

Ocean Falls Community Revitalization Committee

Terms of Reference

DATE

1. Objectives

The Ocean Falls Community Revitalization Committee (“committee”) will explore social and economic challenges and opportunities for consideration of the Ocean Falls Improvement District and the Central Coast Regional District with the aim of collaboratively creating a *Revitalization Assessment Report* and shared vision for the community for review by the respective agencies on the committee.

2. Mandate and Scope

Given the overlapping and multifaceted governance framework of the Ocean Falls community, it is important to understand the roles, responsibilities and interests of each agency represented on the committee. The committee recognizes these roles and works towards a collaborative and consensus-based approach to building a revitalization plan that capitalizes on the unique perspectives, insights, and mandate that each committee member brings to the table.

Through discussion at committee meetings and research undertaken by a facilitator, the following will be identified and defined:

- Interests, roles and responsibilities of the agencies on the committee;
- A shared understanding of key community information;
- Key community issues, including, but not limited to, derelict buildings;
- Key community strengths and assets;
- Short (1 to 2 years), medium (3 to 5 years), and long-term (5 to 10 years) actions to meet revitalization goals; and;
- A process for committee members to report back committee discussions and research findings to their respective agencies and provide feedback to the committee.

3. Composition

The committee will consist of representatives from seven (7) constituencies:

1. Electoral Area 'A' Director for the Central Coast Regional District;
2. Government of British Columbia appointee;
3. Heiltsuk Nation appointees;
4. Nuxalk Nation appointees;
5. Ocean Falls Improvement District appointee;
6. Central Coast Regional District appointee to represent the businesses of Ocean Falls; and

7. Government of Canada appointee.

4. Roles and Responsibilities

Each committee member will:

- Work together to develop the *Interim Revitalization Assessment Report*, Action Plan (short, medium and long term actions), and *Final Revitalization Assessment Report*;
- Review the agenda and materials prior to each meeting;
- Attend and actively participate in each meeting;
- Review and provide feedback on the *Interim Revitalization Assessment Report* (August 2022);
- Circulate the *Interim Revitalization Assessment Report*, Action Plan (short, medium and long term actions), and *Final Revitalization Assessment Report* to their respective agency.

5. Interim Deliverable

The *Interim Revitalization Assessment Report* will summarize all the information identified and defined in Section 2 (Mandate and Scope). The report will be circulated to the Committee in August 2022 for review by the committee and stakeholders.

6. Final Action/Deliverable

Reconvene the committee after the 2022 elections to facilitate a discussion between the parties on how to leverage their resources and come to agreement on a set of actions stemming from the *Interim Revitalization Assessment Report*.

7. Facilitator

At its first meeting, the committee will engage a neutral Facilitator to support the committee's work. The Facilitator's specific scope will include:

- Chair committee meetings;
- Provide background materials for the committee outlining the history and current socio-economic situation in Ocean Falls, First Nations' interests, and challenges and opportunities;
- Work with staff from Ministry of Municipal Affairs and Central Coast Regional District to plan the structure and theme of each meeting;
- Schedule Committee meetings;
- Create and distribute agenda packages and meeting summaries; and
- Develop three documents for the Committee's review:
 - a. *Interim Revitalization Assessment Report*
 - b. Action Plan (short, medium and long term actions); and
 - c. *Final Revitalization Assessment Report*.

8. Working Group

A working group comprised of staff from the Central Coast Regional District, Ocean Falls Improvement District and the Ministry of Municipal Affairs will support the committee and Facilitator.

9. Meeting Schedule

The committee will aspire to meet at least six times between April 2022 and September 2022. The majority will be held virtually through Zoom. If health orders allow, one or two meetings may be held in person.

Every attempt will be made to preschedule the meetings at least one month in advance.

The committee, at their discretion, can decrease the number of meetings.

10. Meeting Materials

The Facilitator will distribute the agenda and background materials one week prior to meetings.

11. Meeting Minutes

The Facilitator will record attendance and key discussion and decisions for every meeting.

The draft minutes will be circulated to the committee members for review within 48 hours of the meeting and brought to the next meeting for approval.

12. Meeting Themes – to be confirmed by the Committee members, examples include:

- a) Economic Development
- b) Social Development
- c) Environmental Issues

13. Committee Conduct

a) Conflicts of Interest

In coming together, the committee members are asked to undertake their responsibilities on an impartial and objective basis, setting aside private interests and acting in the interests of the public. Committee members are asked to act with honesty, integrity, and openness.

b) Disclosure of Conflicts of Interest

Conflicts of interest or potential conflicts of interest must be immediately disclosed by notifying the committee chair. The committee member who has declared a conflict must not be present during the discussion or vote in respect of the matter in which the committee member has a conflict.

c) Public Relations

To support a good working process and best foster collaboration, committee members are asked to use discretion when speaking in public or to members of the media regarding their role on the committee. Opinions expressed should be clearly identified as individual opinions and not representing the committee. Committee communications to the public will be approved by the committee and posted on the Central Coast Regional District's website.

DRAFT