooperatively to achieve consensus on issues
- Respect decisions that have been reached and agreed upon