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## District of Lantzville

### Village Commercial Core Improvement Plan Select Committee

#### Terms of Reference

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##### **Background**

Council has directed staff to move forward with creating a Village Commercial Core Improvement Plan. The village centre is the heart of the community, with many assets and attractive elements. Council is calling for improvements that build on existing assets, further highlighting what Lantzville has to offer, and improving pedestrian and cycling circulation.

As called for in the Corporate Strategic Plan and in the Official Community Plan (OCP), the Village Commercial Core Improvement Plan will include elements related to urban design and transportation, as well as beautification.

It is anticipated that the input from the select committee, along with comments from the wider community and interested agencies, organizations, and levels of government, will lead to a plan that is a blend between a revitalization strategy and a neighbourhood plan – outlining action-oriented public-led revitalization strategies, as well as urban design and development guidelines for private development. The plan could ultimately become part of the Official Community Plan and will point to implementation actions that are both policy- and project-oriented.

##### **1. Membership**

- 1.1 The select committee shall be composed of nine (9) members who shall be appointed by resolution of the Council. The nine (9) members are as follows:
  - 2 members of Council
  - 7 members from the community, representing a range of interests and stakeholders (ideally business owners, property owners, and other residents)
  - The Community Planner will assist the advisory committee as a non-voting technical and administrative resource.
- 1.2 All members of the select committee shall serve to the completion of the duties outlined below: the mandate of the committee will expire at the end of the planning process, estimated to be in April of 2014.
- 1.3 The select committee shall be disbanded upon the completion of the tasks outlined in this Terms of Reference at the direction of District of Lantzville Council.
- 1.4 Any member of the select committee who is not in attendance at regular meetings of the select committee for three consecutive meetings, without approval of the Chair, shall be deemed to have resigned.
- 1.5 Quorum shall be established at the first meeting as 50% +1 of the membership and shall include at least 1 member of Council. Quorum will be adjusted should members resign from the select committee.
- 1.6 District of Lantzville Council may advertise for new members who have resigned or otherwise are no longer sitting on the select committee. The discretion to include new members is retained by District of Lantzville Council.

## **2. Conduct of Meetings**

- 2.1 All meetings shall be advertised on the District web site and notice board, meeting the notification requirements of the District of Lantzville.
- 2.2 All meetings shall be open to the public.
- 2.3 At the first meeting, the select committee will elect a chair and/or co-chairs from among its membership.
- 2.4 If the chair of the select committee is not in attendance after fifteen (15) minutes following the scheduled start of the meeting, the members present shall elect from its membership a select 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 select committee members present within fifteen (15) minutes of the scheduled time for a select 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 Meeting notes of select committee meetings shall be prepared by staff. Copies of all select committee meeting notes will be on the next available Council agenda for information.
- 2.7 The conduct of business for meetings of the select committee shall generally follow a consensus decision-making model. If required, the select committee will follow Robert's Rules of Order.

## **3. Duties & Powers**

- 3.1 The select committee shall provide input on potential improvements to and planning for the village area, focusing on the following elements: land use and urban design, beautification, circulation, utilities, and wayfinding.
- 3.2 The select committee shall review options brought forward by the Community Planner, and bring other options to the table as well.
- 3.4 The select committee will consider issues that have been identified as key discussion points.
- 3.5 The Community Planner shall serve as the liaison between the select committee and the District of Lantzville. The Community Planner shall be responsible for the production and copying of meeting materials, distribution of agendas, and all matters pertaining to the administration of the select committee.

## **4. Finance**

- 4.1 Members of the select committee shall serve without remuneration.
- 4.2 No expenditure shall be made in relationship to this select committee that is not provided for in the Financial Plan of the District of Lantzville.

***End of Terms of Reference***