



## **Official Community Plan Advisory Committee Terms of Reference**

### **Role of Committee**

The role of the Official Community Plan (OCP) Advisory Committee is to represent the community's interests in creating and guiding the OCP goals, policies and implementation strategies that are socially, economically and environmentally desirable. Specifically, the Committee will develop recommendations, in collaboration with the Project Consultant and Town staff that will facilitate, not replace, broad public participation in the process.

### **Purpose**

The purpose of the Committee is to participate directly and actively in the OCP review process. In addition, the Committee will:

- Provide guidance to the Project Consultant and Town staff during the OCP review;
- Assist in creating guiding principles and goals for the OCP within the context of the community vision statement;
- Identify the degree to which community well-being is going to be achieved;
- Identify key issues relating to the community, future development and growth management.

### **Membership**

The OCP Committee will be comprised of a maximum of 7 members of the public. Selection criteria will strive to maintain a balance between economic, social/cultural and environmental interests and expertise, and between citizens at large.

A quorum shall consist of a majority of members and will be required for decision-making. Council shall appoint one Council member and an alternate to the committee. Council members in the Committee will be non-voting members.

Mayor and Council shall approve the appointment of the members of the Committee. Recommendations for membership will be provided to Council by staff.

The Chair of the committee will be selected by the membership for the term of the OCP review process at the first meeting. The staff liaisons to the committee will be the Chief Administrative Officer and the Planner.

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### **Meetings**

#### Conduct

All committee meetings will be conducted in an orderly and business-like manner and will be open to the public.

The order of business will be indicated in the agenda which will be prepared by the Chairperson and the staff liaison. Any additions or changes in the prepared agenda may be requested by a committee member and must be approved by majority vote of the committee members at the meeting.

All committee meetings shall commence at the stated time. The conduct of meetings shall enable members of the committee to consider information presented, weigh evidence related thereto, and make informed decisions.

Committee members will respect the following rules of meeting conduct:

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

#### Meeting Frequency

Dates, times and places of the meetings will be established at the first committee meeting. Once established, notice of these meetings will be posted at the Public Notice Posting Place and a schedule will be given to each member of the committee.

#### Minutes

The Town of Smithers staff will prepare the minutes of all committee meetings. The minutes shall be made available to the public, committee members and Council.

#### Delivery of Meeting Minutes

Prior to the meeting a copy of the agenda will be delivered by email or available for pick up from the Municipal Office. Copies of communications and other documents and exhibits, which are available and pertinent to the meeting, will also be available.

Committee members shall become familiar with the agenda and supporting materials prior to the meeting and shall obtain any additional information that may be necessary to make well-informed decisions.

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Attendance at Meetings

Attendance at meetings will be encouraged for all committee members. In situations where a particular member cannot attend, the Town will forward a copy of the meeting notes. The committee member is responsible for informing staff if members will be absent at the next meeting. Frequent non-attendance by a committee member will be reviewed by Council and may warrant a replacement being sought.

Meeting Facilitator

The Chair shall preside at all meetings of the committee, maintain order, and ensure that rules of the committee are followed. An alternate Chair will be selected by the members of the committee in the event of an absence.