

INTERGOVERNMENTAL ADVISORY COMMITTEE TERMS OF REFERENCE

INTRODUCTION

In support of the preparation of a regional growth strategy (RGS), the Comox Valley Regional District (CVRD) has established an intergovernmental advisory committee (IAC). The following terms of reference have been prepared to guide the operations of this group through the course of its work.

OBJECTIVE

The primary purpose of the IAC is to bring to the process of developing a growth strategy, other governmental interests, programs and policies that may have a direct bearing on the local plans. At the very least, these other interests must be recognized for the influence they can and will have on the strategy and ways and means they can support its implementation.

The following description of the IAC comes from the *Regional Growth Strategies Explanatory Guide* published by the Ministry of Community Services:

“Once a growth strategy has been initiated, the regional district would form an intergovernmental advisory committee (IAC), as required under section 867. This committee would include senior local government staff and senior provincial staff from appropriate ministries and agencies, plus invited others.

The regional district would be represented on the region’s IAC by its planning director or other official appointed by the regional district board. A municipality would be represented by its planning director or by another official appointed by the council. Provincial representatives of ministries, crown agencies and corporations would be appointed by the minister, in conjunction with the regional district board. Representatives of other authorities, such as the federal government or school districts can be invited to sit on an IAC, fostering broad involvement on an early and ongoing basis. The role of the IAC is to advise a regional district on the development of an RGS and to help coordinate provincial and local government actions, policies and programs as they relate to the strategy.

A key aspect of the IAC is to inform the local government process by providing a forum for provincial and local government senior staff to come to the table at the beginning of the process to discuss provincial interests and the tools the provincial government is prepared to use to support particular outcomes and to develop strategies for implementing common provincial/local objectives. Provincial representatives on the IAC act with a clear mandate. This reinforces the provincial commitment to the regional growth strategy process.

The terms, specific roles and meeting frequency will be determined by each regional district board. In some regions, the IAC’s will meet infrequently as a whole, but may have several working committees focused on specific elements of the growth strategy. In other regions, the IACs may be centrally involved in most aspects of the strategy.”

MEMBERSHIP

Appendix A lists all of the agencies that have been invited to participate in the IAC. It is intended to provide a broad range of interests and includes federal, first nations and other authorities in the area.

FREQUENCY OF MEETINGS

At the outset, the group may be expected to meet several times to gain a common understanding of their role and expectations and to take the time necessary to share information concerning their general interests in the area. As the project progresses, the frequency of meetings will likely be reduced and may likely be held in response to draft policy elements of the strategy as it is developed.

PROCESS MANAGEMENT

The CVRD will host all meetings and provide administrative support such as record taking. All meetings will be facilitated by the CVRD manager of long range planning, with the responsibility of supporting the growth strategy program. Meetings will generally take place in the CVRD boardroom on Comox Road in Courtenay.

The Ministry of Community Development will play an active role in ensuring participation from provincial agencies.

OUTCOMES

As its name suggests, it is intended that this group will be advisory in nature only, and will not be charged with any decision-making authority. To reiterate, the prime goal of the body is to share information of interest to the development of the growth strategy.