

## **Terms of Reference**

### **NCC Core Area Plan Public Advisory Committee**

#### **Introduction**

The Public Advisory Committee (PAC) for the National Capital Core Area Plan (the Plan) is established to assist in the revision of the 2005 Canada’s Capital Core Area Sector Plan, which provides a comprehensive framework for aspects of the planning, management, and sustainable development of federal lands and interests in the Capital’s core area that are regulated by the National Capital Commission (NCC). The Plan will cover a range of subjects, including environmental conservation, urban design, transportation, cultural heritage, recreational activities and economic development. The PAC will act as a component of the public engagement process to ensure that diverse perspectives, community interests and stakeholder needs are represented and considered throughout the planning process.

#### **Mandate and Purpose**

The PAC’s mandate is to provide balanced and informed input to the NCC during the development of the Plan. The PAC will play a critical role in promoting open dialogue, gathering community feedback and advising on key aspects of the planning process. The committee will be responsible for offering insights, identifying challenges, and recommending suitable strategies and policies that align with the interests of the community and the organization's vision for the core area.

#### **Responsibilities**

PAC members are expected to fulfill the following responsibilities:

1. Participate actively in PAC meetings and related activities at major project milestones.
2. Review and analyze documentation provided by the NCC to make informed recommendations.
3. Engage in collaborative discussions, consider diverse viewpoints and work towards consensus on various planning issues.
4. Share relevant information and feedback with their respective constituencies and stakeholders.
5. Consider the broader public interest and community needs, striving for equitable outcomes.
6. Advise on core themes, including but not limited to:
  - environmental sustainability, conservation and preservation;
  - urban design, architecture and public spaces;
  - transportation and mobility, including accessibility and connectivity;
  - cultural heritage, history and preservation of local traditions;
  - recreational and leisure activities that promote active lifestyles and well-being;
  - economic development and tourism that fosters sustainable growth and prosperity.
7. Provide input and feedback on the project milestones, including the vision and planning principles, concept and goals, general strategies, policies, and sector plans, and the final draft plan.

#### **Relevant Project Milestones**

The upcoming project milestones will determine the frequency and scheduling of meetings.

<b>PROJECT MILESTONE</b>	<b>TIMING</b>
Visioning and guiding principles	Fall 2023

First draft	Spring 2024
Final draft	Late 2024

### **Membership**

1. The PAC will consist of representatives from diverse backgrounds and stakeholder groups, ensuring broad representation of the core area community.
2. The NCC will appoint PAC members from public nominations and relevant community organizations.
3. Each participating organization will be represented by one member on the PAC.
4. The PAC will be led by two Co-Chairs: the Chief, Long-range planning and one member of representing a PAC organization, as nominated by PAC members.
5. The term for PAC members will be 18 months.
6. The PAC will strive to maintain gender balance, diversity and inclusion among its members.
7. Observers may attend PAC meetings with prior approval from the NCC, but they will not have voting rights or active participation in the committee’s discussions.

### **Activities and Frequency of Meetings**

The PAC will:

- meet three times over the course of the remaining portions of the Plan review process to coincide with key project milestones:
  - November 2023: First phase of public engagement; visioning, development;
  - Spring 2024: Initial drafts of the new Plan;
  - Fall 2024: Final draft of the new Plan.
- meet in the NCC’s Urbanism Lab, located at 40 Elgin Street, Ottawa, or virtually using NCC videoconferencing platforms;
- conduct meetings in both official languages; members and participants can use the official language of their choice;
- establish quorum at 51% of the members;
- replace members by substitutes at meetings, as approved by the Co-chairs, who will approve replacements on a case-by-case basis;
- accept that its minutes are published and make them available to the public;
- suggest changes to the Terms of Reference for consideration by the NCC;
- exchange information via email updates, in addition to its in-person meetings;
- convene special meetings, as needed.

### **Transparency**

The NCC is committed to transparency and will publish the names of PAC members. Summaries of the committee’s recommendations and the NCC’s responses, where applicable, will be made available to the public.

### **Confidentiality and Privacy**

All proceedings and documentation of the PAC will be subject to NCC privacy policies, in line with the Government of Canada’s *Access to Information Act* and *Privacy Act*.

**Conflict of Interest**

If a PAC member has a real, apparent or potential conflict of interest concerning a matter before the committee, they must inform NCC Public Affairs before consideration of the matter.

If the NCC determines that a conflict exists, the member will disclose their interest to the committee and refrain from participating in the consideration of the matter.

**Principles**

The PAC's work on the core area plan will be guided by the NCC's [Public Engagement Policy](#), ensuring inclusivity, transparency and meaningful public participation in the planning process.