



## TERMS OF REFERENCE

Name:	OCP Advisory Committee		
Type of Advisory Body:	Select Committee		
Effective Date:	June 29, 2020	Revision Date:	

### 1. Background

An Official Community Plan (OCP) is a statement of objectives and policies to guide decisions on planning and land use management within a local governments' jurisdiction. The Districts' current OCP was adopted in 2008 and in the 2019 Strategic Plan Council identified the Official Community Plan (OCP) Review as a priority for 2020-2021. Recently the District has been working on a range of projects that will support the OCP Review, including the Residential Infill and Densification Study, Active Transportation Plan, and Saanichton Village Design Plan being major contributors to the OCP. Similarly, there are a variety of other plans that have been developed since the 2008 OCP was adopted that would also contribute to the review process, such as the Keating Business District Plan or the Climate Leadership Plan.

The purpose of the OCP review project is to review current OCP objectives and policies, ensure they reflect current values and priorities and update them as required, address current and trending issues, and prepare the community for the challenges and opportunities that lie ahead in the next several decades. A project charter outlining the project's scope, work phases and timeline, resources and budget has been prepared, which also addresses community engagement and the establishment of an OCP Advisory Committee to play a lead role.

The OCP Advisory Committee would be an ad hoc working committee consisting of a diverse range of community members representing various stakeholders, interest groups and the community at large. The main function for the Committee is to:

- a. Be a working committee that is actively engaged in the process and providing input on a broad range of OCP topic areas.
- b. Assist with targeted consultation to gather input. By utilizing formal and informal networks, Advisory Committee members would help engage the community on various subjects and play a lead role in bringing various comments and options forward.
- c. As a working committee, their commitment to be actively engaged on the project will provide the best outcome possible for the community and help bring diverse perspectives to the table.

### 2. Mandate

The mandate of the Committee is to:

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

**3. Enabling Legislation/Authority**

The OCP Advisory Committee is a Select Committee of Council pursuant to s. 142 of the Community Charter, established by Council resolution at the June 29, 2020 regular meeting of Council.

**4. Reporting Relationship**

The OCP Advisory Committee will report to Council. The Director of Planning and Building Services, or their delegate, will act as Staff Liaison to the Committee who will be responsible for coordinating all communications with Council.

**5. Membership /Composition**

- a. The Committee will be comprised of a no less than five (5) and no more than eleven (11) members of the general public having an interest in the future of Central Saanich, who may or may not identify as having a specific area of expertise or interest.
- b. 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.
- c. One member of Council is appointed as a non-voting member of the Committee, who will also function as Chair of the Committee.
- d. A representative of the WSÁNEĆ Leadership Council will be appointed as a committee member if there is an expression of interest.
- e. Interested parties who are also appointed members to any other District of Central Saanich committee are not excluded from the Committee; however, if selected their appointment is as an individual and not to formally represent the said committee.
- f. No experience with local government or working on committees is necessary. Membership selection will strive to reflect the diversity of the community with varying degrees of experience, knowledge, and expertise in any of the subject areas addressed in an OCP.

**6. Appointment and Terms of OCP Advisory Committee Members**

- a. Council is the appointing authority for members of the Committee.
- b. Appointments to the Committee will be for a duration of no more than one, two-year term from approximately July 2020 to July 2022.
- c. Appointments to the Committee will be made in accordance with the District Committees Policy.
- d. At least 2/3 of the Committee members must be residents of the District of Central Saanich.
- e. Any member of the Committee who fails to attend three consecutive meetings, except due to illness or another unavoidable reason, or with leave of Council, shall be deemed to have resigned their membership.
- f. 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.

**7. Remuneration**

- a. None.

**8. Budget**

- a. The Committee will be funded within the project budget for the OCP review.

## **9. Governance Principles**

- a. Legislation: The Committee will operate in accordance with the Council Procedure Bylaw, the District Committees Policy, and any other applicable enactments, bylaws or policies, as amended or replaced from time to time.
- b. General Conduct: 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 Council's Procedure Bylaw and the Advisory Body Guidelines
- c. Authority: The Committee shall operate in an advisory capacity specifically for the OCP review and does not have authority to make decisions on behalf of the District.

## **10. Overall Responsibilities**

- a. Chair – Council Member has the following responsibilities:
  - Review meeting agendas and information packages in advance of the meeting to confirm the main purpose and intended outcomes of the meeting.
  - Ensure meetings have a safe and respectful environment where all members believe their opinions and ideas are welcome, and all participants can be heard.
  - Maintain a politically neutral environment, which may include conversations about the political process and political considerations in an objective manner.
  - Provide Council or historical insight to assist with discussions.
  - If any concerns with potential recommendations or engagement activities are noted that may be politically sensitive, follow up with the Staff Liaison outside of the meeting time.
- b. Advisory Committee members have the following responsibilities:
  - Receive and review background informational materials on a broad range of topic areas that may be addressed in an Official Community Plan.
  - Attend meetings which may be scheduled during weekdays or evenings, that would typically be held at the Municipal Hall or Fire Station 1.
  - Participate in a positive way to discussions and provide input and recommendations during the OCP review.
  - Assist with gathering of public input through formal and informal networks.
  - Remain respectful that recommendations to Council are to reflect that of the Committee as a whole, and to not speak disrespectfully of any decisions of the Committee that they do not agree with.
- c. The Staff Liaison has the following responsibilities:
  - Be the main point of contact between the District and the Committee members;
  - Determine agenda items for each Committee meeting and relay to the Committee Clerk for agenda production purposes;
  - Ensure preparation of draft minutes and forwarding to Council along with any Committee resolutions
  - Ensure bylaws and policies are adhered to.
- d. Staff have the following responsibilities:
  - Coordination and production of all Committee agendas and minutes;
  - Calendaring of all Committee meetings;
  - General correspondence with Committee members;
  - Maintain the files of the Committee including minutes, agendas, policies, Terms of Reference, correspondence and other file information, in accordance with the District's records management practices.