



Terms of Reference for the Electoral Area 'C'/Christina Lake OCP Steering Committee

Overview

The Electoral Area 'C' Official Community Plan (OCP) (Bylaw No. 1250) was adopted in September 2004. At that time the OCP was intended to act as a guide for development and expansion in Electoral Area 'C'/Christina Lake until about 2010 thereby making it due for review.

There have been nine amendments to the OCP since adoption, many of which were applications by property owners seeking a change in the land use designation or policies for their properties while others were Regional District initiatives (e.g. policies and actions related to Greenhouse Gas Reduction, and Temporary Use Permits).

Approach

Given the need to update the OCP and to help ensure that the OCP reflects the views of the community, a process has been proposed that will be led by a representative Steering Committee.

Purpose

The primary purpose of the OCP Steering Committee is to lead the OCP update process. The OCP Steering Committee should reflect the diverse community that is Electoral Area 'C'/Christina Lake. To that end the composition of the committee should give consideration to location of residence, age, gender and interests. The Steering Committee should be seen to be a 'Committee of the Community' seeking input, comments and feedback in a regular and timely manner (mechanisms to include but not be limited to a page on the Regional District's website, public meetings, and a community survey).

Objectives

The primary objective of the Steering Committee is to deliver to the Regional District's Board of Directors a revised OCP that has been vetted through a thorough public process. A summary of the changes will also be made available.

The revised OCP and summary of changes will be developed in consultation between the Regional District's Planning and Development Department staff and the Steering Committee and presented to the Board for endorsement. The public processes should be seen to be open, thorough, welcoming, engaging, imaginative, inclusive and substantive.

Key process steps are identified in the attached chart. These steps will guide the process, but may be modified as the process evolves. Reviewing and possibly developing a revised timeline should be the second objective for the Steering Committee.

Resources

Initiation of the Electoral Area 'C'/Christina Lake OCP review was identified as one of the priorities in the 2016 work plan for the Planning and Development Department. The task will be assigned to the Senior Planner, who will receive support from the GIS technicians and secretarial staff. The Senior Planner will be available to assist the Steering Committee in its work and to ensure that the process unfolds in a timely manner.

Composition of the OCP Steering Committee

Membership on the OCP steering committee will be proposed by the Director for Electoral Area 'C'/Christina Lake and will be endorsed by the Regional District's Electoral Area Services Committee. The Steering Committee will consist of the following members in addition to others that the Director may wish to consider:

- Director Electoral Area 'C'/Christina Lake;
- Alternate Director Electoral Area 'C'/Christina Lake;
- Members of the Electoral Area 'C'/Christina Lake Advisory Planning Commission;
- Other members who ideally are residents and property owners in Area 'C'/Christina Lake and are able to attend regularly scheduled monthly meetings.

Ideally the number of committee members should range from 8 to 13.

Guidance to Committee

A successful OCP review process will depend upon mutual trust in moving the process forward (trust between the steering committee members, the community and planning staff). Sound, informative and helpful communication will be a key element of the process. Staff will forward an agenda and staff report(s) to the Steering Committee normally one week prior to a scheduled meeting.

While it is anticipated that most recommendations with respect to changes to the OCP will be reached by consensus, there may be situations when a recommendation will go to a vote. Should a vote be required the recommendation will be based on a majority of votes. Quorum of the steering committee, which is the majority of members, will be required for a vote to take place.

Once the committee is satisfied with a draft revised OCP it will be presented at a public open house or open houses. Following the public open house process, the revised OCP will be forwarded to the Electoral Area Services Committee. Assuming it is supported by the Electoral Area Services Committee the bylaw will be forwarded to the RDKB Board of Directors for first reading. Following first reading the bylaw would be referred to a number of agencies including, but not limited to: First Nations; the Ministry of Transportation and Infrastructure; the Ministry of Agriculture; the Agricultural Land Commission; Interior Health; the Ministry of Forests, Lands and Natural Resource Operations; the Ministry of Environment; and the Regional District of Central Kootenay. It would also be forwarded to the Environmental Services Department to be considered in the context of the Regional District's Waste Management Plan and the Finance Department to be considered in the context of the Five Year Financial Plan. A public hearing will take place between second and third reading and the bylaw will ultimately be adopted by the RDKB Board of Directors.

These terms of reference are to be reviewed by the Steering Committee once it is struck. If there are any changes that they see as appropriate, they can be brought to the attention of the Senior Planner so they can be modified.

Timeframe

The OCP update process is currently envisioned to deliver a revised OCP for first reading by February 2019.