

Terms of Reference for the Uchucklesaht Tribe Advisory Planning Commission

Purpose

This Terms of Reference (ToR) seeks to provide the framework for establishing and maintaining a strong community driven Official Community Planning (OCP) process. It also serves as a baseline of information to inform decision making for present and future generations. This ToR provides the structure for ongoing participation of the community in decision-making matters impacting the long term health and wellbeing of the Uchucklesaht Tribe community.



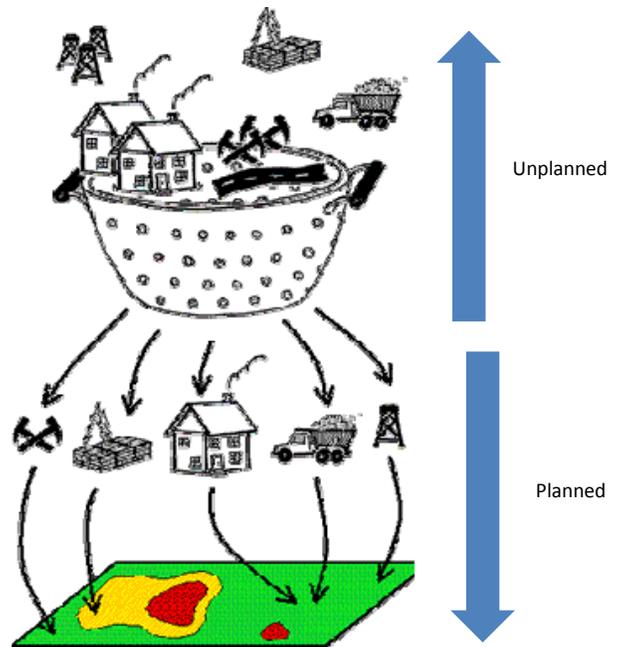
Uchucklesaht

The Advisory Planning Commission (APC) will provide input and feedback during the preparation of the Uchucklesaht Tribe OCP and will continue to provide support during the implementation and monitoring/evaluation phases of the planning process. This will involve:

- Providing the OCP Project Staff with views and advice on a range of different issues.
- Responding to community aspirations and vision for the future
- Engaging in dialogue around various aspects of developing a communications plan and implementation strategy.

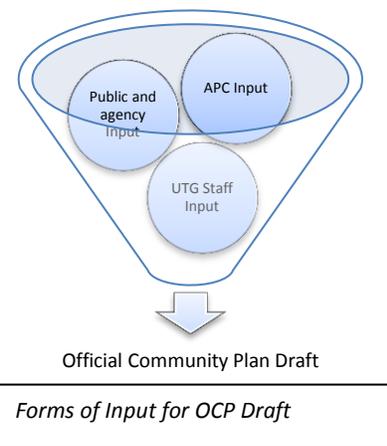
Objectives of the Uchucklesaht Tribe Official Community Plan

1. Maintain a solutions-oriented focus by balancing the time and energy spent identifying underlying root cause issues, with building on and appreciating the strengths inherent in Uchucklesaht culture and community. Work pro-actively and avoid reacting to problems in a critical state of urgency.
2. Strengthen the links between the work already being done on the various aspects of community planning and development.
3. Establish community oriented structures and processes that encourage patience and understanding.
4. Think about planning for the health and wellness of our community in the long term (100 + years).
5. Recognize the need to balance immediate (short term) action with longer term thinking.
6. Recognize that community planning is not a static process. It is a process of gathering input on decision-making matters impacting our lands and individual wellbeing. It will be ongoing, dynamic and non-exhaustive from now until time immemorial.
7. The OCP process requires a flexible timeline that is based on the community needs, and is sensitive to the response burden carried by community members.



Roles and Responsibilities of Advisory Planning Commission (APC) and Project Staff

1. The APC will demonstrate dedication and commitment to the collective well-being of the Uchucklesaht community in the long term. The APC will work on a monthly basis to:
 - a. Be briefed on the current context and the journey so far;
 - b. Offer a range of perspectives on land use issues and proposed responses;
 - c. Provide input on identifying community priorities;
 - d. Provide input and strategies for implementing, evaluating and revising various aspects of the plan;
 - e. Convey reports on the progress and outputs of the project to community members;
 - f. Convey to the OCP Project staff, responses or feedback from members of the community;
 - g. Initiate and coordinate activities in the pre-planning and planning phases of the OCP process, including community involvement and communication.
2. OCP Project Staff are responsible to provide leadership and work as liaisons between the APC and Uchucklesaht Executive Committee and Administration. OCP Project Staff are dedicated to:
 - a. Ensuring there is balanced representation on the APC based on the selection criteria outlined below;
 - b. Ensuring the wisdom, knowledge and expertise of each APC member is honoured and respected in the development and implementation of the OCP;
 - c. Building trust and encouraging open, honest, and respectful communication between all parties;
 - d. Providing clarity and structure to the OCP process.



APC Protocols and communication guidelines

To ensure effective communication, the following meeting protocols will apply in relation to all meetings:

1. Leave time for others to speak.
2. Do not interrupt, which also includes muting distracting electronic devices.
3. Practice effective listening.
4. Focus attention – stay on topic.
5. Use clear concise statements to get your point across.
6. Value voice projection and body language.
7. Demonstrate honesty and openness with ideas.
8. Provide recommendations for solutions to each problem identified.
9. APC reps will respect the role of the facilitator/Chair in the conduct of meetings.
10. Reps will comply with the facilitator/Chair's decisions in relation to allocation of time to agenda items.

11. Minutes will be taken in each meeting and made available to the group via e-mail or hard copy.
12. OCP Project Staff will provide technical support and guidance to ensure all reps are able to access information, e.g. hard copy, email, Drop Box.
13. OCP Project Staff will provide technical support and guidance to ensure all reps participating from a distance are comfortable using GoTo Meeting.
14. An evaluation or debriefing session will be carried out at the end of the process to assess the effectiveness of the meetings. Recommend a community endorsement process for the OCP.

APC Decision making

The APC will strive to apply Uchucklesaht Laws to the OCP Project and APC Terms of Reference. In this respect, the APC is committed to taking adequate time to resolve difficult issues in a restorative culturally responsive manner that applies a consensus decision making process. The APC will accomplish this by identifying issues at hand, investigating facts, focusing attention, and teaching about an issue in depth. The facilitator/Chair will encourage honesty and openness of all diverse viewpoints in a flexible decision making process that doesn't limit any one person to static viewpoints.

There must be a minimum of 50% APC representatives for quorum, as well as the Project Coordinator or Assistant present at each meeting. If a rep cannot be physically present for a decision making meeting, then he/she may submit in writing any comments including agreement or objection to a decision made in his/her absence along with the rationale/explanation. In the event a representative expresses an objection to an important decision making matter impacting the recommendation for implementing or revising the OCP, it will be his/her responsibility to outline the objections and solutions that will lead to consensus. If consensus still cannot be achieved, the APC will seek community input and deal with each situation as it arises.

Trust, Commitment and Accountability

1. APC reps are committed to making the OCP process a success and are accountable to the community at large.
2. All meetings have an open door policy that allows any community member to observe and participate in meeting discussions on a random basis.
3. The APC will respect the right of each diverse viewpoint and is committed to honouring the wisdom, knowledge and expertise of each APC Rep.
4. The facilitator/Chair will be trusted to layout and describe all diverse issues and viewpoints and remain neutral in the facilitation of difficult decisions and interpretation of input received from the APC and Chief and Executive.
5. The APC will take into account recommendations received by the community regarding its activities, decisions and recommendations on the direction received by the community. In addition, the APC will work in good faith with the Uchucklesaht Chief and Executive and Administration to draft a resolution that will ratify the OCP and promote implementation of the OCP in present and future generations.
6. The APC reps take their role seriously and agree to attend regular APC meetings.

7. All reps are encouraged to serve until completion of the process, possibly longer pending possible extension of project.
8. All APC reps agree to reflect on past and present community issues, rather than focusing on personal concerns or individual issues.
9. For the purpose of maintaining a safe environment, the Facilitator/Chair will ask any persons under the influence of drugs and/or alcohol to leave the meeting.

Confidentiality

From time to time APC reps may be asked to review and comment on draft documentation that has not been formally considered, and may be party to other confidential conversations. In these circumstances, members are reminded that upholding confidentiality is paramount. Creating a safe environment to discuss difficult issues is challenging, but can be easier by allowing members of the public to have input at preliminary stages of the plan development process.

APC Reps are encouraged to notify the APC in advance of any confidential items. If by chance notification of confidential matters is not given, APC reps will be trusted to use their own discretion in identifying and declaring the confidential nature of sensitive issues.

Anybody on the team can suggest/declare/announce a confidential moment and trust that it will be respected. In the unlikely event that trust is breached, the team will have the opportunity to address it in a healthy restorative manner as it is defined and agreed upon by the APC.

Conflict of Interest

If an APC rep holds any office or position of trust or responsibility in a company, agency or other organization involved in the community (whether profit or not) and has any vested or personal interest in matters for discussion, the member must disclose the interest to the APC. Should a conflict of interest arise the member shall:

- Withdraw from any discussion in relation to the matter; and
- Take no part in the preparation of advice on the matter; and
- Leave the room while the discussion on the proposal is occurring

Amendments to this Terms of Reference

The terms of reference shall be reviewed and amended as required to meet the needs of the APC and project.

APC Representation

The APC will consist of representatives from Uchucklesaht Tribe that are not a member of Council, member of the Executive, or Uchucklesaht Tribe Government employee. The APC size will not exceed 7 reps to ensure it can carry out its work as effectively as possible. The APC will represent a cross section

of perspectives and all reps will be in a good, healthy position to offer critical analysis and provide constructive feedback. See Appendix 1 for complete list of APC members.

Representative Selection Criteria

All APC Reps will be selected over a wide demographic for their diverse gifts and relevant areas of focus. While the focus on Uchucklesaht Tribe members is given priority, representation on the APC is open to non-tribe enrollees who are living ON Treaty Settlement Lands and who demonstrate a vested interest in the health and wellbeing of the community.

Uchucklesaht Tribe Government Contact

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APPENDIX 1 – ADVISORY PLANNING COMMISSION MEMBERSHIP

As an appointed APC member, I have read and understood the APC Terms of reference, and agree to abide by its provisions

Name	Date	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		