

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.
- (c) 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.
- (d) Assist and advise Village Staff on the processing of public engagement input materials to ensure it accurately reflects the input provided.
- (e) Be a communication resource to the community on issues, events and activities associated with the OCP process, as required.

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.

Members of the public appointed shall be selected from the applications based on their knowledge and understanding of the Village as a whole, rather than being appointed on the basis of sectoral or group representation.

Members shall help establish a broad cross section of opinion and experience from appointees from the community.

Members of the public on the Committee are expected to assist in communicating with and educating the public both with respect to the process and the content produced by the public engagement process.

Members of the public on the Committee are also expected to assist Staff in connecting the public engagement input to the resulting OCP document.

4. ADVISORY PERSONS TO THE OCP ADVISORY COMMITTEE

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

- (a) Administrative 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 and forwarded to the Mayor and Council for review.

Term and Termination

- (b) Members of the Committee shall serve for the duration of the OCP Review, 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 may be filled by the Chief Administrative Officer or the Chief Administrative Officer's designate, for the expired portion of any term, or the Chief Administrative Officer may invite new 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 may call a special meeting of the Committee.

Notice

- (d) Meeting notices shall be as determined by the Committee, but shall 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.

Public Attendance

- (g) All meetings shall be open for the public to attend, unless there are matters that meet the requirements of the *Local Government Act* to allow the Committee to meet in private.
- (h) 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

- (a) 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.
- (b) The Committee may at its discretion, choose to provide a 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.