

# OCP ROUNDTABLE TERMS OF REFERENCE

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## **Purpose**

To support District staff and consultants on the implementation of an authentic, engaging, inclusive and transparent public engagement and consultation process leading to the creation of a new District Official Community Plan flowing from the Community Vision.

## **Duties and Responsibilities**

Members of the Roundtable are asked to provide the following functions:

1. Act as a sounding board, working with staff and consultants as they implement, adjust, and evaluate various stages of the consultation process.
2. Uphold the principles of engagement presented in the District's Public Engagement Charter, and act as champions for adherence to these principles at each stage of the consultation process.
3. Participate in the various consultation activities, as a way to provide input into the OCP review process, and with an eye to the quality of the process and its outcomes.
4. Connect the District with key stakeholder groups, use their personal and/or professional networks to help disseminate information on the OCP review process and encourage participation of diverse interests.

Once the Community Vision is developed with the community and approved in principle by Council (Fall 2009), the Roundtable will be asked to perform the following additional functions:

1. Uphold the District's Community Vision and act as champions for adherence to this Vision at each subsequent stage of the OCP content development (e.g. development of objectives, targets, policies, and implementation programs).
2. Act as a sounding board, working with staff and consultants as they develop content, with an eye to fully meeting the intent of the Community Vision.

The group's advice will be received by staff and consultants at each meeting and/or in electronic format following the meeting. The Roundtable's input will be communicated to Council through regular Council updates provided by staff. The Roundtable is not expected to submit a final report.

## **Establishment**

The Roundtable is to be established by the District's Director of Planning in May 2009. Its role as described in these Terms of Reference will be ongoing until the adoption of the new OCP. Members of the Roundtable may be involved in an ongoing monitoring body following the adoption of the OCP.

## **Membership Composition and Selection**

The Roundtable will consist of a maximum of sixteen (16) members, as well as the Director and Manager of Planning (or designate) and two (2) Council liaisons. Seats will be assigned to each of the following areas of expertise or interest areas, with three seats for members at large:

- Community Health (1)
- Development industry (1)
- Environment and sustainability (1)
- Transportation (1)
- Housing (1)
- Seniors (1)
- Youth, children and families (1)
- Arts and culture (1)
- Tourism and recreation (1)
- Education and academia (1)
- Community associations (1)
- Business (1)
- Social service providers (1)
- Members at large (3)

Membership of the Roundtable will be determined by a Selection Committee consisting of the Director and Manager of Planning, CAO and Council liaisons, from a pool of applicants. The call for applications will be advertised publicly, and also forwarded to local associations and groups for distribution among their networks. Applicants must meet the following characteristics:

1. Demonstrated active involvement in community life in the District, for example through participation in local economic, social, environmental, or cultural groups or by virtue of membership in a broad sector of the population.
2. Willingness to commit to working for the collective interests of the District as a whole, while bringing forward the voice of those interests with whom they are most closely associated.
3. Ability to commit themselves, personally and publicly, to the terms of the Public Engagement Charter so that they can act effectively as its champions. Applicants need not be experts in public consultation.
4. Comfort around a collective planning model marked by consensus building and compromise, an Applicant must be able to adhere to democratically-made Council decisions (for example approval in principle of the Community Vision) even in the absence of complete agreement with their own personal views.
5. Commitment to attend and participate in a majority of Roundtable meeting and the public consultation events, particularly at the visioning stage. Members who are absent for more than two (2) consecutive meetings of the Roundtable may be asked to resign and may be replaced.

Selection will be based on the criteria above and with the intention of maximizing diversity (for example of location, age and gender) on the Roundtable. In order to ensure continuity in the OCP review process, priority for five (5) seats will be given to members of the Community Planning Working Group (CPWG). It is recognized that the relatively small size of the group (chosen for reason of efficiency and effectiveness based on feedback from bodies of a similar nature) does not allow for a full representation of all interest groups within the community. Therefore, consultation with the Roundtable should not become a substitute for consultation with the broader community.

## **Meeting Procedures**

The meetings of the Roundtable will be chaired by the District's Director of Planning or designate, who will be the group's official link with the District. Other members of staff and/or consultants will attend to provide information and seek feedback as appropriate. All members of the Roundtable will be deemed to have the same status and will be given opportunities to provide input and be listened to. In the event that the Roundtable needs to make group decisions, members will strive to reach such decisions by consensus.

The Roundtable's meetings are anticipated to occur at key milestones of the OCP review process (prior to and after each main stage of public engagement process, and when key Plan content is in draft form). The group is expected to meet approximately 12 times during a period of roughly two (2) years. Most meetings will take place after working-hours. The specific meeting dates and length of each meeting will be decided based on need and availability, on a case-by-case basis. Agenda and information pertinent to meeting discussion will be made available to Roundtable members approximately a week in advance of the scheduled meetings. Meetings will take place at the DNV District Hall unless indicated otherwise.

## **Remuneration**

Members will not receive remuneration.