

TERMS OF REFERENCE: PEACE RIVER REGIONAL DISTRICT – WEST PEACE FRINGE AREA OFFICIAL COMMUNITY PLAN COMMUNITY ADVISORY COMMITTEE

The Peace River Regional District (PRRD) is actively seeking community stakeholder involvement as part of a Community Advisory Committee (CAC) that will assist in the review and update of the West Peace Fringe Area Official Community Plan (OCP). The updated OCP will guide potential development within the Fringe Area, to ensure it is conducted in a manner that is consistent with the community's vision and values. The CAC will review and provide recommendations regarding draft content prior to Regional Board review and ensure broad public input is achieved.

Role:

The CAC will have an advisory role to the Electoral Area Directors' Committee (EADC). The CAC will meet as a group to review updates to the Official Community Plan that affects the West Peace Fringe Area. The recommendations and minutes of the CAC will form part of the WPFA-OCP's Consultation Report, which also includes input gathered other means.

The CAC will review the results of the public engagement period. CAC may provide recommendations to EADC to endorse or refuse any comment or request that was generated during that public engagement period.

Responsibilities:

Members are expected to participate in approximately 5 afternoon or evening meetings to be scheduled for the summer to winter of 2015. Each meeting should be expected to last about three hours in duration.

Each member is expected:

- to familiarize themselves with the WPFA region,
- to understand the purposes and function of official community plans, and
- to review reading materials and maps prior to the CAC meetings.

Participants will be asked:

- to discuss options for goals, objectives and policies,
- to review and comment on draft content for incorporation into the OCP; and
- to encourage public involvement in community engagement opportunities.

Meetings:

Community Advisory Committee meetings will be held in summer to winter 2015 at the Chetwynd & District Rec Centre. CAC meetings are open to the public. PRRD staff will issue agendas, reading materials and maps prior to each meeting, as well as facilitate meetings.

With a majority vote (51% or more) the CAC (a quorum of half the appointed members plus one being present is required), as a body, may make recommendations to the EADC.

An overview of the meetings and general timing is set out below:

- **Meeting 1** – The first meeting will be used to orient committee members regarding the geography, history, and land use patterns present in the WPFA and learn about the purposes and function of official community plans. The project workplan will be discussed, including public engagement initiatives. Reading material and maps will be distributed.
- **Meeting 2** – The second meeting will be used to discuss the reading material and maps:
 - Topic 1 – General Goals & Objectives

- Topic 2 – Residential
- Topic 3 – Commercial
- Topic 4 – Industrial
- Topic 5 – Agricultural – Rural
- Topic 6 – Temporary Uses
- **Meeting 3** – The third meeting will be used to discuss the reading material and maps:
 - Topic 7 – Civic and Park
 - Topic 8 – Resource and Utilities
 - Topic 9 – Safety (hazardous conditions)
 - Topic 10 – Development Permit Areas (Moberly Lake, other)
 - Topic 11 – General Policies
 - Topic 12 – Maps
- **Meeting 4 (optional)**
 - Optional meeting to discuss outstanding Topics, if required
- **Meeting 5 (Winter)** – The final meeting will be used to review the comments generated during the public engagement period. CAC will be asked to endorse or recommend refusal or provide no comment to individual public comments.

Membership:

The Community Advisory Committee will consist of up to 12 members of the West Peace Fringe Area, and will be appointed by the Regional Board based on candidate profiles and the recommendations of the Electoral Area Directors' Committee. The CAC will consist of owners or occupiers of land within the Fringe Area, such as:

- Moberly Lake
- Jackfish Lake
- Wabi Hill area
- Dokie area
- Wildmare area
- or other communities within the Fringe Area

The CAC may appoint a Chair from among its members. The role of the Chair is to call meetings to order, keep discussion on topic, move discussion to new topics, adjourn meetings, and act as spokesperson for the committee. Elected officials shall attend as observers only.

Contact:

For more information regarding either the West Peace Fringe Area Official Community Plan or the Community Advisory Group, please contact:

Claire Negrin
 Assistant Manager of Development Services
 Direct line: 250-784-3231

Peace River Regional District
 Box 810 (1981 Alaska Avenue)
 Dawson Creek, BC V1G 4H8
 Toll-free (24 hour): 800-670-7773
 Office: 250-784-3200