



OFFICIAL COMMUNITY PLAN ADVISORY COMMITTEE

TERMS OF REFERENCE

ESTABLISHMENT AND AUTHORITY

Select Committees of Council are established under the authority of Section 142 of the *Community Charter*. Membership must include at least one individual from Council. It is the general purpose of select committees to inquire into any matter and to report its findings and recommendations to the Council for determination. Select Committee terms are typically finite, and their purposes are focused and task-oriented.

MANDATE

The Official Community Plan (OCP) Advisory Committee is a Select Committee of Council, whose mandate is to provide the City with meaningful input and recommendations related to the OCP review project.

Specifically, the Committee is intended to:

- Review and provide general guidance on matters referred to it by the City, e.g. background information, draft materials, draft vision statement, and draft plan sections;
- Participate in the specified consultation activities as a way to provide guidance for the OCP review process;
- Advise the City on policy review and development in the new draft OCP document;
- Act in a strictly advisory role. The City will consider the input and recommendations of the Committee, but is not bound by such recommendations;
- Assist with the gathering of public input through formal and informal networks; and
- Report to and communicate to Council through its Minutes and update reports prepared by Staff or the Project Consultant on the Committee's behalf.

TERM

- The term of the Committee shall commence upon approval of the Terms of Reference document and terminate upon the Adoption of the updated OCP by Council.

MEMBERSHIP

The Committee will have the following ten (10) members, appointed by Council as follows:

- One Council member (Chair);
- One member of the Downtown Duncan Business Improvement Area;
- One member of the Highway Corridor business community;
- One representative of Cowichan Tribes; and
- Six (6) members at large.

The members at-large shall be members of the public with a significant connection to Duncan, with an aim to establish representation from the following groups or sectors where possible:

- youth,
- seniors,
- environmental stewardship,
- development,
- health and social services,
- housing and homelessness, and
- heritage.

Committee members shall be familiar with the Duncan area and these Terms of Reference.

Members shall work together to develop a common approach that is reasonable and practical.

All Committee members shall be voting members.

Quorum shall consist of five (5) members.

The Manager of Planning shall be appointed as the staff liaison. Other staff may attend Committee meetings and participate in discussions as non-voting members.

DUTIES AND RESPONSIBILITIES OF THE CHAIR

The Council member will Chair the Committee. An Alternate chair will be selected by the members of the Committee in the event of the Chair's absence. The Chair shall preside at all meetings of the Committee, preserve order, and decide all points of order.

REMUNERATION

Advisory Committee members serve as volunteers and shall serve without remuneration. Committee meeting expenses shall be undertaken by the City of Duncan, as deemed acceptable.

ACCOUNTABILITY

Advisory Committee members are expected to attend meetings regularly. If a member is continuously absent from committee meetings for a period of three consecutive regularly scheduled meetings, unless the absence is because of illness, the member is deemed removed and Council may proceed to replace that member. If an Advisory Committee member finds it necessary to resign from the Committee, a letter to that effect should be sent to the Chair or Staff Liaison of the Advisory Committee and copied to the Recording Secretary.

City Council shall have the power to remove any member of the Committee from office at any time.

CONFLICT OF INTEREST GUIDELINES

Advisory Committee members shall absent themselves from discussions or decision-making at Committee meetings if there is a potential conflict of interest, and this shall be recorded in the Minutes of Committee meetings.

Advisory Committee members shall not knowingly take advantage of, or benefit from, information that is obtained through their Committee duties and responsibilities and which is not generally available to the public.

Any member whose personal or financial interest could conflict with the subject matter discussed should immediately disclose this information.

As soon as a potential conflict of interest arises, the member will declare it for discussion and recording, after which the member will vacate the meeting for the discussion and vote.

CONFIDENTIALITY

Advisory Committee members may be privy to confidential material and as such are expected to sign a "Conflict of Interest/Confidentiality Form."

Should a closed meeting be held by the Committee, members must keep in confidence, any information considered in any part of said meeting until such time as the information is released to the public as lawfully authorized or required.

Should the City suffer loss or damage due to contravention of confidentiality, the City may recover damages from the person(s) for the loss or damage.

MEETING PROCEDURES:

The OCP Advisory Committee will meet during the duration of the project. Meetings may be held at the request of staff or Council.

The location of meetings will be at the City of Duncan Committee Room or online electronically.

All Committee meetings will be conducted in an orderly and business-like manner consistent with the City of Duncan Council Procedure Bylaw, as amended, or replaced from time to time. Quorum will be required.

Meetings are open to the public unless otherwise posted as a closed meeting per S. 90 of the *Community Charter*.

The conduct of meetings shall enable members of the committee to consider information presented, weigh evidence related thereto, and make informed decisions in a democratic, consensually driven environment. Each member shall have one vote and will respect the following rules of meeting conduct:

- Group discussion is important; everyone participates;
- Provide honest, open opinions;
- Agree to disagree; consensus may not always be achieved;
- Promise to stay on track and on topic, and
- Promise of anonymity; names are not associated with comments.

Discussions/deliberations related to any matter requiring a decision by the Committee must not be discussed via email. The information must be submitted to the Chair and staff liaison for inclusion on the agenda.

Informal information exchanges between Committee members via email is permitted.

AGENDAS

The Staff Liaison and Recording Secretary shall prepare an Agenda for each meeting. Agendas will be circulated to each Committee member via email.

MINUTES

Minutes for the Advisory Committee meetings will be prepared by a City of Duncan staff member in accordance with Council's Procedure Bylaw and will be provided to Council on a regular basis.

COMMUNICATIONS

The Mayor is the official spokesperson on Council business or matters before Council. The Committee Chair may be asked by the Mayor to be the spokesperson on matters within the Committee's purview.

On technical matters, or where the status is still at the staff proposal level, the Chief Administrative Officer or senior staff may be the appropriate spokesperson.