

**CITY OF COURTENAY**  
**OFFICIAL COMMUNITY PLAN ADVISORY COMMITTEE**  
**TERMS OF REFERENCE**

**1.0 INTRODUCTION**

Advisory committees are established pursuant to the **Community Charter** (S.141-145) to assist Council by providing for public input on municipal matters. These committees are advisory in nature and function within the parameters set out in their Terms of Reference. The City of Courtenay Official Community Plan Advisory Committee shall be a Select Committee of Council. Meetings are open to the public.

**2.0 PURPOSE OF THE OFFICIAL COMMUNITY PLAN ADVISORY COMMITTEE**

The purpose of the "Official Community Plan Advisory Committee" (OCP-AC) is to provide Council with meaningful, integrated, technical input on a range of community issues related to the creation of the City of Courtenay climate friendly Official Community Plan (OCP). It shall provide technical guidance at key Project milestones on long-term planning principles, policy development and ideas for partnership and acceleration of implementation strategies that support the ultimate goal of reducing community greenhouse gas emissions and adapting to climate change.

Specifically the OCP-AC is intended to:

- 2.1 On matters referred to it, review and provide general guidance on background information, draft materials, draft vision statement, and draft plan sections;
- 2.2 Participate in the specified consultation activities as a way to provide guidance into the OCP review process;
- 2.3 Assist in identifying and connecting the City with key stakeholder groups through personal and/or professional contact networks as requested;
- 2.4 Assist in informing the community about the OCP review process and encourage participation by diverse members of the community;
- 2.5 Act in a strictly advisory role. Council may consider the advice and recommendations of the OCP-AC, but is in no way bound by such recommendations;
- 2.6 Report to and communicate to Council through regular update reports prepared by Staff on the Committee's behalf.

**3.0 MEMBERSHIP, COMPOSITION AND QUALIFICATION**

- 3.1 The OCP-AC shall be comprised of a maximum of (12) members of local subject experts and/or advocates appointed by Council;

- 3.2 OCP-AC members shall reside, be employed, and/or own or have interest in property within the City of Courtenay;
- 3.3 The OCP-AC shall be comprised of individuals who represent the following topic areas:
  - o Environmental Stewardship Organizations
  - o Development Industry
  - o Business Community
  - o Economic Development
  - o Health and Social Services
  - o Arts and Culture
  - o Youth and/or young adult representation
- 3.4 The Mayor is a member of the OCP-AC and is entitled to vote at all Committee meetings;
- 3.5 Interested parties shall apply for membership to the OCP-AC by means of a letter to the Director of Development Services outlining what topic area, or organization if applicable, they represent, and their interest and qualifications in participating in the Committee with specific reference to advancing climate friendly planning solutions;
- 3.6 The OCP-AC membership is open to individuals who are members of existing committees of Council provided that not more than two (2) members from any specific committee are appointed;
- 3.7 The Director of Development Services (in consultation with the Manager of Community and Sustainability Planning and the Policy Planner) will review membership applications of interested members and will make recommendations of appointment to Council.

#### **4.0 RECRUITMENT**

Council will recruit individuals to serve on the OCP-AC by:

- 4.1 Contacting the desired organizations (S.3.3) to assign a representative;
- 4.2 If topic area representatives are not assigned by the above means, Council will use other methods of recruitment such as word of mouth and letters to other various community groups, organizations and individuals, or advertising in the local newspaper and placement of notice on the City's website.

## **5.0 APPOINTMENT AND TERM**

- 5.1 Members shall be appointed for a term specified at the time of appointment, but not to exceed the term of Council or first reading of the Official Community Plan Bylaw. This is approximated to be 16 months;
- 5.2 Council may rescind an appointment at any time and members may resign at any time by providing written notice to the OCP-AC Chair with copy to the Director of Development Services;
- 5.3 Appointments to fill interim vacancies shall be for the remainder of the term only and shall be filled according to the criteria described in Section 3 (Membership, Composition and Qualifications).

## **6.0 REMUNERATION AND EXPENSES**

- 6.1 Members of the OCP-AC shall serve without remuneration, except for preapproved expenses that arise directly out of the performance of their duties and that shall be reimbursed in accordance with applicable City bylaws and policies.

## **7.0 PROCEDURES AND CONDUCT**

- 7.1 The OCP-AC is appointed by, and reports to, Council. Council reserves the right to recommend amendments to the structure of the Committee as required at any time including the appointment of new members or the termination of the Committee;
- 7.2 OCP-AC members have a responsibility to make recommendations based on the best interests of the community-at-large. In providing its advice and opinion to Council, the Committee shall have due regard for applicable statutes, bylaws and policies of the City;
- 7.3 Members shall conduct themselves in accordance with Robert's Rules of Order which shall govern the conduct of meetings, Council Procedure Bylaw No. 2730; and the *Community Charter*;
- 7.4 Members must declare any conflicts of interest, including property interests, and must excuse themselves from recommendations or deliberations related to said interests;
- 7.5 Members shall not speak on behalf of the Committee or represent themselves as having any authority beyond that delegated by Council;
- 7.6 The OCP-AC is not authorized to call public meetings, commit funds, enter into contracts or represent the City;
- 7.7 A quorum shall consist of a majority of all its members;
- 7.8 A respectful and cooperative decorum will be maintained at all times between Committee members, Staff and Consultants;
- 7.9 Agendas will be made available to Committee members and the public at least 24 hours prior to a meeting. Minutes of all meetings shall be kept and made available to the public on the City's website and in the municipal office during normal business hours.

## **8.0 CHAIRPERSON**

- 8.1 The Chair and Deputy Chair are to be chosen annually by the OCP-AC members at the committee's inaugural meeting;
- 8.2 The Chair shall be a voting member of the Committee;
- 8.3 The Chair shall preside at all meetings of the Committee, maintain order and ensure that the rules of the Committee are followed;
- 8.4 The Deputy Chair shall serve in the Chair's absence. An Alternate Chair will be selected by the members of the Committee in the event of an absence of both the Chair and Deputy Chair.

## **9.0 MEETING ATTENDANCE**

- 9.1 Any member who fails to attend two (2) consecutive meetings, except for reasons of illness, shall cease to be a member of the Official Community Plan Advisory Committee and the appointment shall be terminated;

## **10.0 MEETING FREQUENCY**

- 10.1 The OCP-AC shall meet as required in the Council Chambers located at the City of Courtenay City Hall, 830 Cliffe Avenue, on a specified day, at a specified time when matters are referred by the Director of Development Services or their authorized designate;
- 10.2 Meetings will occur on an as needed basis in support of key Project milestones, to be scheduled by the Director of Development Services or their authorized designate. It is anticipated that approximately 6 meetings will be required within the approximate 16 month Project timeline;

## **11.0 COMMITTEE RECOMMENDATIONS**

- 11.1 Recommendations and minutes of the OCP-AC will be presented by the Chair at a regular Council meeting or Committee of the Whole meeting as deemed appropriate by the Director of Development Services or upon further direction by Council;
- 11.2 Recommendations of the OCP-AC shall be in writing and generally contain the information as set out below for each item dealt with by the Committee:
  - i. the date, time and place of the meeting;
  - ii. the members of the Committee present;
  - iii. other persons present for the duration of the meeting;
  - iv. the item(s) dealt with by the Committee;

- v. recommendation(s) of the Committee stating one of the following:
  - o item to be recommended for approval with reasons stated;
  - o item recommended subject to various conditions with conditions stated;
  - o item to be denied with reasons stated.
- vi. the mover and seconder of each motion as recorded.

## **12.0 STAFF SUPPORT AND OTHER RESOURCES**

- 12.1 The City will provide Staff to prepare and distribute meeting agendas and minutes, distribution of materials for review and assist in facilitating discussions;
- 12.2 At the direction of the Director of Development Services or their authorized designate, professional and technical advice may be provided by the appropriate department representative, the Consultant contracted to undertake the project or professional expert to explain or clarify the legislative and technical contexts which affects the review and the implications of recommendations proposed by the OCP-AC;
- 12.3 Additional support and resources may be provided at the discretion of Council.

## **13.0 PUBLIC**

- 13.1 All meetings will be open to the public and Council for observation only. Members of the public who wish to provide comment or input to the OCP-AC may do so by making a submission in writing or by attending scheduled public open houses or workshop events.