

Fairfield Gonzales Community Association

Terms of Reference for CALUC

These terms of reference approved by the FGCA Board September 19, 2016, revised and approved March 6, 2017.

Type of Committee

The FGCA CALUC is a standing committee of the FGCA Board.

Purpose

To support and implement the City of Victoria's community-based CALUC processes for the neighbourhoods of Fairfield and Gonzales (FG).

To provide a public venue for proponents to present formal zoning variance applications, and for FG community opinions about such applications to be voiced, recorded and shared with decision making bodies within the City of Victoria.

To facilitate such proponent-community interactions in an unbiased and well-run manner so that all FG community opinions are welcomed and shared.

Responsibilities

The Committee's responsibilities are:

1. To facilitate the CALUC process for FG in a neutral, professional, transparent and publically-accessible manner, and to guide proponents and the public through the CALUC process
2. To be knowledgeable about relevant City of Victoria documents, policies and processes that impact land-use decision-making, including rezoning information and application processes, official and neighbourhood community plans, design guidelines and publications, and zoning and variance regulations.
3. To conduct its activities in a manner consistent with the current posted City of Victoria CALUC terms of reference and/or processes (though, in the event of any discrepancies, FGCA policies override any City guidelines).
4. To communicate effectively, in a timely manner and as applicable with proponents, the public, the FGCA Board/senior staff, and/or City of Victoria staff, as to: (1) existing or upcoming formal rezoning applications; (2)

associated regular or special FG CALUC meetings; and/or (3) subsequent findings and other relevant information that results from such CALUC meetings.

5. To publicize and facilitate regularly scheduled monthly public FG CALUC meetings, unless no applications are received from proponents.
6. To regularly update the FGCA website (and/or use or other means) to ensure the FG community (i.e. residents and business owners) have accessible and timely information about ongoing and upcoming land-use planning and zoning issues, formal applications, and resulting findings.
7. To, having first obtained board approval, contribute to and participate in City-led initiatives about (broader) CALUC or land-use planning issues of importance to the FG community.
8. To, having first obtained board approval, engage and cooperate with other FG groups and/or external (non-FG) groups on CALUC or land-use issues of importance to the FG community.

Scope

The scope of the Committee is as defined under its Purpose and Responsibilities.

The Committee will limit its activities to formal land-use applications that involve requests for zoning variance and that are submitted by proponents (whether such proponents be private developers, FG residents, the City of Victoria, or other public bodies) who have been directed by the City of Victoria's Planning Department to consult with their local community association.

The Committee may also, having first obtained board approval, occasionally participate in other community land-use matters, or work in concert with other groups and associations.

Authority

The Committee's activities and actions follow and are consistent with the *FGCA Policy on Committee Terms of Reference* (Policy Number 2016-01), unless otherwise detailed in these Terms of Reference.

Committee Structure and Organization

As a standing committee of the FGCA, the Committee is required to have at least two Board directors as members.

The Committee size shall consist of three (3) members or more. A quorum of the Committee shall consist of a simple majority of the members.

It is expected that most Committee meetings will be open to the general public, though the Committee may also hold in camera sessions, as required.

The Committee may recommend to the Board candidates for the positions of Chair and Vice-Chair. The Chair and Vice-Chair shall be Board members, unless otherwise approved by the Board. The duties of the Chair and Vice-Chair are as detailed in the *FGCA Policy on Committee Terms of Reference*. The Committee Chair and Vice-Chair may vote on Committee proceedings as per the other members of the Committee.

It is expected that the Chair (and, ideally, the Vice-Chair) will, professionally and/or personally, have some prior knowledge and experience of residential and/or commercial land-use and planning and zoning issues, as well as a reasonable knowledge of the City's CALUC processes.

The Committee will appoint a member as Secretary, whose principal role is to take minutes of meetings that include the date, time and location, attendees, summaries of the main items discussed, a list of action items, and any motions and their outcomes.

The Committee will also appoint a member as Communications Officer, whose principal role is to ensure that Committee-approved information, or various externally developed land-use information (also vetted by the Committee) is, in a timely manner, available to the FG community through the FGCA website, or by other means. It is the responsibility of the Chair to ensure the any such information made available to the public by the Committee, is consistent with all FGCA policies (e.g. *FGCA Policies on Charitable Status Compliance and Communications*).

A member of the Committee, including the Chair or Vice-Chair, may hold one or more of the roles of Secretary and Communications Officer, depending on the size and current activities of the Committee.

The President of the FGCA Board and the FGCA Executive Director(s) are standing (non-voting) members of the Committee:

Committee Membership

Any member of the FGCA may apply in writing (or by email) to the Chair (or the Committee) to be a member of the Committee.

Potential members will be selected by the Committee (through a simple majority vote), and then be recommended to the Board on the basis of:

- possessing reasonable knowledge of planning and zoning;

- representing an aspect of diversity of the FG population, or representing different districts or roles within FG; and/or
- having other attributes or interests deemed valuable by the Committee.

The appointment of new members to the Committee will be subject to the approval of the Board, which will be expected to occur at the next regularly scheduled Board meeting. Committee membership will not be denied by the Committee or the Board without explanation. Prospective members selected by the Committee, but not yet approved by the Board, in the interim are permitted to participate in Committee activities in a non-voting capacity.

There is no term limit on the number of years a (non-Board) member may be on the Committee.

Members of the Committee, through their signature, will agree to abide by these (CALUC) Terms of Reference. Members will also be required to sign the following FGCA Policies: *Charitable Status Compliance*, *Communications*, and *Code of Conduct* within 30 days of becoming a Committee member.

Members are able to resign from the Committee at any time by providing written or email notification to the Chair, the Committee, or the Board. Resignation from the Committee does not require Board approval.

The names of the Committee members shall be posted on the FGCA website, and such information shall be updated as required, or at least quarterly.

Conflict of interest: if the committee member lives within 200 meters of the proposed project or they or their immediate family have pecuniary or personal interest in the project they are to declare their conflict and withdraw themselves and not participate in committee work for that project/proposal.

Committee membership may be terminated if a member:

- misses three meetings in a row, without prior explanation and acceptance by the Committee;
- refuses to carry out reasonable Committee work without an explanation and suggested alternative;
- purports to be a representative of or speak on behalf of the Committee or the FGCA without prior written authorization;
- fails to declare and resolve a conflict of interest, or a situation that could be perceived as a conflict of interest;
- conducts themselves in a manner that brings disrepute to the Committee or the FGCA;
- conducts themselves in a manner that is inconsistent with FGCA policies (e.g. *FGCA Policy on Code of Conduct*)

Where the Committee (or the Board) wishes to terminate a member, it shall provide an explanation in writing or by email to the member, and where (if initiated by the Committee) any such correspondence shall be copied to the Board. A vote of termination shall require a two-thirds majority of the (full) Committee. Members who are terminated by the Committee are permitted to request recourse through the Board. Members terminated by the Committee, and seeking reinstatement by the Board, are not permitted to participate in Committee activities during the interim.

Communications and Reporting – Internal to the FGCA

The Chair will keep the board apprised of significant issues and report same at monthly board meetings as well as ensure, as noted elsewhere, that committee communications with the city are past to staff for timely posting on the FGCA website.

All Committee minutes, letters and reports will be saved and archived within FGCA files, and be accessible to the Committee, the Board, and FGCA membership

Communications – External to the FGCA

It is recognized that to perform its responsibilities in a timely manner and effectively engage the FG community, the City, and other applicable stakeholders, the Committee requires a reasonable level of autonomy in communicating administrative, and operational issues directly with parties external to the FGCA, and without prior Board approval.

At the same time, it is also recognized that most (if not all) communications from the Committee and/or its members are likely to be perceived by some external parties as coming from the FGCA, even in situations where the Committee or a member may have stated otherwise.

Therefore, in some instances the Committee (through the Chair, or designate) is permitted to communicate directly with external parties, including proponents, members of the public, city staff, or representatives of other groups, in instances where the Committee wishes to: (1) provide or collect information related to submitted or expected land-use applications; (2) coordinate CALUC meetings or hosting other related public forums; and/or (3) share CALUC public meeting minutes with City of Victoria staff and other parties. However, all such communications must:

- only be related to Committee business or Committee-identified projects;
- follow best practices and be consistent with *FGCA Policies on Charitable Status Compliance and on Communications*;
- be cc'd to the Chair, in instances where the Chair (or the Committee) has designated another Committee member to coordinate such communications;
- be cc'd to the FGCA President and Executive Director(s) in instances where such communications are reports or summarizations of CALUC or related public meetings and are directed to City of Victoria staff (note: this is not required for

communications related to non-special meeting scheduling, the sharing of basic proponent application information, etc); and

- NOT constitute political advocacy on behalf of the committee or FGCA with respect to a particular project/application.
- not include opinions of individual Committee members, or the Committee as a whole, nor make any claims about the position of the FGCA

Ensuring Committee adherence to the above external communication parameters by its members is the responsibility of the Chair.

Nothing in the aforementioned prevents Committee members, as “private citizens”, from communicating or voicing their own opinions with any third parties. However, members are required to ensure that such personal communications do not state or suggest any affiliation with the Committee or the FGCA.

Committee Support

The Committee will normally require the support of FGCA staff to, primarily, schedule meeting space, copy CALUC-related notices and/or materials, and/or distribute other relevant communication materials. All requests for staff support or access to other FGCA resources must be approved by and directed through the Chair, or designate, and shall follow normal FGCA policies and procedures for accessing FGCA resources.

Meeting Schedule

The Committee will normally meet once every month at a regularly scheduled time, and will post its meeting schedule for all meetings open to the public.

Additional meetings may be called by the Chair or Vice-Chair.

The Committee will do its best to hold any additional meetings requested by the City.