



Meeting #1 – Project Kick-Off and Orientation

January 21, 2026

Village of Fruitvale Office – Council Chambers

4:00-6:00pm

Objectives

- Introduce the project scope, process, and timeline.
- Introduce what is an OCP and why they get reviewed.
- Clarify the Committee's advisory role and decision-making boundaries.
- Build Vision and Guiding Principles for the OCP
- Identify key issues and opportunities for review.
- Plan engagement activities to involve the general public.

Agenda

1. Welcome, introductions, and approval of agenda.
2. Review of Terms of Reference
3. Election of Chair
4. Presentation: Overview of the current (2010) OCP and purpose of the review.
5. Presentation: Project timeline, phases, and engagement plan.
6. Visioning and Guiding Principles Exercise.
7. Next steps and meeting schedule.

Materials

Committee Terms of Reference, OCP Summary Brief, Project Timeline, Engagement Plan, Explanation of Visioning and Guiding Principles Exercise

Housekeeping Items

1. Timing of meetings – find a different time
2. Mileage forms



Terms of Reference

Electoral Area A OCP Review

Steering Committee

Introduction

An Official Community Plan (OCP) is composed of objectives, policies and maps that give guidance to how land will be managed in an area for up to 20 years. The *Local Government Act* (LGA) gives local governments the authority to adopt an OCP. The LGA outlines what must be in an OCP, including objectives and policies for topics such as housing needs, greenhouse gas emissions, and where certain land uses can occur, among other topics.

The Electoral Area A OCP, Bylaw No. 1410, was adopted in February 2011. At that time the OCP was intended to act as a guide for development in Electoral Area A until about 2020. A review of the OCP will look at whether this document still reflects what the community wants and what policies need updating.

Regional District of Kootenay Boundary (RDKB) asks a steering committee to provide guidance to local government staff through the OCP Review process.

1. Purpose

The Electoral Area A OCP Steering Committee is an advisory body established by the RDKB to guide the review and update of the Electoral Area A Official Community Plan (Bylaw No. 1410).

The Committee provides community-based input, technical insight, and local knowledge to ensure the updated OCP reflects the long-term vision, priorities, and values of the residents of Electoral Area A.

2. Objectives

The Steering Committee will:

1. Advise RDKB staff throughout the OCP review process.
2. Provide community perspective on key planning issues, opportunities, and challenges.
3. Review and comment on background reports, draft policies, and plan components.
4. Support public engagement by encouraging participation and providing feedback on engagement strategies.

5. Recommend a final draft OCP for consideration by the RDKB Board of Directors.

3. Roles and Responsibilities

a. Steering Committee Members

- Attend and actively participate in all scheduled meetings (approximately 10 meetings over two years).
- Review materials in advance of meetings.
- Provide constructive feedback that reflect community values.
- Maintain confidentiality where required (e.g., draft documents before public release).
- Represent the broader public interest rather than individual or organizational agendas.

b. Chair

- A Chair will be elected by the steering committee at their first meeting by majority vote (50%+1).
- If no Chair is elected than the Director for Electoral Area A will be the default chair of the committee.
- The Chair will preside over meetings to ensure orderly discussion.

c. RDKB Staff

- The RDKB Planning and Development Department will coordinate the OCP review process.
- Staff will provide administrative, technical, and policy support to the Committee, including meeting facilitation, agendas, minutes, and distribution of materials.
- Ensure the OCP review aligns with community goals, regional policies, and statutory requirements under the *Local Government Act*.

d. Consultants (if engaged)

- Facilitate technical analysis, mapping, and community engagement.
- Attend meetings as required to present findings and respond to questions.

4. Membership Composition

The Committee will include approximately 10 members representing a cross-section of the community, such as:

- Residents from different geographic areas (e.g. Beaver Valley, Columbia Gardens, Pend d'Oreille).

- Representatives from agriculture, forestry, business, and environmental sectors (as available).
- Youth and/or seniors' representatives (as available).
- Representatives from the Advisory Planning Commission (APC).
- The Director for Electoral Area A.

Appointments are made by the RDKB Board of Directors following a call for interest.

5. Term of Appointment

Appointments will be made by the RDKB Board of Directors in January 2026 and continue until completion of the OCP update and submission of the final draft to the RDKB Board (anticipated to be Fall 2027).

Committee members may be removed from the committee if they miss more than 3 meetings.

6. Meetings

- Meetings will occur approximately every month, with potential for additional sessions during key project milestones. No meetings will be held in July, August, or December.
- Meetings may be held in person or virtually via videoconference, as is preferred by the committee members.
- A quorum consists of 4 appointed members. If a quorum is not present, the meeting will be cancelled.
- Decisions will be made by consensus wherever possible. Where consensus cannot be reached, differing viewpoints will be recorded in meeting notes.
- RDKB staff will prepare agendas and minutes for each meeting.

7. Communications and Public Engagement

- The Committee will not serve as a spokesperson body but may be asked to support public engagement activities (e.g., open houses, surveys).
- All media and public communications will be coordinated through RDKB staff.
- Committee members are encouraged to promote participation in engagement activities within the community.

8. Deliverables

The Steering Committee will contribute to and review the following deliverables:

1. Timeline and Work Plan
2. Background Report and Issues Summary
3. Vision Statement and Guiding Principles
4. Policy Options and Draft OCP Chapters
5. Draft OCP Document and Maps
6. Engagement Summaries
7. Final OCP (Adoption Version) Recommendation to the Board

9. Code of Conduct

Members are expected to:

- Conduct themselves respectfully and professionally.
- Disclose any potential conflicts of interest.
- Focus discussions on matters relevant to the OCP.
- Treat other members, staff, and the public with civility and fairness.
- Communicate if they are unable to attend a meeting.

10. Reporting Relationship

The Steering Committee reports to the RDKB Board of Directors through the RDKB Planning Department and the Electoral Area A Director.

11. Administrative Support

The RDKB Planning and Development Department will:

- Schedule and facilitate meetings.
- Prepare and distribute meeting materials and records.
- Provide technical and policy guidance.
- Manage logistics, communications, and public engagement coordination.
- Draft the OCP bylaw and maps.

12. Review and Dissolution

This Terms of Reference may be amended with the approval of the RDKB Board.

The Committee will be dissolved upon completion of the OCP adoption process.



Official Community Plan (OCP) Review

What is an Official Community Plan (OCP)?

An OCP is a legal document (a bylaw) that describes the direction of development for an area. OCPs include community goals, objectives and policies that are implemented using land use designations.

Why is an OCP important?

OCPs provide a long-term vision of a community. The objectives and policies laid out in the OCP guide decisions on planning and land use management.

An OCP helps to coordinate growth and match it to available servicing. It outlines land use designations to say what policies influence growth in different areas.

Zoning Bylaws, which regulate land use, are enacted following direction from OCPs.

Why review an OCP?

OCPs are reviewed to keep them current and relevant. An OCP should reflect changes in a community and how a community wishes to develop over time. A review also provides an opportunity to revisit policies that are no longer working for the community.

The current OCP for Electoral Area A was adopted in 2010.

Who approves a reviewed OCP?

OCPs are approved and enacted by the RDKB Board of Directors (the Board).

What is the Review Process?

The process for reviewing an OCP follows the four phases that are identified below:

Phase 1: Understanding

A steering committee of local community members is appointed. They help guide planning staff to collect information and draft a background report.

Phase 2: Listening

Planning staff involve community members to hear their take on what is in the OCP and to shape what policies to include. See [How to Get Involved](#) to join the process.

Phase 3: Writing and Refining

Planning staff draft revised OCP policies with guidance from steering committee members and with feedback from members of the public.

Phase 4: Finalizing

The Bylaw will be presented to the Board for initial approval and referred to other agencies. Then a public hearing is held. All information from referrals and the public hearing will be brought to the Board for their final decision.

What is included in an OCP?

OCPs must include certain plan statements and map designations and may also contain optional policy statements and development permit area designations.

Required OCP elements are:

- Residential development required to meet anticipated housing needs over a period of at least twenty years
- Present and proposed commercial, industrial, institutional, agricultural, recreational and public utility land uses
- Present and proposed public facilities, including schools, parks and waste treatment and disposal sites
- Sand and gravel deposits that are suitable for future sand and gravel extraction
- Phasing of any major road, sewer and water systems
- Restrictions on the use of land that is subject to hazardous conditions or that is environmentally sensitive to development
- Housing policies for affordable housing, rental housing and special needs housing
- Targets for the reduction of greenhouse gas emissions, and policies and actions of the local government proposed to achieve those targets

Optional OCP elements are:

- Policies relating to social needs, social well-being and social development
- A regional context statement (if the plan area is in a regional growth strategy area)
- Policies respecting the maintenance and enhancement of farming on land in a farming area or in an area designated for agricultural use in the plan
- Policies relating to the preservation, protection, restoration and enhancement of the natural environment, its ecosystems and biological diversity

Provincial/Federal Jurisdiction

For matters outside the jurisdiction of the local government, the plan may state only broad objectives. Some of these include:

- **Roads and highways**
- **Waterways**
- **Forestry**

How to get involved:

Join the Conversation

- [\(](#)
- [Ask Questions](#)
- [Look at Documents](#)

Attend an Open House

- [See what's been reviewed already](#)
- [Add your thoughts and comments](#)

Talk with Planning Staff

- [See Contact info](#)

Talk with Steering Committee Members



Regional District of
Kootenay Boundary

Contact

Liz Moore, Senior Planner

srplanner@rdkb.com

250.368.0252

202-843 Rossland Ave

Trail, BC V1R 4S8

Electoral Area A OCP Review Engagement Plan - Draft

The Electoral Area A OCP Review has four phases that structure the engagement plan:

- Phase 1: Understanding
- Phase 2: Listening
- Phase 3: Writing and Refining
- Phase 4: Finalizing

The objectives for engaging the public are as follows:

- To identify issues and needs in the community that we can address in the updated OCP.
- To create a document that reflects the community's values and needs for land use management.
- To create a document that meets the legal requirements of the *Local Government Act*.
- To build understanding of how residents can be involved in planning processes.
- To build understanding of how RDKB servicing works in Electoral Area A.
- To build a relationship with First Nations that have interests in the Plan Area and understand how their interests can be reflected in the OCP.
- To complete the OCP project in a timely manner.

Deliverables that will be produced by RDKB staff for the purposes of public engagement include:

- Agendas and reports for steering committee meetings
- 1 page backgrounder on the OCP Review
- Online materials for Join the Conversation
- 1 postcard mail out to Area A
- Letters to interested parties
- Newspaper ads/social media posts/radio ads
- 3 surveys
- Poster boards for 3 open houses
- 1 draft OCP
- 1 revised draft OCP
- 1 final draft OCP
- Engagement summary

Engagement Schedule

Phase 1: Understanding	2026	
	January	Steering Committee meeting
	February	Steering Committee meeting Letters to Interested Parties
Phase 2: Listening	March	Steering Committee meeting Launch of online engagement page (Join the Conversation) Postcard mail out
	April	Steering Committee meeting Social Media Posts/ads Survey #1 Open House#1
	May	Steering Committee meeting Engagement Summary
	June	Steering Committee meeting
	July/ August	Updates to Online Materials
	September	September 11 - Local Government election nominations close Steering Committee meeting – may be cancelled for UBCM.
	October	October 17 - Local Government Elections Steering Committee meeting – may be cancelled for Election.
	November	Steering Committee meeting Social Media Posts/ads Survey #2 Open House #2
	December	Engagement Summary
	2027	
	January	Steering Committee meeting
Phase 3: Writing and Refining	February	Steering Committee meeting
	March	Steering Committee meeting Social Media Posts/ads Survey #3 Open House #3
	April	Steering Committee meeting Final Engagement Summary
	May/June/July	Online sharing of Engagement Summary and Draft
	August	Draft OCP to Board of Directors

		Social Media Posts/ads Public Hearing
Phase 4: Finalizing	September	OCP and Public Hearing Minutes to Board of Directors

Three Open Houses

1. Introduction of Process

- Survey starts before Open House, closes after and will cover the vision and guiding principles
- Vision Statement
- Guiding Principles
- Issues

2. Check in

- Survey starts before Open House, closes after and will cover land use issues and possible policy approaches
- Open house - Highlighting survey questions and possible policy approaches

3. Reporting Back

- Survey – discussing previous results, approach taken, asking for input
- Open House – reflect survey – previous results and asking for input on approach taken.

Interested Parties Notifications and Meetings

- First Nations
- Municipalities: City of Trail, Village of Montrose, Village of Fruitvale
- Regional District of Central Kootenay
- School District 20
- Provincial and Federal Agencies
- Industries: Teck, Columbia Basin Power, ATCO, Other forestry companies
- Non-profits

Visioning and Guiding Principles Exercise

Purpose

To develop a shared, future-oriented community vision for Electoral Area “A” that will guide policy development in the updated Official Community Plan.

Outcomes

By the end of the activity, the Steering Committee will have:

- A shared understanding of **what success looks like in 2045**
 - A short list of **core values and priorities**
 - Draft language for a **Vision Statement**
 - 4–6 **Guiding Principles** to inform OCP policies
-

What is a Vision?

The Vision describes what Electoral Area A should look and feel like in 20 years. It’s not a list of rules — it’s a shared picture of success that will guide every policy in the OCP.

What are Guiding Principles?

The Guiding Principles are what guide the policies to achieve the vision.

In an OCP context, guiding principles:

- Express the core values of the community
- Provide direction for future policies and land-use decisions
- Apply across multiple topics (housing, environment, transportation, etc.)
- Help staff, elected officials, and the public interpret the OCP consistently

They are not regulations, but they are used to justify and shape policies.

What Guiding Principles Are *Not*

Guiding principles are not:

- Specific projects
- Action items or implementation steps

- Technical policies
- Funding commitments
- Zoning rules

They should remain relevant even as conditions change.

Why Guiding Principles Matter in an OCP

Guiding principles help:

- Keep policies aligned with the community's values
- Resolve trade-offs (e.g., growth vs. protection)
- Provide consistency over time and across decisions
- Explain *why* certain policies exist
- Support defensible planning decisions if policies are challenged

In practice, planners and decision-makers will ask: "Which guiding principle does this decision support?"

Characteristics of Strong Guiding Principles

Effective guiding principles are:

- **Clear** – easy to understand
- **Concise** – usually one sentence
- **Outcome-focused** – describe what should happen, not how
- **Broad** – applicable across many policy areas
- **Within OCP scope** – tied to land use and planning outcomes

Staying in OCP scope

The OCP sets direction for land use, growth, and development. It doesn't build facilities or set taxes—but it *does* influence where things go, what's protected, and what kinds of development are supported.

An OCP can:

- Guide land use and growth patterns
- Protect agriculture, environment, and hazard areas
- Support housing types and locations

- Influence transportation, climate resilience, and infrastructure planning
- Set policy direction for future bylaws and decisions

An OCP cannot:

- Approve individual developments
- Guarantee funding or services
- Operate programs or facilities
- Set taxes or budgets

How Guiding Principles Are Used

Guiding principles are used to:

- Shape detailed OCP policies
- Evaluate development proposals
- Justify land use designations
- Inform zoning and bylaw updates
- Explain planning decisions to the public

They often appear near the front of the OCP and are referenced throughout the document.

Vision vs. Guiding Principles (Quick Comparison)

Vision	Guiding Principles
Describes the desired future	Guide decisions toward that future
Aspirational	Directional
Usually 1–2 statements	Typically 4–6 statements
Long-term outlook	Applied continuously

Example (OCP-Appropriate)

Vision:

“Electoral Area ‘A’ is a resilient rural community that balances growth with protection of agricultural land, natural systems, and rural character.”

Guiding Principles:

- Direct growth to appropriate locations
- Protect agricultural land and water resources
- Maintain rural character and landscape values
- Support diverse and affordable housing options
- Plan for climate resilience and natural hazards