

District of North Vancouver - Community Planning Working Group

Terms of Reference (Revised, May 14, 2008)

Purpose

To provide advice to staff on a range of community planning processes and issues leading to the review of the Official Community Plan (OCP).

Duties and Responsibilities

- Share expert opinions related to key areas of interest with other participants on the Working Group and offer advice and recommendations to the Steering Committee and Council.
- Provide advice on the development of a draft community vision and principles for a sustainable community for further development and consultation through community engagement processes for the OCP Review.
- Provide advice and recommendations on the strategic framework for the OCP Review process.
- Offer advice on the possible design of and participate in community engagement activities and dialogues to gather broad input on key OCP related planning issues.
- Provide recommendations on issues identified by the Steering Committee.

Establishment

The Community Planning Working Group is to be established by a Steering Committee that will direct the work program and overall functioning of the Working Group.

Membership Composition and Selection

The Community Planning Working Group (CPWG) will consist of a Steering Committee and citizen Working Group. The Steering Committee will include the Chief Administrative Officer (CAO), Director of Sustainability, Planning and Development and the Chair of the Working Group. Two council members will be appointed as liaisons to the Steering Committee and the Working Group (described below).

The Working Group will include approximately 25-30 citizens who bring professional expertise as well as represent a broad range of community interests (listed below). Geographic representation from the Seymour, Lynn Valley and Capilano areas of the District will also be considered through the Working Group membership within the specific areas of community interest. Sub-groups may be formed to work on specific issue areas and tasks.

Community Planning Working Group members will be selected by the Steering Committee through an advertised application process and in a manner that ensures a broad range of community interests are reflected on the Working Group.

Steering Committee

- CAO
- Director, Sustainability, Planning and Development
- Chair, Working Group
- 2 Council liaisons

Working Group

Citizen members representing the following interest areas:

- | | | |
|------------------------|------------------|------------------------------------|
| ▪ Housing | ▪ Transportation | ▪ Business |
| ▪ Youth & Children | ▪ Seniors | ▪ Community Health |
| ▪ Arts and Culture | ▪ Environment | ▪ Social Well-Being and Recreation |
| ▪ Planning | ▪ Development | ▪ Education and Academia |
| ▪ Community Engagement | | |

Authority

- The Community Planning Working Group will be asked to make recommendations on strategic planning initiatives as identified by the Steering Committee.
- The Working Group role will not include advice on day-to-day, operational planning issues and decisions.
- Updates on progress of the Working Group will be provided to Council at key milestones.

Organization

1. A professional facilitator will facilitate the meetings.
2. A simple majority of the existing sitting members shall constitute a quorum.
3. If any member misses three regularly called consecutive monthly meetings without giving a reasonable cause to the Chair in advance, she or he will be deemed to have resigned.
4. Any unexpired, vacant memberships will be filled by the Steering Committee.
5. All points of procedure not specifically provided for in these Terms of Reference shall be decided and determined in accordance with Robert's Rules of Order.
6. Municipal staff shall provide professional advice, as needed.
7. The Working Group may establish sub-groups to work on specific tasks as needed.

Meeting Procedures

1. Community Planning Work Group meetings are anticipated to occur monthly. More frequent Working Group meetings may be needed, as required.
2. Specific meeting dates and the length of each meeting may vary to accommodate the agenda topics and the needs of committee members. Meetings will be held at the District of North Vancouver (DNV) Hall.
3. The Steering Committee will be responsible for preparing agendas for upcoming Community Planning Working Group sessions.
4. Community Planning Working Group meetings will be facilitated by an independent facilitator. The facilitator will be responsible for distributing agendas, focusing discussions and producing Working Group meeting notes.
5. Agendas and information pertinent to meeting discussions will be made available to Working Group members one week prior to the meeting so as to allow members an opportunity to review the information in advance of the meeting and to enable meaningful discussions at the meeting.

Committee Term

The initial term of the Community Planning Working Group will expire on March 31, 2009.

Remuneration

Members will not receive remuneration.