

COWICHAN VALLEY REGIONAL DISTRICT REGIONAL GROWTH STRATEGY STEERING COMMITTEE TERMS OF REFERENCE

Purpose

The Cowichan Valley Regional District (CVRD) Regional Growth Strategy (RGS) Steering Committee is established:

- To advise the CVRD and its member municipalities on the development of the regional growth strategy (RGS), and future reviews, including preparation of associated technical reports, consultation and engagement, and coordination with Provincial agencies;
- To guide the development of a program to monitor the implementation of the RGS and progress towards its objectives and actions, and annual reporting;
- To serve as a forum for CVRD and municipal staff, and external agencies, to discuss matters of mutual interest in relation to the RGS;
- To make recommendations to the CVRD Board and municipal councils on RGS matters, proposed amendments, and matters of mutual interest; and
- To comprise the Intergovernmental Advisory Committee pursuant to s. 450 of the *Local Government Act*, when called upon, to advise applicable local governments on the development and implementation of the RGS, including RGS reviews, and to facilitate coordination of Provincial and local government actions, policies and programs as they relate to the development and implementation of the Regional Growth Strategy.

Composition

Membership of the Steering Committee will include:

- The CVRD General Manager, Land Use Services, or another official appointed by the CVRD Board, with the CVRD official to also serve as Chair;
- The CVRD Regional Growth Strategy Manager;
- The planning director, or another official, appointed by City of Duncan;
- The planning director, or another official, appointed by the Municipality of North Cowichan;
- The planning director, or another official, appointed by the Town of Ladysmith;
- The planning director, or another official, appointed by the Town of Lake Cowichan; and
- The Manager, Planning Advice and Approvals, Ministry of Municipal Affairs or another official appointed by the Province.

And the Intergovernmental Advisory Committee will include:

- All members of the Steering Committee;
- Senior representatives of the Provincial government, agencies and corporations and representatives of local First Nations by invitation of the Steering Committee or CVRD Board; and
- Representatives of government agencies, local First Nations and other authorities and organizations by invitation of the Steering Committee or CVRD Board.

Meeting Frequency

Upon initiation of the RGS, it is expected that the Steering Committee will meet at least once monthly and as needed according to the RGS workplan for each year.

Upon initiation of the RGS, it is expected that the Intergovernmental Advisory Committee will meet at least once yearly and as needed according to the RGS workplan for each year.

Procedures

As an advisory body, the Steering Committee conducts its business informally without reference to a quorum of the membership. Recommendations are based on consensus and if consensus is not reached differences are noted.

Representatives of other authorities and organizations may attend meetings by invitation of the Steering Committee or CVRD Board.

Administrative and secretarial support for the Steering Committee and Intergovernmental Advisory Committee will be provided by the CVRD.

Agendas and meeting notes will be prepared by CVRD staff responsible for the RGS program and circulated to Committee members at least one week prior to meetings.

Following adoption of the first RGS bylaw, the Steering Committee will meet to develop a monitoring program for implementation of the RGS, and reporting tools, including an annual report on implementation and progress towards RGS objectives and actions.

The Steering Committee will meet to develop an annual workplan and budget for the RGS program, for consideration of the CVRD Board as part of its annual budget process.

The Intergovernmental Advisory Committee may meet to facilitate the development of implementation or partnering agreements, consistent with section 451 of the *Local Government Act*, to coordinate activities relating to the implementation of an RGS.

CVRD and municipal committee members will serve in a liaison capacity to their respective board and councils, and report on Steering Committee, Intergovernmental Advisory Committee and RGS activities as needed, including the requirement and procedures for the CVRD and municipalities to adopt and maintain regional context statements, which are consistent with the RGS.