

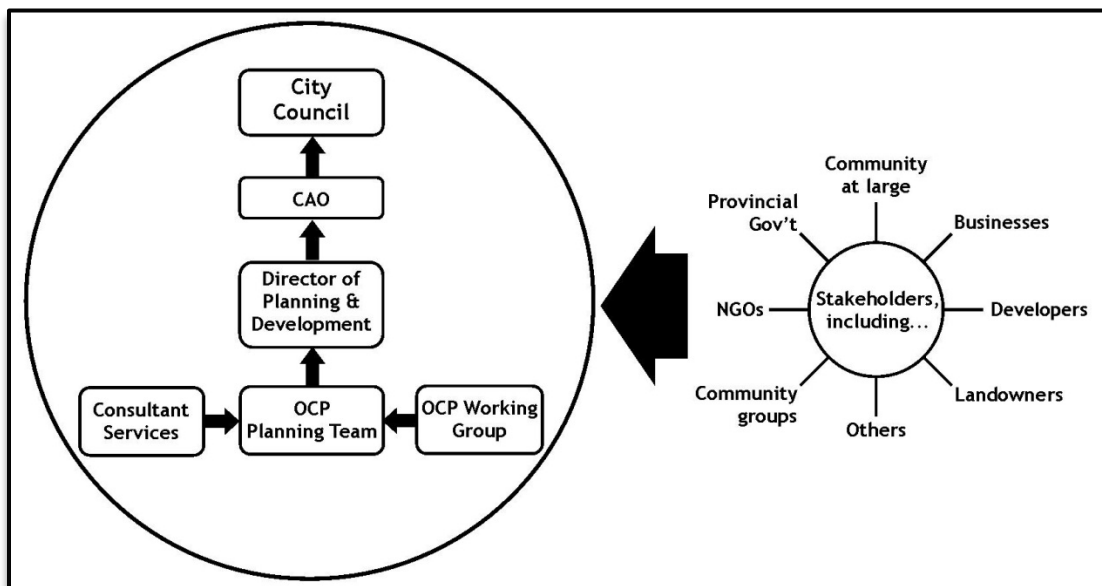
Official Community Plan Working Group

Terms of Reference

1. OVERVIEW

The City of White Rock is conducting a comprehensive review of the City’s statutory planning document, the Official Community Plan. The Official Community Plan establishes what the City wants to be over time, and reflects the overall values of the community by establishing the City’s vision, goals and objectives for future sustainability, development and servicing, and policies and urban design guidelines to achieve the vision, goals and objectives. Its vision and policies indicate if, how and where land uses may remain or change.

In order to engage as many stakeholders as possible, and to maintain a high degree of transparency and accountability in the OCP review process, a project specific advisory body, referred to as the **Official Community Plan Working Group (OCPWG)** is being established. The OCPWG will be comprised of a diverse stakeholder membership to provide direct input to the City’s OCP Planning Team (City staff), who will be responsible for the day-to-day management of the OCP review process. The OCP Planning Team will make recommendation to the Director of Planning & Development Services. An organizational chart illustrating the management structure for the OCP review process is provided below:



Stakeholder input will be brought into the OCP review process not only through the OCPWG, but also through a number of public and stakeholder consultation events, focus group sessions, and outreach initiatives.

2. ROLES & RESPONSIBILITIES

The OCPWG membership is responsible for the following **four primary objectives**:

- a) Educating themselves and others on relevant community and planning issues;
- b) Promoting transparency and public participation in the OCP review process;
- c) Including diverse stakeholder interests in the OCP review process by actively representing the opinions and needs expressed by affected people/groups in the community, and engaging, promoting, and educating other affected people/groups in the community about the OCP review process and relevant planning issues; and
- d) Providing feedback, advice and recommendations to the OCP Planning Team on all aspects of the OCP review process, although primarily on the development of the Official Community Plan.

Other specific OCPWG responsibilities include:

- Attending OCPWG meetings;
- Reviewing and providing comments on all background reports and studies presented to the OCPWG;
- Attending major OCP consultation events (e.g., open houses, etc.); and
- Reviewing and commenting on the draft OCP and all subsequent revisions of the document.

Starting in the summer of 2015, the OCPWG will begin meeting approximately once a month until the completion of the OCP review process (estimated to be 18 months). Meeting frequency may increase during certain periods as necessary. The City will make every effort to coordinate convenient meeting times for the majority of the Group.

3. WORKING GROUP MEMBERSHIP

Members of the OCPWG will be selected by the Director of Planning & Development Services (or designate). The OCPWG may be comprised of up to 14 people reflecting different backgrounds and interests in the community. For example, members may include the following:

- Residents of White Rock;
- Business owners in White Rock;
- Representatives of the development community;
- Representatives of large local stakeholder organizations (e.g., White Rock Business Improvement Association; White Rock/South Surrey Chamber of Commerce; Surrey School District, etc.);



- Members of City Committees (e.g., Environment, Economic, Cultural, etc.);
- Representatives of the Semiahmoo First Nation;
- Other individuals who, in the opinion of the Director of Planning & Development Services (or designate), are expected to contribute positively toward the achievement of the OCPWG's primary objectives.

Prospective members of the OCPWG will be required to submit a completed 'Letter of Interest' (Schedule A) to Planning & Development Services. The Director of Planning & Development Services (or designate) shall review all applications and select members based on the following criteria:

- Demonstrated interest in and knowledge of the community;
- Demonstrated interest in and knowledge of good planning principles;
- The ability to attend regular OCPWG meetings and related events; and
- A balanced representation of interests from the community.

Where a vacancy occurs on the OCPWG, the Director of Planning & Development Services (or designate) may select a replacement without application for practical purposes. Other City staff may also attend OCPWG meetings, as required.

4. PROTOCOL & PROCEDURES

The OCPWG shall be Chaired by the Director of Planning & Development Services (or designate). City staff will be responsible for providing OCPWG members with discussion/reading materials in advance of each meeting, for setting meeting agendas, and for ensuring productive outcomes and the efficient use of meeting time.

The OCPWG will not vote on any issues. Instead, OCPWG input and decisions will be provided to the City's Planning Team.

The following principles shall apply to all forms of communication with and/or between OCPWG members:

- *Collaboration*: the OCPWG meetings will be structured to encourage and support cooperation and partnership between different organizations and stakeholders;
- *Open Communication*: OCPWG members shall support clear and open communication, where feedback from all members is valued. Active listening and shared talking-time will be strongly encouraged;
- *Evidence-Based Decision Making*: Decision making should be based on sound research, quality information and best practices;



- *Respect*: OCPWG members shall respect the OCP review process, opinions expressed by the group, and the decisions made by City Council;
- *Timeliness*: OCPWG meetings will start and finish on time in an effort to respect members' time.