



District of Elkford Official Community Plan Advisory Committee Terms of Reference

1. Committee Mandate and Purpose

- a) To represent the community's interest and provide input and direction to support District Staff and Consultants in shaping the draft goals, objectives, policies and implementation strategies for the Official Community Plan (OCP);
- b) Review and make recommendations on various OCP-related topics, reports, and during various stages of the update process;
- c) To raise the profile of the Official Community Plan Update process in the community.
- d) To act in an advisory role to Council. Council may consider the advice and recommendations of the Committee but is in no way obligated to implement such recommendations.

2. Scope of Work

The Committee may conduct the following work as part of the Official Community Plan Update process:

- a) Assist the District and Consultant in identifying key issues related to the community.
- b) Review and consider information related to community development.
- c) Provide recommendations and input into the planning process.
- d) Provide recommendations and input into the community engagement process.
- e) Assist in identifying and connecting the District and Consultants with key stakeholder groups as requested.
- f) Provide recommendations and input on draft reports, policies, and maps.
- g) Assist in informing the community about the OCP review process.
- h) Participate in community engagement events and encourage community participation.
- i) Hear directly from members of the community.
- j) Report to Council on any aspect of this scope of work.

3. Membership

- a) Members shall be appointed by Council as described in this section.
- b) The Committee shall consist of 9 voting members as follows:
 - i) Two members appointed from Council;
 - ii) Seven members appointed from the community at-large, including at least:
 - a. One member under the age of 18
 - b. One member over the age of 65
- c) The Director of Planning & Development Services, or their designee, shall attend meetings of the Committee as a staff representative.
- d) The Corporate Officer, or their designee, shall attend meetings of the Committee as minute taker.
- e) The members appointed from Council shall serve as chair and vice-chair.
- f) Council may, at any time, remove any member of the Committee appointed by Council.
- g) Any member of the Committee may resign at any time upon sending written notice to Council.
- h) Committee members who are absent for three consecutive meetings shall forfeit their appointment unless such absence is authorized by resolution of Council.
- i) Committee members shall serve without remuneration.

4. Tenure

The tenure of Committee members shall be from the date of appointment until adoption of a new Official Community Plan bylaw.

5. Meetings

- a) The Committee shall meet as required to adequately address the Scope of Work in a timely manner and shall be responsive to the schedule established with the Consultant.
- b) A meeting schedule will be determined at the first meeting of the Committee, in discussion with the Consultant. Additional meetings may be scheduled by motion of the Committee.
- c) District staff will distribute meeting agendas, minutes, and publish the Committee schedule in the appropriate posting places.
- d) All meetings must be open to the public.
- e) Roberts Rules of Order govern the meeting format.

6. Quorum

Quorum of the Committee is a majority of all its members.

7. Voting

All members of the Committee, including the chairs, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

8. Minutes

- a) Meeting minutes must be taken.
- b) The Committee shall be responsible for keeping minutes and shall provide a copy of approved minutes to the Director of Corporate Services of each District within five days of approval.
- c) The minutes will be available to the public for review.

9. Reporting to Council

- a) Approved Committee minutes will be provided to Council when available.

10. Representative Authority

- a) The Committee does not have the authority to communicate with other levels of government on behalf of the District, to pledge the credit of the District, or to authorize any expenditure to be charged against the District.
- b) If a Member serves on the Committee as a representative of an external group or organization, the Member is authorized to communicate recommendations of the Committee to the external group or organization.

11. Financial Resources

The Committee does not have a specific budget. Any budgetary needs must be approved in writing by Council.