

TERMS OF REFERENCE
Bouchie - Milburn Community Planning Team
Dated April 24, 2017

PURPOSE:

The purpose of the “*Bouchie-Milburn Community Planning Team*” is to spearhead and facilitate the development of a Community Plan for our community. The plan will be grassroots, collaborative and community led. It will bring a community-based perspective to issues and initiatives identified by the community.

The committee will be tasked to develop a Community Plan. The plan will consider, but will not be limited to, the following: *demographics, safety, recreation, infrastructure and facility improvements, housing, lake health and access, fire protection, community emergency services and evacuation, economic development, heritage, fire smarting, beautification, trails and green spaces, taxation, government services, and roads and transportation.* ***The plan will provides a VISION of what you would like your community to look like, sets out clear GOALS to achieve that vision, and gives you an ACTION PLAN to reach those goals.***

The committee will:

- I. Meet monthly and will ensure that the plan is built in Bouchie-Milburn for Bouchie-Milburn. Meetings will be open and dates and times will be publicised. All meetings will be held on the 4th Tuesday of each month. A notification will be emailed to all committee members one week in advance of the meeting.
- II. Develop a Mission Statement that describes what the CPT is going to do, and why it’s going to do that.
- III. Work with a Facilitator who will support the CPT by planning, guiding, and managing the group meetings to ensure that the group's objectives are met effectively, with clear thinking, good participation and full buy-in from everyone who is involved.
- IV. Be comprised of stakeholders of and /or residents of and /or property owners of land in the Bouchie-Milburn community. Ideally, at least one representative from each of the groups based in Bouchie-Milburn (see list of groups below) will be appointed by the group they represent to be on the CPT. All committee members will be residents of and /or property owners of land in Bouchie-Milburn. The Electoral Area B Director will be invited to participate in the Planning process and be a liaison / advisor between the CPT and the Cariboo Regional District. Where issues are of a provincial nature, information will be sought from the appropriate provincial representative and /or the Member of the Legislative Assembly / MLA.
- V. All members of the CPT will be committed to the process of developing a Community Plan and its implementation. Decisions made by the group will likely require compromise. Members must be willing to work with the group, accommodating views that are different from their own, and accepting compromise to reach agreement on issues. They must be open minded and able to consider the whole picture rather than simply wishing to promote their sectoral interests.
- VI. Choose its Chair, Vice Chair and Secretary. Minutes will be recorded at all Meetings. These Minutes will be made public. Decision making will be by consensus. A minimum of four members of the CPT must be present for a meeting. The Minutes will be circulated to all groups involved and made available to the public. The committee will speak with a single voice.
- VII. Ensure that information pertaining to the planning process is disseminated to the community and involves the community. This may be way of Open Houses, displays, booths, informal coffee gatherings, newsletters, email, social media, word of mouth, etc.

- VIII. Take the time to become informed on (i) resources that are available to aid in the planning process and (ii) matters and issues that the community views as important and should be included in the plan. The topics and issues that will be included in the plan will be identified by the members of the CPT. A list of resources will be included in the Community Plan.
- IX. Determine the geographic boundary of the area (neighbourhoods) to be included under the Plan.

Bouchie – Milburn Community Groups

Area B Advisory Planning Commission
Bouchie Lake Parent Advisory Council
Bouchie Lake Recreation Commission
Bouchie Lake Volunteer Fire Department
Bouchie Lake Fire Fighters Association
Bouchie Lake Stewardship Group
Bouchie Lake Community Association
Quesnel and District Riding Club
Pet Safe Coalition of Canada
Bouchie to Baker Network Society
Back Country Horsemen of BC - North Cariboo Chapter

Resources

Community Planning Toolbox

<https://ctb.ku.edu/en/table-of-contents/structure/strategic-planning/vmosa/main>

Quesnel Fringe Area Official Community Plan, Cariboo Regional District

<https://cariboord.bc.ca/services/planning/ocp-s/quesnel-fringe-ocp>

A Community Development Facilitator's Guide

http://www.cawi-ivtf.org/sites/default/files/pdf/community_development_facilitator_guide.pdf