



**NATIONAL CAPITAL COMMISSION  
COMMISSION DE LA CAPITALE NATIONALE**

## **Terms of Reference**

### **NCC Sir George-Étienne Cartier Park Plan Public Advisory Committee: Terms of Reference Guidelines**

#### **Introduction**

The National Capital Commission (NCC) has initiated work on developing a plan for the Sir George-Étienne Cartier Park. The main objective of the Sir George-Étienne Cartier Park Plan is to provide a framework for the area's planning, management and use in order to achieve environmental, design, recreational and sustainability objectives. To help reach this goal, the NCC is seeking interested parties to create a public advisory committee (PAC), which will form part of the public engagement component of this project.

#### **Mandate and Purpose**

The mandate of the committee is to assist the NCC with the development of the new Sir George-Étienne Cartier Park Plan by providing fair and balanced input, sharing information with their community members, and expressing opinions on topics of interest to the community. The committee will have the opportunity to provide input through the main stages of the planning process, including the vision, land use concept, and development of strategies and policies.

The advisory and information exchange forum will include representatives from a range of nearby communities and stakeholder groups with an interest in the riverfront lands and the development of the park as an important component of Canada's Capital Region. PAC membership should represent the main areas of interest associated with the Sir George-Étienne Cartier Riverfront Park lands. These include the environment, landscape, design, recreation, mobility, heritage and culture, and equity. The term of the PAC will cover the duration of the planning process, and end upon approval of the plan by the NCC's board of directors, expected in 2024.

#### **Responsibilities**

Members will be expected to meet at each major project milestone and review documentation provided by the NCC. Members should be prepared to share their views, as well as engage in informed dialogue, to recommend solutions and provide a variety of views throughout the planning stages. Each committee member must be willing to rise above advocacy for the specific goals of their organization and work toward fair and reasonable accommodation of all interests in the process.

Members will be expected to do the following:

- Work collaboratively with colleagues who have different and sometimes competing views and interests, and fairly balance advocacy with collaboration
- React to ideas, provide advice and identify solutions
- Share information with their varied constituent groups, and gather feedback

The NCC will provide resources to manage logistical and operational support for the meetings. NCC Public Affairs will liaise with PAC members and the project team to ensure seamless information sharing.

More specifically, the PAC will provide input, support and advice on the following core themes:

- Sustainability and physical environment
  - Natural environment
  - Landscape and vegetation
  - Views and scenic vistas
- Transportation
  - Mobility
  - Access and connections
- Culture and heritage
  - Arts, culture and heritage, including the Franco-Ontarian culture
  - Settler history
- Recreational and leisure activities
  - Cycling and walking
  - Skiing
  - Boating
  - Opportunities for passive recreation
- Economic development and tourism

### Relevant Project Milestones

The following upcoming project milestones will guide the frequency and timing of meetings.

PROJECT MILESTONE	TIMING
VISION AND PLANNING PRINCIPLES	Fall 2021
CONCEPT AND GOALS	Summer 2022
GENERAL STRATEGIES, POLICIES AND SECTOR PLANS	Spring 2023
FINAL DRAFT PLAN	Spring 2024
EXPECTED BOARD APPROVAL OF THE PLAN	Spring 2024

### Membership

- The PAC consists of members from the public and community groups noted in Appendix A.

- Individual members who resign can be replaced by another representative from the same organization, with the approval of the NCC.
- Participating organizations are represented through one member on the PAC.
- The terms of PAC members will initially be for three years, with the possibility of renewal for one or two years.
- PAC members will likely meet four or five times over the course of the three-year project timeline.
- PAC membership is for the public and community representatives only.
- PAC observers are individuals who have received NCC approval to attend, but are not active participants and are not PAC members.
- Gender balance, diversity and other public values also guided the selection of committee members.

### **Transparency**

The NCC is committed to transparency and to keeping the public informed of its engagement activities. It will therefore be publishing the names of the PAC participants, and summaries of the committee's recommendations, along with the NCC's responses, where applicable.

### **Confidentiality and Privacy**

As the NCC is a federal Crown corporation, it is subject to the privacy policies of the Government of Canada, including the *Access to Information Act* and *Privacy Act*. All proceedings and documentation will be subject to these acts.

### **Conflict of Interest**

If a PAC member faces a real, apparent or potential conflict of interest relating to a matter before the group, that member will inform the NCC (Public Affairs contact) prior to consideration of the matter by the committee. If the NCC concurs that a conflict exists, they will disclose to the committee the member's interest and the member will not participate in the consideration.

### **Principles**

The committee's work will be guided by the [NCC's Public Engagement Policy](#).

## APPENDIX A

### **Public Advisory Committee Members**

Matthew Henderson	Rockcliffe Park Residents' Association
Ian Gadbois	Ski Heritage East
Paul Johanis	Alliance pour les espaces verts de la capitale du Canada
Meghan Hanlon	Ottawa New Edinburgh Club (ONEC)
Katherine Forster	Manor Park Community Association
Jane Brammer	Rothwell Heights Property Owners Association
Nicole Fortier	Société franco-ontarienne du patrimoine et de l'histoire d'Orléans (SFOPHO)
John Murray	Rockcliffe Yacht Club
Laura Reinsborough	Ottawa River Keeper
Jamie Batchelor	Rideau Valley Conservation Authority
Heather Matthews	New Edinburgh Community Alliance