

Terms of Reference: Planning Roles and Capacity

Goal of Break Session # 4:

- 1.To become familiar with a Terms of Reference for a planning process
- 2.To development an understanding of roles and responsibilities
- 3.To identify appropriate capacity building opportunities
- 4.Consider adding “Issues” or “policy statements” to the Terms of Reference

Terms of References

Dawson Regional Planning Commission

Contents:

Definitions and Acronyms

1. Introduction
2. Purpose of the Terms of Reference
3. Mandate of the Commission
4. Purpose of the Plan
5. Objectives for the Regional Land Use Plan
6. Requirements of the Regional Land Use Planning Process
7. Boundary and Application of the Plan
8. Membership of the Planning Commission
9. Operating Procedures for the Commission
10. Budget/Work Plan Considerations
- 11. Relationships Between the Commission, Council, and the Parties**
12. Public Participation and Engagement
13. Planning Process and Products
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15. Plan Approval
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Roles and Responsibilities for Council, Commissions and the Parties

Partner	Role	Responsibilities
<p>Council</p>	<p>Process Coordinator</p>	<ul style="list-style-type: none"> • Ensure Council has adequate staff and skills to participate in Chapter 11 activities • Assist Parties to build capacity to participate in Chapter • Support TOR and operating guidelines through the Financial Agreements (i.e. monitor Commission for compliance) with these documents) and implement remedial action when these documents are not being complied with • Review and approve Commission budgets • Encourage communication between Parties and Commission • Assist Commissions, at their request, with technical, administrative, and planning support • Advise members when they are contravening related guidelines
<p>Regional Commission</p>	<p>Plan Developer and Author Liaison to the public and the community</p>	<ul style="list-style-type: none"> • Operate in compliance with Terms of Reference, Final Agreements and Financial Agreements • Ensure First Nation is consulted on annual budgets. • Communicate with Parties, Council and interested agencies • Define internal policies for conduct of Commission Members • Advise members of any contravention of internal operating guidelines

<p>Government (Yukon, First Nations)</p>	<p>Land Claim Implementers Approval Body Information Provider Reviewer</p>	<ul style="list-style-type: none"> • Implement Land Claim • Nominate members for YLUPC (CYFN, Canada, YG) • Ensure governments have adequate staff to participate where they have agreed to implement the Chapter 11 process (Canada, YG) • Ensure FN has appropriate staff to participate where they have agreed to implement the Chapter 11 process (FN) • Inform Commission and Council when TOR, FA, and \$ agreements are not being complied with. • Consult with Council and Commission on proposed changes to TOR if necessary. • Provide timely feedback on annual budgets (FN) • Approve annual budgets and provide funds to Commissions and YLUPC • Consider linkages between regional land use planning and other water and land planning processes • Provide technical support when requested • Provide policy-level advice (i.e. advise when Commission is likely to contravene policy) • Stay informed of Commission activities • Recommend removal of members for cause if necessary (YG) • Removal of members if necessary. • Respond to formal Council Recommendations in timely fashion
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Land Use Planning & Resource Management

Broad Policies and Objectives

(SDMCLCA, MVRMA, other legislation and policies)

Land Use Plans

Translate policies into clear direction about appropriate uses

Rights Disposition

The Board must ensure the direction provided in the land use plan is appropriate to its position in the regulatory hierarchy

Project-Specific

Review

(screening & EA)

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Questions for Break-out Groups:

Do you generally agree with the roles and responsibilities identified on the summary sheet?

What Capacity opportunities should be provided in advance of Commission start-up and to whom?

Should the Terms of Reference contain issues and policy statements?