

**VILLAGE OF PEMBERTON**

**TERMS OF REFERENCE  
OFFICIAL COMMUNITY PLAN (OCP) ADVISORY COMMITTEE**

**1. PURPOSE OF OCP ADVISORY COMMITTEE**

The OCP Advisory Committee shall advise Village Staff and Consultants and in particular:

- (a) Consider and evaluate issues referred to it by the Village and report back to and make recommendations based on those issues.
- (b) Advise Village Staff on the preparation of a new Official Community Plan.
- (c) Advise Village Staff on the preferred type and nature of public engagement employed during the OCP review process, including selection of locations and dates and times.
- (d) Have a primary focus on guiding policy development in the new OCP document but not be restricted from examining other matters related to the new OCP document.

**2. LIMITATIONS OF THE DUTIES AND POWERS OF THE OCP ADVISORY COMMITTEE**

The Committee has no delegated authority from Council and is not empowered to manage any aspect or role of the Village's responsibilities or direct the activities of Village Staff without a decision of Council.

**3. COMPOSITION OF THE OCP ADVISORY COMMITTEE**

The Committee shall be composed of a minimum of six (6) and a maximum of nine (9) members who shall be members of the public appointed by Council on the basis of applications received by the Village. Applicants must reside, be employed, own a business, be enrolled in school, be a member of a non-profit organization that operates within Pemberton, or own or have interest in property within the Village of Pemberton.

Members shall help establish a broad cross section of opinion and experience from appointees from the community. The OCP AC shall ideally be comprised of individuals who represent the following: environment, housing, development, business, economic development, transportation, health and social services, recreation, arts and culture, youth and seniors.

Members of the public appointed shall be selected from the applications based on their knowledge and understanding of the Village as a whole, and how well they meet the criteria.

#### **4. ADVISORY PERSONS TO THE STAFF ADVISORY COMMITTEE**

The following persons may participate in meetings of the Committee in an advisory capacity but shall not vote:

- (a) Clerical assistance for recording minutes, preparing agendas and organizing resource material,
- (b) Manager of Development Services or designate, and

All interested agencies, community groups or individuals may attend all meetings and participate in discussions at the discretion of the Chair but shall not have a vote.

#### **5. APPOINTMENT AND MEMBERSHIP**

##### Applications

- (a) Applications to serve on the Committee will be invited by the Village's Manager of Development Services and forwarded to the Mayor and Council for review.

##### Term and Termination

- (b) Members shall be appointed to the Committee for the full duration of the OCP update, which is approximated to be 24 months. Members of the Committee shall serve at the discretion of the Chief Administrative Officer.
- (c) The Chief Administrative Officer may terminate the appointment of any member of the Committee at any time, provided that the member has previously been advised of any concerns about the member's actions.
- (d) The OCP Advisory Committee will terminate on the time and date that Council adopts the bylaw enacting the new Official Community Plan, unless specifically extended by resolution of Council for a defined period following that point.

##### Resignation and Absenteeism

- (e) A member may resign from the Committee on presentation of written notice at a regular meeting of the Committee. Any member who is absent from three (3) consecutive meetings without cause or without notice to the chairperson, shall be deemed to have resigned from the Committee.

##### Vacancies

- (f) Any vacancy on the Committee shall, for the expired portion of any term, be filled by the Chief Administrative Officer or the Chief Administrative Officer may invite fresh applications.

##### Remuneration

- (g) All members of the public appointed to the Committee shall serve without remuneration. All expenses reasonably incurred in the carrying out of Committee business may be reimbursed by the Village with the approval of the Chief Administrative Officer.

## **6. MEETINGS**

### Regular Meeting

- (a) Meetings of the Committee will be held on an as-needed basis, approximately once per quarter, on a set day and time, as agreed to by the Committee, once established. It is anticipated that the OCP Advisory Committee will not meet more than four (4) times a year.

### Chair

- (b) The Committee shall elect a Chair and Vice Chair, as agreed to by the Committee at their first meeting.

### Special Meeting

- (c) The Chief Administrative Officer or the Manager of Development Services may call a special meeting of the Committee.

### Notice

- (d) Meeting notices shall be published at least two weeks prior to a meeting, except in the case of a special meeting in which case notice will be 24 hours, to provide reasonable notice to allow attendance by the public.

### Quorum

- (e) The quorum for the Committee is five (5) members.
- (f) Should there be no quorum present within 15 minutes after the time appointed for the meeting, the recorder shall record in the minutes the names of the members present at the expiration of such fifteen minutes and the meeting shall stand adjourned until the next scheduled meeting.

Electronic Meetings

- (g) A meeting of the OCP AC may be conducted by means of electronic or other communication facilities, if:
  - i. the Chair, or in the absence of the Chair, the Acting Chair, determines it is advisable; or
  - ii. the electronic meeting format is necessitated by a health, safety, or environmental emergency or urgent Village business that prevents all members from attending in person.
- (h) Advance notice of a meeting to be conducted pursuant to section 5 (3) a) will be provided advising that the meeting will be conducted by means of electronic or other communication a facilities, as follows:
  - i. the agenda cover sheet will include that the meeting is being held electronically; and
  - ii. details will be included on the agenda cover sheet and on the Village's website with instructions to participate electronically or by telephone; and

Electronic Participation at Meetings

- (i) A member of the Committee who is unable to attend a meeting may participate in the meeting by means of electronic or other communications facilities.
- (j) Members of the OCP AC who are participating in a meeting under this section are deemed to be present at the meeting.

Public Attendance

- (k) All meetings shall be open for the public to attend, unless there are matters that meet the requirements of the *Community Charter* to allow the Committee to meet in private.
- (l) Members of the public may be allowed to speak to the Committee at the discretion of the Chair, who may both limit the number and duration of presentations at their discretion.

Decision Making

- (m) The Committee will seek to make its decisions on a consensus basis. If consensus cannot be achieved, then general agreement will be sought among the members, such that members are agreeable to the majority, if not all, of the decision being made. If neither consensus or agreement is possible, then the members may vote on any decision, with a simple majority prevailing and a tied vote being defeated. Members may request that a dissenting opinion on any vote be recorded, including the reasons for the dissent.

- (n) The Committee may at its discretion, choose to provide direction for a Staff written report to Council outlining any decisions it has made, including the manner in which those decisions were reached and if applicable, any dissenting opinions.