



Terms of Reference

Electoral Area 'A' Cedar Main Street Design Project Citizen's Advisory Group

Background

The Regional District of Nanaimo (RDN) has initiated a village planning project in Electoral Area 'A', hereafter referred to as the Cedar Main Street Design Project (the Project). The purpose of the Project is to implement one of the recommendations of the new OCP by producing a detailed visual plan of the Cedar Main Street land use designation called the Cedar Main Street Plan (the Plan).

The desired outcome of the Project is the adoption of a feasible Plan which is supported by the community and will have a positive social, economic, and environmental impact on how the Plan Area grows and changes over time.

Role of the Citizen's Advisory Group

The role of the Citizen's Advisory Group (CAG) is to represent the community's interest in creating and guiding the Plan's goals, objectives, policies and implementation strategies. Specifically, the CAG will discuss and provide recommendations on various topics related to the Plan, in collaboration with RDN staff and the Technical Advisory Group that will compliment, not replace, broad public participation in the process.

Purpose

The purpose of the CAG is to participate directly and actively in the planning process. In addition, both as a group and as individual members, the CAG will be responsible for:

1. Identifying key issues relating to the community, future development, and growth management;
2. Sharing information about the Project with the community;
3. Reviewing and providing comments on the Technical Background Report to ensure that the information in the report is correct and complete and to identify additional issues and information that should be considered in the Project;
4. Identifying issues and questions from the community and bring them to the RDN;
5. Responding to ideas and proposals from the RDN prior to presenting them to the community;
6. Making non-binding recommendations to the RDN on various components of the draft Plan throughout the process;
7. Playing an active role in the multi-day collaborative community design charrette;
8. Assisting in the public consultation program, advertising, and scheduled events;
9. Reviewing and providing comments and recommendations on the draft Plan;
10. Reviewing and providing comments on any other issues of relevance to the Plan referred from the RDN or Technical Advisory Group;

11. Assisting RDN planning staff in identifying and evaluating potential alternatives to key issues relating to the community, future development, and growth management; and,
12. Providing information about the review process to the community and encouraging community involvement.

Membership Composition

1. The CAG will be comprised of a maximum of 20 members.
2. Member selection should strive to maintain a balance between social/cultural, economic, and environmental interests and expertise, and citizens at large. The Citizen's group is generally intended to include targeted representatives from the following key interest areas:
 - a. landscape or urban design professionals;
 - b. affected business owners;
 - c. affected property owners;
 - d. residents at large;
 - e. environmental protection; and,
 - f. social issues and housing.
3. Those selected for the group should reside, be employed, and/or own or have interest in property or business within the Plan Area. Residents at large could reside outside the Plan Area but must be familiar with that portion of Cedar Road that is the subject of the Project.
4. The Electoral Area Director or his/her alternate shall serve on the CAG as the Chair and a non-voting Ex Officio member and shall not be included towards the maximum number of members. Notwithstanding the above, the Chair may, at its discretion, step down as Chair and ask the CAG members to appoint a replacement Chair on either a temporary or permanent basis.

Recruitment

The Electoral Area Director, with the assistance of RDN staff, will recruit members to serve on the CAG by personal invitation based on the interest areas identified above and proximity to and interest in the study area. Staff will draw upon the network of organizations and community members who participated in the Electoral Area 'A' OCP review as well as local knowledge to attempt to fill each position. In doing so, staff are proposing the following techniques:

- a. in person and/or telephone conversations;
- b. addressed invitation letters; and,
- c. in the event that the above methods are unsuccessful in recruiting a broad range of members who represent a balance between all of the interests listed above, other methods of recruitment such as advertising in local newspapers, community bulletin boards, and the RDN website may be used.

Once a list of potential candidates is created, staff will present a report to the EAPC to consider appointment of the candidates to the group.

Meetings

Conduct

1. All meetings will be conducted in an orderly and business-like manner and will be advertised on the RDN website and open to the public.
2. The order of business will be indicated in an agenda which will be prepared by RDN staff in conjunction with the Chair. Any additions or changes in the prepared agenda may be requested by

any member of the group and must be approved by a majority vote of the group members in attendance at the meeting.

3. All meetings shall commence at the stated time. The conduct of meetings shall enable members of the group to consider information presented, weigh evidence related thereto, and make informed recommendations.
4. Group members will respect the following rules of meeting conduct:
 - group discussion is important; and everyone should get a chance to speak;
 - provide honest, open opinions;
 - agree to disagree; consensus may not always be achieved; and,
 - promise to stay on track and on topic.

Meeting Frequency

Dates, times and places of the meetings will be established at the first meeting. Once established, notice of these meetings will be posted on the RDN website.

Procedure

1. The CAG will generally operate on a consensus basis. Consensus means there is substantial agreement where all group members work together to develop a recommendation which is acceptable by all members.
2. If consensus is not achieved, the Chair may ask for a show of hands to gauge the CAG's opinion on any particular issue. All positions will be taken into account by the Electoral Area Director who will be responsible for working with RDN staff to make an informed decision.
3. Whichever members are in attendance at any particular meeting shall be considered a quorum for the purpose of soliciting input from the group and non-binding recommendations to the RDN. CAG members are strongly encouraged to attend all meetings.
4. The CAG is appointed by the Regional District Board, and reports to the Electoral Area Director who reserves the right to recommend to the Electoral Area Planning Committee amendments to the group's structure as required, the appointment of new members to the CAG, or the termination of group members. The reasons for any decision in these matters will be publicly stated.
5. The CAG shall endeavour to forward meeting minutes to the technical advisory group.
6. The CAG may hear delegations on issues being considered or on proposed content in the Plan.
7. Members of the CAG must declare their property interests at the on-set of the planning process.
8. RDN staff or consultants contracted to undertake parts of the Project will be available, as required, to explain the legislative and technical context which affects the Project, and the implications of proposals or recommendations made by the CAG.
9. Staff or consultants will also be responsible for drafting the Cedar Main Street Plan and corresponding OCP amendment.
10. As an Ex Officio member of the CAG, the Electoral Area Director or Alternate Director will provide background information, advice and direction. The Electoral Area Director or Alternate Director may participate in the discussion and debate but will not vote on motions. The Director may offer advice on how to resolve a problem or word a motion.
11. A secretary will be provided by the RDN to prepare agendas, take meeting notes, and distribute those notes to each member after the meetings.
12. The CAG has no authority to call public meetings, commit funds, enter into contracts, or represent the RDN.

13. The recommendations of the CAG shall be considered by the Electoral Area Director, but shall not be binding.

Meeting Notes

Verbatim minutes shall not be recorded, the RDN will prepare meeting notes for all meetings which highlight the major points and key results. The meeting notes shall be signed by the Chair and made available to the public and CAG members.

Delivery of Meeting Notes

Prior to a meeting a copy of the agenda with the previous meeting's notes attached will be delivered by email or be available for pick up from the RDN Planning Department. Copies of communications and other documents and exhibits, which are available and pertinent to the meeting, will also be available.

CAG members should become familiar with the agenda and supporting materials prior to the meeting, and shall obtain any additional information that may be necessary to participate in the meetings and make well-informed recommendations.

CAG Recommendations

Recommendations from the CAG shall be in the form of written recommendations recorded in the meeting notes.

Attendance at Meetings

Attendance at meetings will be encouraged for all members. In situations where a particular member cannot attend, the RDN will forward a copy of the meeting notes to that member. Each member is responsible for informing staff if they will be absent at the next meeting. Frequent non-attendance by a group member will be reviewed by the Electoral Area Director and may warrant a replacement being sought.

Meeting Facilitator

The Chair shall preside over all meetings, maintain order, and ensure the rules of the CAG are followed. An alternate chair may be selected by the members of the group in the event of an unexpected absence of the Chair.

Remuneration

1. Members of the CAG will serve without remuneration but the RDN will pay appropriate preapproved and necessary expenses that arise directly out of the performance of their duties as members of the CAG.
2. The RDN will cover necessary meeting expenses (room rental, meals, etc.) if applicable.
3. Secretarial services will be provided by the RDN.
4. Meeting locations will be decided by the CAG and coordinated by the RDN.