

OFFICIAL COMMUNITY PLAN STEERING COMMITTEE

Type

Council Committee

Task Force

Mandate

The Official Community Plan (OCP) Steering Committee is a Select Committee of Council pursuant to section 142 of the *Community Charter*. The mandate of the Committee is to consider and inquire into matters related to the OCP review process and to report its findings and opinions to:

1. Council, on matters to be considered by Council; and
2. Staff and consultants on the execution of tasks assigned by Council.

Membership

The Committee will be comprised of the following members:

Voting Members (17)

- Two representatives appointed by the Stz'uminus First Nation.
- One member representing the heritage conservation sector, appointed by Council.
- One member representing the housing and homelessness sector, appointed by Council.
- One member representing the maritime sector, appointed by Council.
- One member representing the environmental stewardship sector, appointed by Council.
- One member representing the development sector, appointed by Council.
- Two members representing the business sector, appointed by Council.
- One member from the tourism, commercial recreation, outdoor recreation or emerging tourism markets sector, appointed by Council.
- Two members from the Community Planning Advisory Committee (CPAC) appointed by Council.
- One member from the Parks, Recreation and Culture Advisory Committee (PRCAC), appointed by Council.
- One youth representative, appointed by Council, who is between the ages of 15-19 and is currently enrolled in secondary school or recently graduated from secondary school.
- One seniors' representative, appointed by Council who is 60 years of age or older.
- Two members at large, appointed by Council.

Voting membership shall be diverse, with representation that reflects:

- Gender, age and racial diversity; and
- A broad cross section of stakeholder interests, such as neighborhood/community of residence, property and business ownership, and employment.

Non-Voting Members (7)

- One member of Council
- Director of Development Services
- Director of Infrastructure Services
- Director of Parks, Recreation and Culture
- Director of Financial Services (as needed)
- Recording Secretary
- Communications Specialist

Nominations

The Director of Development Services shall issue a call for nominations for a period of at least one month from the date of adoption of these Terms of Reference. The nomination process shall be as follows:

- For the CPAC representatives, the Committee shall submit three nominees, from which Council will select two nominees.
- For the PRCAC representative, the Committee shall submit two nominees, from which Council will select one nominee.
- For the Stz'uminus First Nation representatives, the Stz'uminus First Nation shall appoint two members of its choosing.
- For all other member positions, a written letter from the nominee or from an organization to which the nominee belongs shall suffice for a nomination.

Term

The term of each member shall be from the date of appointment to the date of the adoption of a new OCP.

Membership Requirements and Expectations

The Advisory Group will operate under the following principles:

- **Respect and Integrity:** Members shall treat stakeholders, fellow committee members, Council, consultants, members of the public and staff with courtesy and respect at all times. Codes of conduct that apply to staff and members of Council also apply to members of the committee.
- **Accountability:** Members shall strive to attend meetings, read meeting materials in advance and participate in stakeholder engagement activities where necessary.
- **Collaboration:** Members shall at all times strive to support the successful adoption of an OCP and shall work together to carry out this objective. Members shall be open to alternatives and work to reconcile differing views in a professional and constructive manner.

These expectations apply to Committee members while attending Committee meetings, representing the Town or the Committee, and participating in OCP events and forums. Where a member breaks any of the principles, Council may revoke the membership of the Committee member.

Reporting

Committee minutes will be provided to Council on a regular basis.

Meetings

Chair and Vice Chair

- The Chair and Vice Chair will be elected at the first meeting of the Committee and as needed should the Chair or Vice Chair be unable to fulfill their respective duties.
- If the Chair is unable to attend a meeting, the Vice Chair shall chair the meeting.
- A non-voting member may not serve as Chair or Vice Chair of the Committee.

Meetings Schedule and Procedures

- Meetings will be on an as-needed basis, but shall not be more than twice per month.
- Meetings may take place in any suitable venue or electronically.
- The Council Procedure Bylaw of the Town applies to meetings of the Committee.
- A quorum is required.
- Meetings of the Committee will be open meetings pursuant to section 89 of the *Community*

Charter.

- The Committee may meet in-camera pursuant to section 90(1)(i) of the *Community Charter* to receive legal advice related to the development of the OCP.

Agendas and Minutes

- The Director of Development Services will prepare meeting agendas.
- The Recording Secretary will distribute the meeting agenda to the members of the Committee at least one week prior to the meeting date.
- The Recording Secretary will record the minutes. The Director of Development Services may direct that audio and video recordings of a Committee meeting be made, provided that the Committee is advised that the meeting will be recorded prior to the start of the meeting.
- Draft minutes of the previous meeting will be distributed with the meeting agenda package.
- Minutes of the Committee meetings will be posted on the Town of Ladysmith website and included in Council agenda packages.