



**The Corporation of the
Village of Slocan**
Memo

MTG DATE: FEB 14/22
ITEM: REC
FILE: OCP/TOR

DATE: February 14, 2022
TO: Mayor and Village Council
FROM: M. Gordon, CAO
SUBJECT: OCP Advisory Select Committee – Formation & Terms of Reference (TOR)

Attached for Council's consideration is a draft Official Community Plan (OCP) Advisory Select Committee Terms of Reference (TOR), prepared by the CAO in consultation with the Village's OCP consultants. The Committee is interchangeably referred to as the "OCP Working Group", and will play a key role in the success of the OCP revision.

The purpose of the Committee is to:

- Be a working committee operating in an advisory capacity, that is actively engaged in the Official Community Plan (OCP) review process, and to provide input on a broad range of OCP topic areas.
- Provide technical guidance at key project milestones, including issues identification, long-range planning matters, policy options, and ideas for leveraging local skills to accelerate implementation strategies that support the overall vision and guiding principles of the community.
- Participate and assist with targeted consultation activities to gather input. By utilizing formal and informal networks, committee members will help engage the community on various subjects and play a lead role in bringing various comments and options forward.
- To be actively engaged on the project to provide the best outcome possible for the community, and help bring diverse perspectives to the table.
- Receive and review background informational materials on a broad range of topic areas that may be addressed in an Official Community Plan
- Provide input and recommendations to staff and project consultants during the OCP review.
- Assist with gathering and review of public input through formal and informal channels.

A call-out for membership was issued publicly at the end of January 2022; 25 submissions of interest were received by the deadline of February 10th. Council will work with the CAO and OCP Consultants for consideration of appointment of members.

RECOMMENDATIONS:

1. That Council resolve to form an *OCP Advisory Select Committee*.
2. That Council approve the Draft OCP Advisory Select Committee Terms of Reference as presented.


Michelle Gordon
Chief Administrative Officer



DRAFT

TERMS OF REFERENCE

Adopted:

Committee Name: **OCP ADVISORY COMMITTEE**

Type: Select

The Village of Slocan Official Community Plan (OCP) Advisory Committee is a select committee of Council. The Committee is an advisory body, and will function within the parameters set out in this Terms of Reference.

1.0 COMMITTEE PURPOSE

- 1.01 Be a working committee operating in an advisory capacity, that is actively engaged in the Official Community Plan (OCP) review process, and to provide input on a broad range of OCP topic areas.
- 1.02 Provide technical guidance at key project milestones, including issues identification, long-range planning matters, policy options, and ideas for leveraging local skills to accelerate implementation strategies that support the overall vision and guiding principles of the community.
- 1.03 Participate and assist with targeted consultation activities to gather input. By utilizing formal and informal networks, committee members will help engage the community on various subjects and play a lead role in bringing various comments and options forward.
- 1.04 To be actively engaged on the project to provide the best outcome possible for the community, and help bring diverse perspectives to the table.

2.0 DUTIES

- 2.01 Receive and review background informational materials on a broad range of topic areas that may be addressed in an Official Community Plan.
- 2.02 Provide input and recommendations to staff and project consultants during the OCP review.
- 2.03 Assist with gathering and review of public input through formal and informal channels.

3.0 AUTHORITY & GOVERNANCE PRINCIPLES

- 3.01 The OCP Advisory Committee is a Select Committee of Council pursuant to section 142 of the *Community Charter*.

- 3.02 The Committee will operate in accordance with the Council Procedures Bylaw, and any other applicable enactments, bylaws or policies, as amended or replaced from time to time.
- 3.03 All Committee meetings will be conducted in a respectful, orderly, and business-like manner, following the procedural rules for conduct, debate, and voting, as outlined in the Council Procedures Bylaw.
- 3.04 The Committee shall operate strictly in an advisory capacity specifically for the OCP review, and does not have authority to make decisions on behalf of the Village. Council may consider the advice and recommendations of the Committee, but is in no way bound by such recommendations.

4.0 MEMBERSHIP

- 3.01 The OCP Advisory Committee will be a working committee consisting of a diverse range of community members representing various sectors, demographics, disciplines, interest groups, and members of the community at large.
- 3.02 The Committee will consist of no less than five (5) and no more than ten (10) members, all of whom shall be appointed by Council:
- One (1) member of Village of Slocan Council (and Alternate);
 - Five to nine (5-9) members at large, representing the following disciplines and/or sectors, if possible:
 - Resident Sector
 - Business/Industry Sector
 - Seniors/Age-Friendly Sector
 - Tourism/Culture Sector
 - First Nations Sector
 - Economic Dev't Sector
 - Youth Sector (between the ages of 15 and 19, and is currently enrolled in secondary school or recently graduated from secondary school)
 - Community Group Sector
 - Social Service Sector
 - Housing Sector
 - Sports/Recreation Sector
 - Heritage Conservation Sector
 - Climate Action/Environmental Sector
- 3.03 The Committee members may include the appointment of an external organization, with a single representative to attend meetings on their behalf. The single representative does not have to be the same individual, but only one representative may participate in any one meeting.
- 3.04 At least two thirds (2/3) of the Committee members must be residents of the Village of Slocan, or own property in the Village of Slocan.
- 3.05 The term of the appointment shall be from the date of appointment to the date of the adoption of a new OCP.
- 3.06 In the event of a vacancy occurring on the Committee, Council will decide if a new member shall be appointed for the remainder of the term. An appointment in

this case may be selected from the initial application process, if available.

- 3.07 Members must declare any conflicts of interest, including property interests, and must recuse themselves from voting on recommendations or participating in deliberations related to said interests.

5.0 MEETINGS

4.01 Chair & Vice Chair:

- a. The Chair and Vice Chair will be elected at the first meeting of the Committee.
- b. If the Chair is unable to attend a meeting, the Vice Chair shall chair the meeting.

4.02 Meeting Schedule & Procedures:

- a. Meetings shall be held in accordance to the Village of Slocan Council Procedures Bylaw.
- b. The committee will determine, in consultation with the project consultants, their meeting dates, time and location, and shall meet a minimum of four (4) times during the duration of the project.
- c. Meetings of the Committee will be open meetings pursuant to section 89 of the *Community Charter*.
- d. The schedule of meeting dates shall be posted at usual Village public posting places, and must include date, time and location.
- e. Meetings will take place in any suitable venue which can accommodate public attendance, or by electronic means.
- f. The Chair may call a special meeting in addition to the scheduled meetings. Special meetings must be posted in accordance to section 4.02(d), and posted at least twenty-four (24) hours in advance of the meeting.
- g. The Chair may cancel a regularly-scheduled meeting. A notice of cancellation must be posted in accordance to section 4.02(d), and posted at least three (3) days in advance of the meeting.
- h. A Quorum is required for all Committee meetings. The quorum for a committee is a majority of all of its members.

4.03 Agendas & Minutes:

- a. Meeting agendas will be set by the Chair, in consultation with the project consultants. The agenda is to be distributed to all members of the Committee at least two (2) days prior to the meeting date.
- b. Minutes of the proceedings of a committee meeting must be legibly recorded, signed by the Chair or presiding member of the meeting, and open for public inspection in accordance with the requirements of the *Community Charter*. All minutes must be delivered to the CAO for distribution to Village Council.
- c. All decisions of the Committee shall be by majority vote. The recommendations of the Committee on items referred to it by Council shall be reported back to Council. A memorandum to Council shall be prepared, outlining the recommendations of the Committee, including the background information and/or reports that have been provided to the Committee.

4.04 Conduct & Debate:

- a. A motion made at a meeting of a Council Committee is not required to be seconded.
- b. Council members who are attending a Council Committee meeting of which they are not a member, may participate in a discussion only with the permission of the majority of all members of the Committee.
- c. Council members who are attending a Council Committee meeting of which they are not a member, shall not vote on a question.