



## VILLAGE OF BELCARRA



November 9, 2009  
Adopted: November 16, 2009

### OFFICIAL COMMUNITY PLAN UPDATE TERMS OF REFERENCE

#### **SECTION 1 – PROJECT UNDERSTANDING**

The Village of Belcarra's Official Community Plan (OCP) was adopted October 1996, with subsequent amendments in 2001, 2006 and 2008. Since its adoption there have been changes to Provincial policy and legislation affecting local governments and Council endorsed policies such as the Village of Belcarra Community Wildland Interface Fire Management Plan, the Bedwell Bay Sustainability Plan, the Corporate Strategic Plan and its Corporate Plan 2009-2011. Consequently there is the need to review the OCP, develop and incorporate policy statements which reflect changes since 1996 and update the OCP to provide for the future interests of the Belcarra community.

Within this context, Belcarra now intends to begin the process of charting its course into the future.

The Corporate Plan developed by Council in March 2009 stated Belcarra's Mission Statement as:

*"The Village of Belcarra's mission is to enhance the quality of life for citizens, visitors and future generations in our municipality and the region. We strive to live in harmony with each other and our environment, while providing opportunities for the advancement of economic, physical and social well being."*

The Corporate Plan outlined the community values to guide Belcarra:

***Belcarra is a model municipal entity that works effectively to engage and respect the diverse interests of its citizens.***

It offers simple and basic neighbourhood opportunities to sustain and enrich our lives and reach our highest potential. We value and celebrate our municipality's natural west coast beauty as a source of pride worth protecting. We are actively involved in the social, environmental and political life of the region.

***Belcarra is a clean, green, rural and sustainable municipality.***

We recognize the importance of the natural beauty surrounding Belcarra and integrate environmental stewardship into our daily activities. We respect, preserve and enhance the health of the environment for present and future generations.

The new OCP should consider a triple-bottom line approach to sustainability—balancing social, economic and environmental values and goals. Recognizing that true sustainability is an on-going process with long-term goals, the new OCP will establish realistic targets or benchmarks that allow the Village to measure whether it is staying on its chosen sustainability path.

## **SECTION 2 – SCOPE OF PROJECT**

The intent is to completely rewrite the current OCP taking into consideration the following items

- OCP requirements outlined in the *Local Government Act*
- Metro Vancouver Regional Growth Strategy
- Provincial Government requirements regarding the establishment of Greenhouse Gas Emissions targets, policies, and plans
- Village of Belcarra Community Wildland Interface Fire Management Plan
- Bedwell Bay Sustainability Plan
- Village of Belcarra Corporate Strategic Plan
- Village of Belcarra Corporate Plan 2009-2011
- Past and current water studies

Other topics that will be considered are as follows:

- Public Lands Policy including tennis court/recreation areas
- Trail Development – bike paths and walking paths
- Community Sustainability, Green Initiatives and Green Infrastructure Guidelines
- Flood Hazard Area Land Use Management Guidelines, ie tidal areas?
- Affordable, Rental, and Special Needs Housing Policy
- Potable Water
- Balancing environmental and recreational interests – ie. Bedwell Bay
- Monitoring and Implementation Strategy

These topics should be discussed within the context of continuing to:

- ensure that Belcarra remains an accessible model of local administration;
- encourage and support residents who offer their skills as volunteers to benefit Belcarra and its residents;
- play a role in the consideration of provincial and regional issues given Belcarra's potential to contribute in a clear and demonstrated manner; and
- apply responsible financial approaches in managing the affairs of the community.

## **SECTION 3 – WORK PROGRAM AND TIMELINES**

The OCP update process will be a collaborative effort involving Village Council and staff, an advisory committee, the community at large, and other stakeholders. It will be coordinated by the Village's Planning Consultant and is intended to follow the process noted below:

### **1) Phase 1 - Project Initiation (November - December 2009)**

In the first phase, Council will establish the OCP Review Committee, determine which external stakeholder groups should be involved in the process, and identify key issues that should be addressed as part of the OCP update.

Review of existing OCP, studies and proposed topics for inclusion in the new OCP Review. Finalize list of topics with Council/staff input.

### **2) Phase 2 - Discussion of Issues and Consultation (January - April 2010)**

The second phase will entail referral to stakeholder groups to seek out issues. The OCP Review Committee will meet to discuss issues and policy direction. A public meeting could be held to introduce the OCP Update process and seek initial community input.

**3) Phase 3 - Preparation of Draft OCP (April – May 2010)**

Utilizing the comments from the external stakeholders and the direction from the Review Committee, the Planning Consultant will prepare a first draft of the OCP Update.

**4) Phase 4 - Review of Draft OCP (May – July 2010)**

The draft OCP will undergo a thorough review by the OCP Review Committee. A number of drafts may be needed. The draft OCP update will also be presented at a public meeting and will be reviewed by key stakeholders.

**5) Phase 5 - OCP Bylaw Enactment Process (August – September 2010)**

Once the draft has progressed to a point that the OCP Review Committee has endorsed it, a bylaw will be prepared for consideration of readings. A public hearing will also be required as well as sign off from Metro Vancouver regarding the Regional Context Statement.

**SECTION 4 – PUBLIC AND STAKEHOLDER CONSULTATION**

Belcarra residents and property owners must be involved in creative, efficient and effective participation throughout the planning process. The public will be given opportunities to help identify important planning issues and shape the Village's vision and strategies of its future. The consultation process will also be used to increase public understanding of the planning challenges, proven best-practices and likely trade-offs.

An important component of the public consultation process will be the formation of an OCP Review Committee. The Terms of Reference are attached as Schedule 1.

**SECTION 5 - BUDGET**

In consideration of the scope of the project, the works required can be completed within a budget of \$25,000.

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## **SCHEDULE 1**

### **Village of Belcarra OCP Review Committee (2009 – 2010) Terms of Reference**

#### **Background:**

The Village of Belcarra's Official Community Plan (OCP) was adopted October 1996, with subsequent amendments in 2001, 2006 and 2008. Since its adoption there have been changes to Provincial policy and legislation affecting local governments and Council endorsed policies such as the Village of Belcarra Community Wildland Interface Fire Management Plan, the Bedwell Bay Sustainability Plan, the Corporate Strategic Plan and its Corporate Plan 2009-2011. Consequently there is the need to review the OCP, develop and incorporate policy statements which reflect changes since 1996 and update the OCP to provide for the future interests of the Belcarra community.

#### **OCP Review Committee Structure and Membership:**

Members of the OCP Review Committee will be appointed by the Village Council. The OCP Review Committee shall be comprised of 13 positions as follows:

One Chair (appointed by the Committee or Council)	Nine members of the public at large
Two Belcarra Youth representatives (Gr. 8 to Gr. 12)	One Council Member (Liaison)

The Village's Chief Administrative Officer (CAO) or designate shall attend all meetings. The term of membership will be commensurate with the duration of the OCP Review project. Members will serve on the Committee without remuneration.

#### **Roles and Responsibilities:**

##### **OCP Review Committee**

The OCP Review Committee will represent the interests of the community within the OCP process. Committee members will gather/disseminate data, provide local knowledge/technical expertise, identify issues, assess priorities, review progress, set objectives and provide an understanding of various constraints/opportunities from a technical standpoint.

The OCP Review Committee is responsible for completing the following tasks:

- Championing the project;
- Attending all OCP Review Committee meetings;
- Attending all Open Houses;
- Reviewing and providing comments on the background and information reports;
- Reviewing and providing comments on OCP Drafts, revisions and final documents;
- Providing advice to the Planning Consultant and Village of Belcarra as may be required.

##### **OCP Review Team**

Michael Rosen, the Village's Planning Consultant, will lead the OCP Development process in accordance with the project objectives to deliver the new OCP on time and on budget.

Michael's role with regard to the OCP Review Committee is to keep members apprised of progress on the project, prepare reports, solicit input (e.g. on draft deliverables), coordinate public consultation processes, provide advice, and respond to questions/ concerns in a timely manner.

### **Village of Belcarra**

The Village of Belcarra will ensure that the project objectives are met. Michael Rosen will be responsible for overseeing the OCP Review Process. The Chief Administrative Officer or designate will provide information to OCP Review Committee members to support informed decision-making, and respond to questions/concerns in a timely manner.

The Village will provide secretarial support to the OCP Review Committee. The Secretary's role will be to develop agendas with input from Michael, the Chief Administrative Officer and the OCP Review Committee Chair; circulate agendas to all members at least two days prior to meetings; record meeting minutes; and circulate minutes within one week of meetings taking place.

### **Protocol and Procedures**

#### Meeting Agendas and Minutes

- All meetings must have an agenda.
- All meetings will be open to the public, who may attend as observers.
- The Chairperson will be selected by the members at the Committee's first meeting or appointed by Council, to serve until project completion.
- Each member of the OCP Review Committee must be in receipt of an agenda at least one day prior to the meeting.
- A record of the deliberations and resolutions of the OCP Review Committee shall be kept by the secretary to the OCP Review Committee.

#### Consensus Decision-making

- The OCP Review Committee will not vote on any issues.
- Decisions will be achieved through consensus.

#### Conduct

- All members must sign the OCP Review Committee Member Agreement and conduct themselves consistent with the intent.
- Members are responsible for informing the Secretary as soon as possible, if they are unable to attend a meeting. Members who, without notification to the Secretary, miss 3 consecutive meetings will cease to be participants on the OCP Review Committee.
- The OCP Review Committee may make by majority resolution such rules as it sees fit to govern its conduct noting that in doing so the intent is that, in general, the rules of parliamentary debate shall apply and the rules shall be consistent with the Terms of Reference.

### **Timeline**

The project has a projected completion date of September 2010. Monthly meetings will be scheduled. The OCP Review Committee will remain in effect from November 2009 until final completion of the project (adoption of the new OCP Bylaw).