

**CITIZEN ADVISORY COMMITTEE  
OFFICIAL COMMUNITY PLAN/NEIGHBOURHOOD PLANNING PROGRAM PROJECT**

**TERMS OF REFERENCE**

**1. INTRODUCTION**

Council has established a Citizen Advisory Committee to advise on the preparation of a new *Official Community Plan* (OCP). The Committee, comprising a wide range of expertise, serves as a sounding board on the planning process, and advises on the structure and content of the new OCP and the Neighbourhood Planning Program (NPP).

**2. PURPOSE OF THE COMMITTEE**

To advise the City through project staff on the preparation of a new OCP and the renewal of the NPP by:

- reviewing information and material prepared by project staff and referred by Council;
- providing feedback and advice on the OCP planning process, including the public engagement strategy;
- reviewing and advising on the end-state goals and themes of the draft *Victoria Sustainability Framework*, as inputs into the OCP planning process; and,
- reviewing and providing advice on the structure and content of both the new OCP and the NPP.

In their work, Committee members may be informed by the public and benefit from the respectful and informed exchange of ideas with the community. The Committee will provide advice to Council through staff throughout the project.

**3. PROJECT GOAL**

The purpose of the OCP/NPP project is to support Council's vision to be the most livable city in Canada in ways that meet current and forecast needs, strengthen the city's role in the region, and enhance Victoria's sustainability for future generations.

**4. PROJECT OBJECTIVES**

Project objectives are to:

- complete the project, including presentation of a draft new OCP and NPP for Council's consideration, within 12 months and on budget;
- comply with all City, provincial, and federal guidelines, regulatory and legislative requirements;
- apply a Triple-Bottom Line perspective, considering economic development, social and community development, and environmental stewardship;
- update existing policies and establish new policy areas, such as policies for adaptation to and mitigation of climate change;
- establish an updated urban structure plan based on sustainability principles and practices;
- ensure policy integration throughout the various levels of planning, including regional, city-wide and neighbourhood scales;
- establish a systematic and coordinated approach to neighbourhood planning that ensures that the neighbourhood planning program is effectively delivered to all neighbourhoods; and,

- provide guidance to public and private investment over the long term.

## **5. COMPOSITION OF THE COMMITTEE**

The Citizen Advisory Committee has nine members with a wide range of expertise, and is chaired by the Director of Planning and Development. Members are:

- Deborah Curran
- Lisa Helps
- Blair Humphrey
- Robert Jawl
- Todd Litman
- Dan Pollock
- Doug Rhodes

Staff Resources:

- Director of Planning and Development, Chair
- Director of Sustainability
- Assistant Director, Community Planning
- Senior Planner, Community Planning

## **6. TERM OF APPOINTMENT**

The Citizen Advisory Committee is appointed for the duration of the project (12 months). If vacancies arise during the project term, the Chair will consult with the Mayor to identify alternates as required.

## **7. MEETINGS AND ATTENDANCE**

Meetings are held at the call of the Chair. Meeting frequency will vary through the course of the project to meet timeline constraints and meet key milestones. Meetings will be more frequent early in the project to focus on the process design and preparation of the public engagement strategy.

Regular meeting attendance is required to remain a member in good standing. Members absent without prior notification to the Chair for three consecutive meetings, may be deemed to have resigned.

## **8. COMPENSATION AND ACKNOWLEDGEMENT**

Members of the Citizen Advisory Committee serve on a voluntary basis without compensation. Members will be recognized and acknowledged for their contribution to the project.

## **9. CONFLICT OF INTEREST**

Committee Members must confirm and declare any real or apparent conflict of interest at each meeting, given that individual circumstances may change from time-to-time.

## **10. COMMUNICATIONS**

The Committee is expected to communicate as a team, to maintain the integrity of the process and project timelines. The City's Director of Corporate Communications will manage all external communication regarding project progress, key milestones, and major recommendations made by the Committee and may, from time-to-time, request the Committee and/or individual members to provide comments and/or interviews with the media.

## **11. INFORMATION DISSEMINATION AND CONFIDENTIALITY**

The public has a right to be informed of Committee business. The Chair will ensure the timely posting of the Committee agenda and minutes on the project webpage on [www.victoria.ca](http://www.victoria.ca). Committee members must refer all questions from media or other parties to the Chair and the Director of Corporate Communications, and hold in confidence matters discussed at committee meetings not released by the City.