

ADVISORY COMMITTEE - TERMS OF REFERENCE

Purpose

The Advisory Committee is an important resource to assist in the updating of the Cadboro Bay Local Area Plan (LAP). Advisory Committee members will provide local advice and context, serve as ambassadors and encourage public involvement in the planning process from their community. Members will act as a sounding board to assist the Project Team in reviewing key plan concepts and public engagement approaches.

Timing

The Advisory Committee will exist for the duration of the estimated 18-month LAP update.

Roles

The role of Advisory Committee members is to:

- Advise on public engagement to ensure broad outreach is effectively undertaken throughout the community;
- Promote the project and public engagement opportunities within the community;
- Provide support to staff at public engagement events; and,
- Provide feedback to staff on plan concepts, policy options, and the draft plan.

Responsibilities

An Advisory Committee member will serve as a community representative of the local area during the LAP update process.

The responsibilities of Advisory Committee members are to:

- Attend Advisory Committee meetings;
- Respond to email inquiries from the Project Manager on local area plan update issues;
- Respect the Advisory Committee Ground Rules;
- Review and provide feedback on draft documents;
- Attend community engagement sessions alongside the Project Team, and to listen, share information, and help facilitate as requested by the Project Manager;
- Speak only on behalf of the committee if delegated to do so; and,
- Work collaboratively and be open to a variety of ideas and views for the future of the Plan area.

Advisory Committee Meetings Chair

The Advisory Committee meetings will be chaired by the Project Manager.

Meetings and Attendance

Advisory Committee members are asked to serve and attend Advisory Committee meetings for the duration of the planning process (approximately 18 months). Meetings are at the call of the Chair. It is anticipated that there will be 6 to 8 Advisory Committee meetings in total throughout the planning process.



Other District of Saanich staff, experts, community stakeholders, and consultants may attend Advisory Committee meetings at the request of the Project Manager.

Advisory Committee Member Skills and Attributes

Community members who have an interest in community planning and are able to represent a broad range of backgrounds and interests are preferred. Members should be motivated to foster strong public participation and support the planning process toward its completion.

Those who have the following competencies are encouraged to apply:

- An awareness of the broader policy context of the project and its implications on land use;
- Familiarity with local area land use issues and multiple stakeholder perspectives;
- Communication and public networking skills; and,
- Teamwork and problem-solving skills.

Advisory Committee Structure

The Project Advisory Committee will be comprised of up to 15 individuals who are broadly representative of the local area's neighbourhoods, demographics and interests. Member selection would be based on an application process which seeks to achieve involvement from:

- Representatives from the Cadboro Bay Residents Association (2);
- Resident members-at-large from different geographic areas of the local area, including Queenswood Area, The Village and Ten Mile Point (up to 4);
- Representatives from the local business community, and the Cadboro Bay Business Improvement Association (up to 2);
- Representatives from major local institutions: University of Victoria (1) Queen Alexandra Centre for Children (1) Goward House (1) and School District No 61 (1) (as required)
- Representatives from key stakeholder groups in the local area (up to 3);

Selection Process

Potential Advisory Committee members are invited to apply through an open application process. Selection will be based on the criteria identified above.

Termination and Replacement

Advisory Committee members agree to fulfill the Roles and Responsibilities and adhere to the Advisory Committee Ground Rules. Members who are unable to meet these expectations may be excused from the Advisory Committee by the Project Manager. A vacant position may be filled with a replacement at the discretion of the Project Manager.

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