

TOWN OF VIEW ROYAL
OFFICIAL COMMUNITY PLAN REVIEW ADVISORY COMMITTEE
TERMS OF REFERENCE

1. INTRODUCTION

Advisory committees are established pursuant to the *Community Charter* to assist Council by providing for public input on municipal matters. These committees are advisory in nature and function within the parameters set out in their Terms of Reference. The Town of View Royal Official Community Plan (OCP) Review Advisory Committee shall be a Select Committee of Council. Meetings are open to the public.

2. PURPOSE

The purpose of the "Official Community Plan Review Advisory Committee" (the "Committee") is to provide the Town with meaningful input and recommendations on a range of community issues related to the creation of an updated Town of View Royal Official Community Plan.

Specifically, the Committee is intended to:

- (a) Review and provide general guidance on matters referred to it by the Town, e.g. background information, draft materials, draft vision statement, and draft plan sections;
- (b) Participate in the specified consultation activities to provide guidance for the OCP review process;
- (c) Advise the Town on policy review and development in the new OCP document;
- (d) Assist in informing the community about the OCP review process and encourage participation by diverse members of the community;
- (e) Act in a strictly advisory role. The Town will consider the input and recommendations of the Committee, but it is not bound by such recommendations; and
- (f) Report to and communicate to Council through its minutes and update reports prepared by Staff.

3. LIMITATIONS ON DUTIES AND POWERS

The Committee has no delegated authority from Council and is not empowered to manage any aspect or role of the Town's responsibilities or direct the activities of Town Staff without a decision of Council. Members shall not speak on behalf of the Committee or represent themselves as anything other than individual citizens.

4. MEMBERSHIP, COMPOSITION AND QUALIFICATIONS

Voting Members

The Committee shall be composed of:

- (a) the Mayor;
- (b) one member of Council;
- (c) one youth representative (between the age of 15 and 18); and
- (d) eight (8) members at large.

The members at large shall be members of the public with a significant connection to View Royal, appointed by Council on the basis of applications received by the Town.

The Committee shall be comprised of individuals who represent the following topic areas:

- Environmental Stewardship
- Climate and Energy
- Housing
- Development Industry
- Business Community
- Economic Development
- Parks and Recreation
- Transportation
- Health and Social Services
- Arts and Culture
- Youth and/or young adult representation

Voting membership shall be diverse and represent different ages, ethnic diversities, genders and abilities. Members shall be selected from the applications based on their knowledge and understanding of the Town as a whole, rather than being appointed on the basis of sectoral or group/organization representation.

Non-Voting Members

The following persons may participate in meetings of the Committee in an advisory capacity but shall not vote:

- (a) Chief Administrative Officer (CAO);
- (b) Director of Development Services;
- (c) Senior Planner;
- (d) Consultants engaged by the Town; and
- (e) Others at the invitation of the Town.

Applications

Applications to serve on the Committee will be invited by the Town and forwarded to Council for their review and selection.

Term and Termination

- (a) The term shall be approximately 18 to 24 months.
- (b) Members of the Committee shall serve at the discretion of Council.
- (c) Council may terminate the appointment of any member of the Committee at any time.
- (d) The Committee will terminate on the time and date that Council adopts the bylaw enacting the new Official Community Plan, unless specifically extended by resolution of Council for a defined period following that point.

Resignation and Absenteeism

A member may resign from the Committee upon written notice to the Chair. Any member, other than the Mayor or the member of Council, who is absent from two consecutive meetings without cause or without notice to the Chair, shall be deemed to have resigned from the Committee.

Vacancies

The filling of any vacancy on the Committee shall be at the discretion of Council. In filling a vacancy Council may select a new member or may invite new applications for consideration.

Remuneration

All members of the public appointed to the Committee shall serve without remuneration. All expenses reasonably incurred in the carrying out of Committee business may be reimbursed by the Town with the prior approval of the CAO.

Conduct

All members shall abide by the following conduct:

- (a) Members shall not speak on behalf of the Committee or represent themselves as having any authority beyond that delegated by Council;
- (b) A respectful and cooperative decorum will be maintained at all times between Committee members, Staff and Consultants;
- (c) Members must declare any conflict of interests, including property interests, and must excuse themselves from recommendations or deliberations related to said interests; and
- (d) Members are not authorized to call public meetings, commit funds, enter into contracts or represent the Town.

5. MEETINGS

Schedule

- (a) Meetings of the Committee will be held at the call of the Chair.
- (b) Meetings will occur on an as-needed basis in support of project milestones.

Chair

The Mayor shall serve as the Chair, or the member of Council in the absence of the Mayor.

Recording Clerk

The Recording Clerk shall prepare agendas, record and distribute minutes, and organize resource material.

Notices and Agendas

- (a) Meeting notices shall be posted in conformance with the Town's Procedure Bylaw.
- (b) Agendas will be made available to Committee members and the public at least 24 hours prior to a meeting.

Quorum

- (a) The quorum for the Committee is 5 voting members.
- (b) Should there be no quorum present within 20 minutes after the time appointed for the meeting, the recorder shall record in the minutes the names of the members present, and the meeting shall be adjourned until the next scheduled meeting.

Public Attendance

All meetings shall be open for the public to attend.

Electronic Participation at Meetings

- (a) A member of the Committee who is unable to attend a meeting may participate in the meeting by means of electronic or other communications facilities.
- (b) Members of the Committee who are participating in a meeting under this section are deemed to be present at the meeting.

Decision Making

The Committee will make its decisions on a majority basis. Members may request that a dissenting vote be recorded.

Minutes

- (a) Minutes of all meetings shall be kept and made available to the public on the Town's website and in the municipal office during normal business hours.
- (b) Minutes will reflect the discussion of the Committee in general terms and may include a Record of Decision prepared by Committee Members during the meeting. The Record of Decision will detail the manner in which the Committee's decisions were reached, significant points of discussion and, if applicable, any dissenting opinions.