



**Gabriola Island
Official Community Plan and
Land Use Bylaw Review
Volunteer Review Committee
Terms of Reference**

As adopted by the Gabriola Island Local Trust Committee on March 30, 2010.

Background

As stated in section 875 of the *Local Government Act*, an official community plan is “a statement of objectives and policies to guide decisions on planning and land use management.” The Gabriola Island Official Community Plan (Plan or OCP) applies to Gabriola Island and two smaller islands, Breakwater and Entrance Islands, as well as a group of nine smaller islets known as the Flat Top Islands. An OCP was adopted in 1997/98 for this Plan Area. The Plan replaced the 1978 OCP and was noted at that time that the goals of the 1978 Plan continued to be the goals of the community, with some minor adjustments. Key issues recognized in the 1998 Plan include:

- Less than one percent of the land base is in public park use;
- As an island community, the ecological impacts of land use and development can be more significant on these fragile ecosystems;
- Limits on future development are necessary to protect the lands and environs;
- The Village Centre is the focus of social and business activities on the Island;
and
- Arts and artists shall be supported as an important part of Island life.

A review of the Official Community Plan is scheduled for Fall 2009. It is emphasized that this review will proceed as an affirmation of the existing OCP, as many objectives and policies in this document remain true and relevant. However, the congruence of the OCP with higher level planning documents such as the Trust Policy Statement and Regional Conservation Plan is worth revisiting, and an OCP review is a good opportunity to ensure that the relevant goals and objectives of other agencies with jurisdiction on Gabriola Island are met. In addition, the OCP review will lead into a review on the Gabriola Island Land Use Bylaw No. 177, 1999 (LUB).

The Gabriola Island Local Trust Committee has appointed a Volunteer Review Committee to assist with the review of the Official Community Plan and Land Use Bylaw. The purpose of the Committee is to provide community input, review goals, policies and directions in the Official Community Plan and Land Use Bylaw and make recommendations to the Local Trust Committee.

The Volunteer Advisory Committee is appointed as an Advisory Planning Commission by the Gabriola Island Local Trust Committee pursuant to the *Local Government Act* to

provide review and recommendations on the Official Community Plan and under Advisory Planning Commission Bylaw No. 209.

1. Membership

- 1.1 The Committee shall be composed of 15 members who shall be appointed by resolution of the Local Trust Committee.
- 1.2 All members of the Committee shall serve to the completion of the OCP and LUB review period, as determined by the Local Trust Committee.
- 1.3 Any member of the Committee who is not in attendance at regular meetings of the Committee for three consecutive meetings, without approval of the Chair, shall be deemed to have resigned.
- 1.4 Quorum shall be established at the first meeting as 50% +1 of the membership. Quorum will be adjusted should members resign from the Committee.

2. Conduct of Meetings

- 2.1 All meetings shall be posted publicly, and agenda packages will be posted on the Islands Trust website, meeting the notification requirements of the Local Trust Committee.
- 2.2 All meetings shall be open to the public.
- 2.3 At the first meeting, the Committee will elect a chair and/or co-chairs from among its membership.
- 2.4 If neither of the Co-Chairs of the Committee is in attendance after fifteen minutes following the scheduled start of the meeting, the members present shall elect from its membership a Committee member to act as Chair for the duration of the meeting. The presiding member has, for that purpose, all the powers of, and is subject to the same rules as Chair.
- 2.5 If there is no quorum of Committee members present within thirty (30) minutes of the scheduled time for a Committee meeting, the staff person must record the names of the members present and those absent, and adjourn the meeting until the next scheduled meeting.
- 2.6 The Co-Chairs of the Committee will work with Staff to prepare the agenda for the meeting.
- 2.7 Minutes of Committee meetings shall be prepared by staff. Copies of all Committee meeting minutes are to be forwarded to the Local Trust Committee for

inclusion on the next available agenda. Recommendations from the VRC should be in the form of a resolution or motion.

- 2.8 The conduct of business for meetings of the Committee shall generally follow a consensus decision-making model. If required, the Committee will follow Robert's Rules of Order.

3. Duties & Powers

- 3.1 The Committee shall be an advisory body reporting directly to the Local Trust Committee on the OCP and LUB review process.
- 3.2 The Members of the Committee represent their views as individuals rather than being representatives of any other group or organization.
- 3.3 The Committee shall play a leadership role to identify and discuss community interests relating to the Review.
- 3.4 While the Committee may receive letters or presentations from the public, the Local Trust Committee remains responsible for conducting public consultation for the Official Community Plan process.
- 3.5 The Committee shall play a leadership role in community events relating to the Review.
- 3.6 The Local Trust Committee will, by resolution, refer specific Official Community Plan or Land Use Bylaw items or topics to the Volunteer Review Committee with a request for recommendations.
- 3.7 Staff shall serve as the liaison between the Committee and the Local Trust Committee. Staff shall be responsible for the production and copying of meeting materials, distribution of agendas, and all matters pertaining to the administration of the Committee.

4. Finance

- 4.1 Members of the Committee shall serve without remuneration.
- 4.2 No expenditure shall be made in relationship to this Committee that is not provided for in the Financial Plan of the Islands Trust.