



# SMART PLANNING FOR COMMUNITIES – INTEGRATED COMMUNITY SUSTAINABILITY PLAN 4720-39

## Terms of Reference

### Project Deliverables

#### **#1 Establish a Smart Planning for Communities/ICSP Team**

1. Minimum 1 consultant:  
Program Coordinator. Must have strong project coordination experience; experience working with local governments in BC; well-versed in OCP/climate change/sustainability issues and approaches; strong media and communications experience.
2. Coordinates the Team collaboration among the RDCK staff working on the Water and Wastewater Sustainability Plan, Kootenay Carbon Neutral Action Plan, OCP policies, as well as the Selkirk student group and representatives of member municipalities of Nakusp and Kaslo
3. Leads development of public outreach and an ICSP package to send to the Province for approval under the Provincial Smart Planning for Communities Initiative and the RDCK Gas Tax Agreement. It is expected that the Water and Wastewater Sustainability Plans will be produced by RDCK staff as part of the package.
4. Creation of an OCP Tool Kit for community use. Some work on this has already been completed by RDCK staff.
5. Coordinates research and inventories and development of baseline data, if needed.
6. Coordinates project monitoring and public communications.
7. Conducts project evaluation.
8. Coordinates communications with, and seeks input, from the Provincial Climate Action Secretariat, Union of British Columbia Municipalities, and Ministry of Community Development.

#### **#2 Communications**

1. Plan and implement communications activities with a formal Communications Plan.
2. Deliver a white paper of best sustainability guidelines and practices to the RDCK Board.
3. Plan and deliver a presentation on the Smart Planning for Communities – Integrated Community Sustainability Plan (ICSP) to elected officials and staff attending the 2010 Association of Kootenay Boundary Local Government s (AKBLG) meeting.
4. If required, plan and deliver a presentation on the Smart Planning for Communities – Integrated Community Sustainability Plan to elected officials and staff attending the fall 2010 Union of British Columbia Municipalities (UBCM).

**#3 Deliver at least five public outreach sessions targeted specifically at Sustainability Strategies in the top six priorities from the Community Assessment.**

1. Builds upon the existing OCP policy work and water and wastewater plan developed by RDCK staff.
2. Focus: rural issues and strategies from Community Assessment.
3. Public outreach sessions should be innovative, highly motivating and empowering.

***Preliminary Session Outline***

**A. Sustainability Obligations**

- A. Bill 27 - what is included and what is the preferred approach?
- B. Climate change – What has been accomplished and how does it fit with ICSP?
- C. Sustainability Principles in OCP's – best practices

**B. Potential Guiding Principles in Six Key Areas**

- A. What are the most significant regional concerns with water, food, transportation, natural areas, economic development and health and social welfare
- B. What types of action will support the RDCK in meeting the requirements of Provincial Smart Planning for Communities Initiative?
- C. What are the primary benefits of these Sustainability Principles for local government, communities, and citizens?

**#4 Assemble the ICSP package for submission to the Province**

1. Guiding Principles and OCP Tool Kit will be developed with the explicit intention that they are transferable templates for participating local governments, as well as the RDCK.
2. Other existing plans with appropriate sustainability sections may also be included.
3. Separate Packages for Nakusp and Kaslo should be put forward as separate line items in the budget.