

TERMS OF REFERENCE OFFICIAL COMMUNITY PLAN REVIEW STEERING COMMITTEE

1. PURPOSE OF COMMITTEE

The “Official Community Plan Review Steering Committee” (The Committee) shall:

- Review and provide comment on the Quality of Life Survey questions and process for Council consideration;
- Help define the scope of the 2024-2026 Official Community Plan (OCP) Review;
- Provide recommendations to Council on decision points

2. LIMITATIONS OF THE DUTIES AND POWERS OF THE COMMITTEE

The Committee has no delegated authority from Council and is not empowered to manage any property, aspect or role of the Town’s responsibilities. Town staff assigned will be responsible for managing the design and coordination of the planning, process, communications and the Council-approved budget.

3. COMPOSITION OF THE COMMITTEE

The Committee shall be appointed by Council and be composed of:

- Councillor liaison appointed with the primary interest of Community Development
- Director of Planning and Community Development
- Up to seven (7) community representatives

The composition of the committee should reflect the diverse interests of the Town, and a variety of backgrounds and expertise will be sought through the selection process.

4. ADVISORY PERSONS TO THE COMMITTEE

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

- (a) Councillor Liaison
- (b) Chief Administrative Officer or designate;
- (c) Planning Staff and other departmental staff as required;
- (d) Corporate Administrator or designate, as Secretary to the Committee and clerical assistance for recording minutes, preparing agendas and resource material;
- (e) Persons representing other interested groups, agencies or businesses who may be invited by the Chair to attend meetings.
- (f) Consultants (as required)

5. APPOINTMENT AND MEMBERSHIP

Chair

- (a) The Director of Planning and Community Development shall be the Chair, but shall not vote.

Nominations

Member:

- (b) The public members will be invited from the community. From applications received, Council will appoint the public members and may, in any case, decline to appoint an applicant and invite new applications.

Term and Termination

- (c) Members of the Committee shall serve at the pleasure of Council and with a term ending upon adoption of an updated Official Community Plan.
- (d) Council may terminate the appointment of any member of the Committee at any time.

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, other than a member of Council, 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, other than a vacancy caused by the resignation of a Council member shall, for the expired portion of any term, be vacant or Council may invite fresh applications from the public, as the case may be.

Composition of Committee

- (g) At all times, Council shall ensure that at least one member of the Committee is a Council member, as required by the *Community Charter*.

Remuneration

- (h) 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 Financial Administrator of the Town with the approval of the Chief Administrative Officer or designate.

1. CODE OF CONDUCT

Committee members shall:

- a) Adhere to expectations for a Respectful Workplace
- b) Treat all fellow committee members, staff, and community members with respect and courtesy.
- c) Foster a cooperative and collaborative environment within the committee.
- d) Encourage open and honest communication among all members.
- e) Maintain a positive and constructive tone during discussions and interactions.
- f) Listen actively to others' viewpoints and opinions.
- g) Value diverse perspectives and actively seek consensus when making decisions.
- h) Consider community interests as a whole, rather than individual advocacy groups.
- i) Committee members should respect the perspectives of advisory members as well as the professional recommendations of staff.

7. MEETINGS

Regular Meeting

- (a) Regular meetings of the Committee will be held in the Committee Room of Town Hall on the first and third Monday of each month at (*time to be determined*).
- (b) Meetings may be canceled and rescheduled by Town staff as required to accommodate other business matters.

Special Meeting

- (b) The Chair of a Committee may call a meeting of the Committee in addition to the scheduled meetings, or may cancel a meeting.

Notice

- (c) Meeting notice shall be in accordance with the Procedure Bylaw.

Quorum

- (d) The quorum for a Committee is a majority of all of its members.
- (e) If there is no quorum of the Committee present within 15 minutes of the scheduled time for a scheduled meeting, the Corporate Officer must:
 - (i) record the names of the members present, and those absent; and
 - (ii) adjourn the meeting until the next scheduled meeting.