



## **TERMS OF REFERENCE**

### **City of Victoria**

### **Local Area Planning Working Group**

These terms of reference apply to the Local Area Planning Working Groups. They are intended to provide a general outline of the purpose, function and expected outcomes of the Working Group.

#### **About Local Area Plans**

Victoria is growing and changing. Local area plans are an important part of supporting a sustainable, walkable, wheelable, transit-friendly and vibrant community for future generations. Local area plans guide where new housing will go, where new businesses should open, what services and amenities are needed in the community.

Local Area Plans can be used by citizens and land owners to better understand community desires in different parts of the neighbourhood. Developers planning new projects can refer to it for guidance, and the City will use it to evaluate proposals and prioritize projects.

#### **Purpose**

The purpose of the Working Group is to help broaden the local area planning discussions by reaching diverse, equitable, and inclusive perspectives from the local community. Members serve important roles in connecting the community to the project by providing local context and diverse viewpoints. The key functions of the group are to: act as a liaison to the community throughout the process; recommend and provide feedback on engagement activities; and act as a sounding board for policy proposals, reflecting on public input and their own local knowledge.

Members of the Working Group will:

- Participate in a series of meetings with City staff and attend community engagement activities
- Provide advice and recommendations to staff for ways to reach a diverse, equitable and inclusive mix of the community during local area planning engagement activities
- Promote awareness of the project and public engagement opportunities through their networks
- Participate in at least one of two design charrettes - a collaborative workshop with staff and members of the public – that will result in draft plan concepts and policy options for Council's consideration
- Act as a sounding board for draft policy directions that will be for Council's consideration

#### **Composition**

The Working Group will be comprised of 12-20 members who live, work, and spend time in the study area(s), and will include diverse perspectives through the identification and active recruitment of members and representatives of underrepresented groups and equity-seeking populations.

Working Group membership will include, but not be limited to:

- Community serving organizations and community/neighbourhood associations
- Arts and culture groups
- Renters
- Home owners
- Local businesses
- Youth
- Families with children
- Working professionals
- People with lower incomes
- Seniors
- Indigenous people
- Multi-cultural groups and new Canadians
- Design profession

### **Commitment**

The Working Group will meet with staff approximately once a month for an approximately one-year commitment. In addition, two design workshops (charrettes) are anticipated during the Local Area Planning process, which involves two half-days over a week, and an additional meeting before and after the charrette.

Meetings will be chaired by the project manager (staff) or by a designated chair of the working group.

### **Responsibilities**

The responsibilities of the Working Group members include:

- Attend Working Group meetings (where an absence is anticipated, provide notice to the Project Manager whenever possible)
- Respond to email inquiries from the Project Manager;
- Respect meeting procedures;
- Review and provide feedback on draft documents or policies as requested;
- Attend public engagement sessions to listen, share information, or help facilitate;
- Consider the broader public input, analysis, objectives of the community and public good when participating in making recommendations;
- Work collaboratively and be open to new ideas and others' perspectives.

### **Code of Conduct**

- Members are expected to be respectful and work cooperatively
- Working Group members may have diverse backgrounds and perspectives. The expectation is that members respect different opinions and viewpoints while considering the interests of the community as a whole.

Working group members agree to fulfill the roles and responsibilities. Members who are unable to meet these expectations may be excused from the Working Group. In this case, a vacant position may be filled through recommendation of Working Group members, at the discretion of the project manager.

### **Project Team**

The Working Group will be supported by the project manager (City staff), with additional support from staff in the City's Community Planning and Engagement divisions.

## Level of Participation

The process is expected to be at the level of collaborate and involve as identified by the City's Engagement Framework.

