District of Elkford Official Community Plan & Climate Change Adaptation Strategy

TERMS OF REFERENCE
OFFICIAL COMMUNITY PLAN (OCP)

CITIZENS ADVISORY COMMITTEE (CAC)

1) PURPOSE OF COMMITTEE

The Official Community Plan (OCP) Citizens Advisory Committee (CAC) shall advise Council, District Staff, and Consultants on the OCP and Climate Change Adaptation Strategy process. Specifically the Committee shall:

(a) Consider and advise Council, Staff, and Consultants on the OCP process.

(b) Review and provide advice on materials prepared in support of the OCP, including but not limited to: background data and reports; public, stakeholder, and agency representations and submissions; content and policy directions; and drafts of the Plan.

(c) Assist with and attend public and stakeholder meetings as called by the Consultants, Staff, or by Council.

2) LIMITATION OF THE DUTIES AND POWERS OF THE COMMITTEE

The Committee is advisory, and has no delegated authority from the District of Elkford.

3) COMPOSITION OF THE COMMITTEE

(a) Members

i) Up to two Seniors' representatives;
ii) Up to three Youth representatives;
iii) One representatives from the Rod and Gun club;
iv) One representative from Tembec;
v) One representative from the Ktunaxa First Nation;
vi) One representative of local forest industry;
vii) One representative from Elk Valley Coal Corporation;
viii) One member who is/was a teacher;
ix) Up to two representatives from the Chamber of Commerce;
x) Up to two local farmers;
xi) One representative of motorized recreation;
xii) Up to four members at large who are civic-minded residents of Elkford;
xiii) Up to three designates from Staff, Consultant, or Council;
xiv) Up to two representatives of the Council;
xv) One representative of the Mountain Meadows Golf Club;
xvi) One representative of the Wapiti Ski Hill Society;
xvii) Staff as required, including Administrator or others as required by the Committee.

4) APPOINTMENT AND MEMBERSHIP

a) Nomination of Members

i) Nominations for membership on the Committee for the following positions will be by written submission from applicants themselves that indicates their affiliation (or member at large). Nominations will either be in response to public advertisement or through direct invitation.

(1) one seniors' representative
(2) one youth representative
(3) one representative from local business or Chamber of Commerce
(4) two residents at large
(5) one representative of local forest industry
(6) one teacher
(7) one local farmer
(8) one local 'developer'
(9) one First Nations' representative

ii) The following members will be nominated by their affiliate organization to the Citizens Advisory Committee, or will be invited and/or appointed by Council, Staff, or the Consultant with the consent of the other two parties:

(1) Representatives from the Rod and Gun club
(2) Representatives from Tembec
(3) Representatives from Elk Valley Coal Corporation
(4) Representatives from Ktunaxa First Nation
(5) Representatives from the Chamber of Commerce
(6) Representatives from local industry
(7) Representatives of the teaching profession
(8) Representatives of agriculture
(9) Representatives from the development industry
(10) Members at large who are civic minded residents of Elkford
(11) Youth
(12) Seniors
(13) Representative of Mountain Meadows Golf Course
(14) Representative of Wapiti Ski Hill Society

iii) All members of the Community Advisory Committee must be approved by Council. In composing the Committee, Council and the Consultant will consider the objective of creating a Committee with members of diverse geographic and social representation from Elkford, as well as relevant and diverse expertise.

b) Term and Termination

Members of the Committee shall serve from the date of appointment until first reading of the OCP bylaw.

Council may terminate the appointment of any member of the CAC at any time.

c) Resignation and Absenteeism

i) A member may resign from the Committee on submission of written notice to the Chair.
ii) 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
iii) A member who fails to attend at least half of the committee meetings called in any 6 month period may be removed and replaced by Council.

d) Chair
The Chair and Vice-Chair shall be nominated and appointed by the Committee at the first meeting if the CAC wishes to have such representation. The appointed Chair and Vice Chair shall be members of the Committee as listed in section 3a.

e) Remuneration
All members appointed to the Committee shall serve without remuneration. All expenses reasonably incurred in the carrying out of Committee business may be reimbursed with approval of the Consultant. Anticipated expenses must be discussed and pre-approved prior to expenditure.

5) MEETINGS

a) Purpose and Schedule
i) Meetings will be held to gain advice as listed in Section 1. Meetings will not necessarily be held each and every month from the time of appointment.
ii) Meetings will be held at the call of the Chair with direction from the Consultant.
iii) A preferred meeting day of month will be established by the Committee and Committee meetings will be held on the preferred meeting day and time of the month to the extent possible.

b) Notice

Meeting notice shall be in accordance with the agreed-upon notice of two weeks.

c) Quorum

Quorum for this committee is 50% of membership.

Should no quorum be present within 20 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 twenty minutes and that meeting shall stand adjourned until the next scheduled meeting.