



## North Peace Fringe Area Official Community Plan Steering Committee Terms of Reference

The Peace River Regional District (PRRD) is amending the structure of the committee(s) that will assist in the review and update of the North 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 PRRD is combining the previous Steering Committee, Technical Advisory Committee, and Community Advisory Committee, into one large Steering Committee (SC). The SC will provide input and guidance throughout the planning process, ensuring that.

- Broad public input and buy-in is achieved throughout the planning process, and that,
- Land use and infrastructure implications are explored and,
- Policies reflect best practices, Regional District policy and protocols, and are consistent with Provincial legislation/regulations.

The PRRD decision to undertake the review and updating of the Official Community Plan is based on the need to ensure the OCP is responsive to development pressures experienced within the Fringe Area.

### 1. Role:

2.1 The SC will provide direction to Staff regarding updating the draft OCP. Committee member opinions and recommendations will be discussed as a group and recorded. The committee will try to reach consensus decisions. When a group consensus cannot be reached, final recommendation decisions will be determined by a majority vote of Committee members present, and recommended to the Regional Board.

### 2. Responsibilities:

3.1 Participants will be asked to:

- a. Identify issues (technical or otherwise), provide insights and discuss experiences gained through previous use of the North Peace Fringe Area Official Community Plan, and knowledge of the plan area;
- b. Discuss the current infrastructure, land use, environmental, and other considerations within the Fringe Area, and related to Fort St. John, Taylor, and surrounding lands;
- c. Discuss policy options and best practices from other municipalities that staff have identified;
- d. Provide advice regarding consistency between the OCP and other regulations, policies and priorities;
- e. Review and comment on draft versions of the Plan;

- f. Participate in, and encourage involvement by others in future community engagement opportunities.

Members will review materials prior to meeting dates, be prepared for discussion, and provide thoughtful feedback.

### **3. Activities:**

4.1 For the meetings, staff will issue agendas as well as facilitate meetings. Meeting times will be scheduled as the project progresses. An overview of the meetings and general activities is set out below:

- a. Workshops – 3-5 afternoon workshops will be scheduled to review the draft OCP and make recommendations on changes.
- b. Document Review – Review of finalized draft.
- c. Public Open Houses – Attend at least one public open house. It is anticipated that three public open houses will be held, and SC members should attend at least one. Attending more would be better to obtain a wider perspective of public comment.
- d. Document Review – Review of public consultation summary and recommended changes to OCP based on public consultation. Review of final Draft OCP.

### **4. Membership**

5.1 The Steering Committee will be made up of elected officials, technical agency representatives, and community representatives, as follows:

- a. Elected Officials:
  - i. Director of Electoral Area C, who will act as Committee Chair
  - ii. Director of Electoral Area B
  - iii. Director of Electoral Area D
  - iv. One (1) Elected Official from City of Fort St. John
  - v. One (1) Elected Official from District of Taylor
- b. Technical Agency Representatives:
  - i. Representative(s) from the Ministry of Transportation and Infrastructure
  - ii. Representative(s) from the Ministry of Environment
  - iii. Representative(s) from the Agricultural Land Commission
  - iv. Representative(s) from the Ministry of Forests, Lands, and Natural Resource Operations
  - v. Representative(s) from the Ministry of Energy and Mines
  - vi. Representative(s) from the Ministry of Natural Gas Development
  - vii. Representative(s) from the Oil & Gas Commission
  - viii. Representative(s) from the PRRD Development Services departments
  - ix. Representative(s) from the Fort St. John planning and engineering departments
  - x. Representative(s) from the Taylor planning and engineering departments
  - xi. Representative(s) from School District 60
  - xii. Representative(s) from the Northern Health Authority
  - xiii. Representative(s) from the Ministry of Agriculture
- c. Community Representatives:
  - i. Representative(s) from the Agriculture community (two members recommended by the Agriculture Advisory Committee; others may be accepted)
  - ii. Representative(s) from the Charlie Lake community
  - iii. Representative(s) from other communities within the Fringe Area
  - iv. Representative(s) from the Development community
  - v. Representative(s) from the Real Estate Community

- vi. Representative(s) from the Oil and Gas and/or industrial sectors and/or Fort St. John and Taylor’s business communities

Members of the public will be welcome to attend SC meetings; however, meeting times and dates will not be publicly advertised. Alternate members are not appointed. A committee member may send an alternate in their place to take notes, but they will not be able to participate. A member cannot miss more than two consecutive meetings, and four meetings in total. Failure to attend may result in that member’s appointment being rescinded.

Date Committee Established		Board Resolution #	
Date TOR Approved by Board		Board Resolution #	
Amendment Date	July 27, 2017	Board Resolution #	RD/17/07/20 (27)
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