



Area A – Elk Valley Official Community Plan Advisory Group

An Advisory Group is being established to assist in the review and policy development of the Official Community Plan (OCP) and zoning bylaw. In addition to consulting directly with the general public, first nations, and stakeholder groups, the Advisory Group will play a key role in the development of the OCP and zoning bylaw by providing feedback on the policies and regulations at various stages as well as soliciting additional information from the public and providing an additional means of bringing information to the community. A series of Advisory Group meetings will be held independent of the participatory workshops and open houses.

If you are interested in becoming an Advisory Group volunteer, please review the Terms of Reference and complete the attached Advisory Group Volunteer Application form and return it to the RDEK. Advisory group members will be selected based on

Advisory Group Terms of Reference

Background

The Elk Valley OCP was initially adopted in 2014 and has since been amended 13 times, most of which were site specific amendments. The Fernie Alpine Resort OCP was initially adopted in 2012 and the Island Lake OCP was initially adopted in 2014, both of which have been amended once to allow for the issuance of temporary use permits.

This planning process has two goals:

- To create one Official Community Plan (OCP) that covers the entire extent of Electoral Area A that will update the existing policies to reflect the current community vision of the plan area. The creation of a single OCP for Electoral Area A will amalgamate the Elk Valley, Island Lake and Fernie Alpine Resort OCPs.
- To update the Elk Valley zoning bylaw to reflect the vision of the OCP.

Function

The Advisory Group will provide advice and feedback to RDEK staff and the Area Director and act as a liaison with the public throughout the planning process. The Advisory Group will be for this process only and will be disbanded upon completion of the plan. The duration of the process is expected to be approximately 18 months.

Membership

The Advisory Group is comprised of individuals who have volunteered to represent a broad range of local interests within the plan boundary area. The advisory group will have up to seven (7) members in addition to ex-officio members. The membership will include:

- RDEK Staff – ex-officio
- Area Director – ex-officio

The composition of the volunteer Advisory Group will attempt to include a broad range of interests and subarea representation.

Since Advisory Group members are volunteers, provisions for reimbursement of expenses related to membership duties is not available.

Appointment

A recommendation to appoint members to the Advisory Group will be made by Director Thomas McDonald. Members will be appointed by the RDEK Board of Directors.

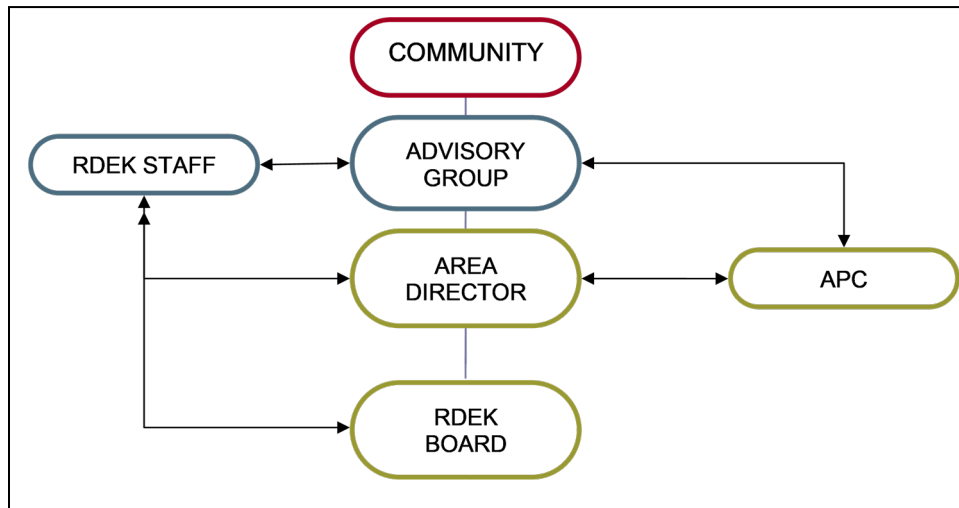
Role and Responsibilities

- Act in an advisory capacity only. The Advisory Group will not have decision making authority.
- Attend and participate in Advisory Group meetings as required (approx. 5 or 6 two-hour evening meetings).
- Select local contacts to assist RDEK staff with local tasks such as posting meeting notices and informing the public of coming events related to the planning process.
- Act as a liaison between RDEK staff and the community.
- Identify key issues in the communities that could be addressed in the OCP.
- Provide advice on the development of land use policy and regulations for the plan and bylaw area.
- Review draft policies at various stages of the planning process.
- Provide advice on information presented to the public.
- Work cooperatively to achieve consensus on issues.

Procedures

- The Chair and Secretary of the Advisory Group shall be appointed by the Area Director.
- The Chair will be the primary contact between RDEK staff and the Area Director.
- The Chair will conduct Advisory Group meetings.
- Meeting agendas will be prepared by RDEK staff and distributed to Advisory Group members prior to the meeting. Staff will schedule meetings, distribute materials and facilitate discussions.
- Meetings will be open to the public. Members of the public may attend as observers. The public may provide written comments to the Advisory Group Chair.
- The Chair may represent the Advisory Group publicly as required.
- The Advisory Group may establish the rules of procedures for the meetings.

Organizational Chart



Advisory Group Code of Conduct

- Participate in good faith
- Treat others with respect and courtesy
- Listen attentively and respect the suggestions and opinions of others
- Allow fellow members to have an equal opportunity to be heard
- Speak clearly and concisely
- Come to the meeting prepared to participate and engage in constructive dialogue
- Share information on community issues
- Work cooperatively to achieve consensus on issues
- Respect the decision of the Advisory Group

ADDITIONAL INFORMATION

Below is a list of contact information and web addresses for organizations that may be of interest during the process:

Agricultural Land Commission
Phone: 604-660-7000
Website: www.alc.gov.bc.ca

Ministry of Environment
Phone: 250-489-8540

Ministry of Transportation & Infrastructure
Phone: 250-426-1500
Toll Free: 1-888-613-9993

Provincial Ministries
Website: www.gov.bc.ca/ministries/

Interior Health Authority
Phone: 250-420-2220 (Cranbrook)



**Elk Valley Official Community Plan
Planning Process
Advisory Group Volunteer Application**

1. Personal information: (Please print)

Last Name: _____ **First Name:** _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone #: _____ **E-mail:** _____

2. Where in the plan area do you own property or reside?

Area: _____

Address (if different than above): _____

3. Names of local community groups, organizations or associations with which you are a member:

4. Please tell us your reason(s) for your interest in volunteering for the Advisory Group:

5. Please outline what you feel you can contribute to the Advisory Group and the planning process:

PLEASE FORWARD COMPLETED APPLICATION TO:

**Justin Cook, Planner II
Regional District of East Kootenay
19 – 24th Avenue South
Cranbrook BC V1C 3H8
Email: jcook@rdek.bc.ca
Fax: (778) 761-1785**

DEADLINE FOR SUBMISSIONS: January 11th, 2025