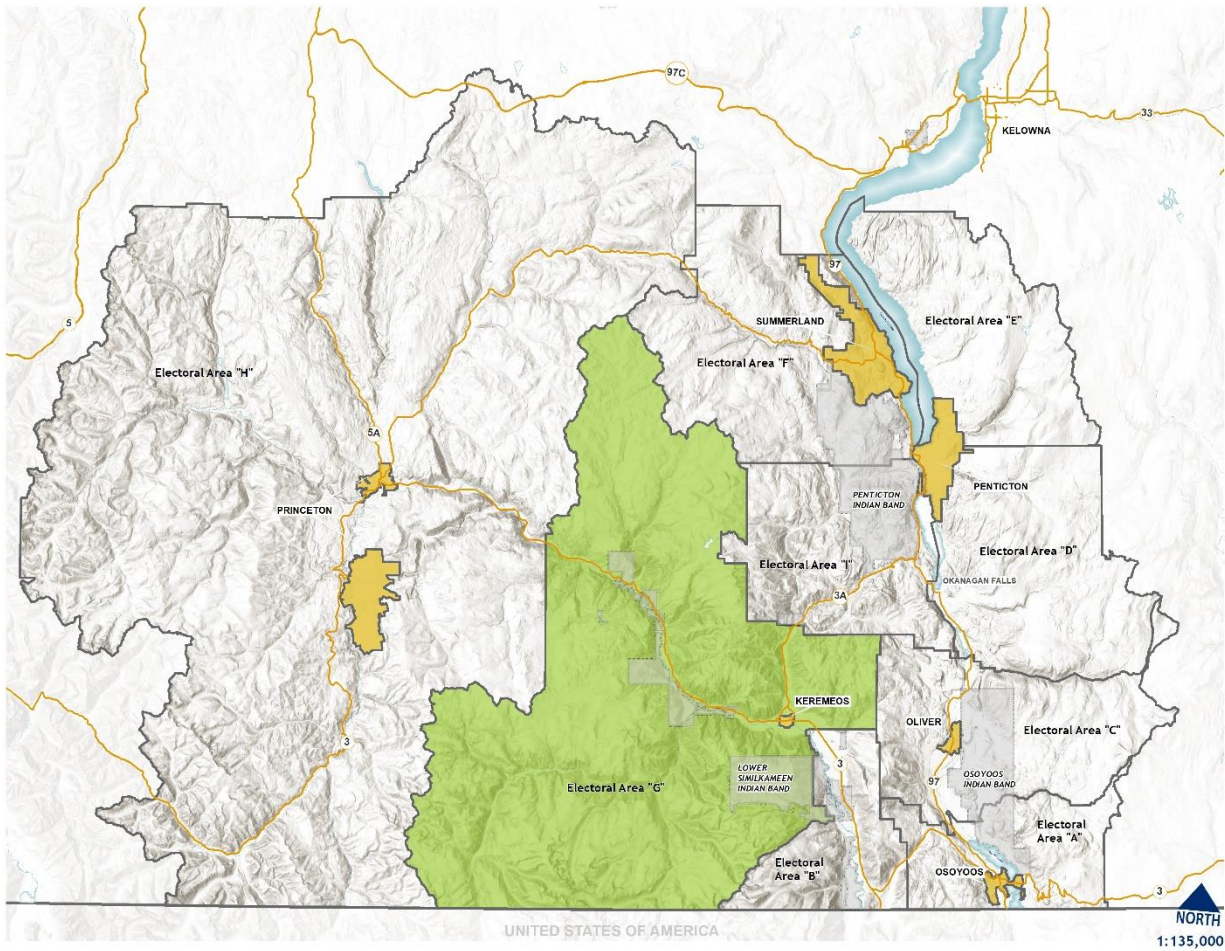


Electoral Area “G” Official Community Plan (OCP) Project Terms of Reference *Citizen’s Advisory Committee*



TERMS OF REFERENCE
Electoral Area ‘G’ OCP Citizen’s Advisory Committee

BACKGROUND

The Regional District of Okanagan-Similkameen (RDOS) has initiated a project to prepare an Official Community Plan for Electoral Area “G”. The OCP project will be conducted in accordance with the *Local Government Act* which specifies purpose, required content, and adoption procedures of OCPs.

One of the desired outcomes of this Plan process is an OCP document that is accepted by the community, adopted by the Board, and will have a positive social, economic, and environmental impact on how the area grows and changes over time.

ROLE OF THE CITIZEN’S ADVISORY COMMITTEE

The role of the Electoral Area “G” Citizen’s Advisory Committee is to represent their own community’s interest, as well as the Electoral Area as a whole, in supporting the development of the draft OCP’s vision, goals and objectives. Specifically, the Citizen’s Advisory Committee will act as community “champions” for the RDOS and the OCP process.

PURPOSE OF THE CITIZEN’S ADVISORY COMMITTEE

The purpose of the Citizen’s Advisory Committee is to participate directly and actively in the OCP process. In addition, the Committee will help:

1. identify key issues relating to the community, future development, and growth management;
2. provide information about the OCP review process to the community and encourage community involvement in its development;
3. support community outreach and engagement activities;
4. identify issues and questions from the community and bring them to the Citizen’s Advisory Committee;
5. respond to ideas and proposals from the RDOS prior to presenting them to the community;
6. make non-binding recommendations to the RDOS on various components of the draft OCP; and
7. provide feedback on any other issues of relevance to the Plan referred from the RDOS.

MEMBERSHIP

The Citizen’s Advisory Committee will be comprised of a maximum of 12 members of the community. The membership should reflect the diversity of ages, gender, cultures and other interests generally present in the community. The Electoral Area Director or their Alternate shall serve on the OCP Citizen’s Advisory Committee as a non-voting Ex Officio member and shall not be included towards the maximum number of Citizen’s Advisory Committee members.

MEETINGS

Conduct

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1. All Citizen's Advisory Committee meetings will be conducted in an orderly and business-like manner and will be notified and open to the public.
 2. The order of business will be indicated in the agenda which will be prepared by the RDOS project staff liaison. Any additions or changes in the prepared agenda may be requested by an Citizen's Advisory Committee member and must be approved by a majority vote of the Citizen's Advisory Committee members at the meeting.
 3. All Citizen's Advisory Committee meetings shall commence at the stated time. The conduct of meetings shall enable members of the Citizen's Advisory Committee to consider information presented, weigh evidence related thereto, and make informed decisions.
 4. Citizen's Advisory Committee members will respect the following rules of meeting conduct:
 - (i) group discussion is important; and everyone should get a chance to speak;
 - (ii) provide honest, open opinions;
 - (iii) agree to disagree; consensus may not always be achieved;
 - (iv) promise to stay on track and on topic; and
 - (v) abide by the RDOS Conflict of Interest Policy.

Meeting Frequency and Project Duration

Dates, times and places of the meetings will be established at the first (or as early as possible in the process) Citizen's Advisory Committee meeting. Once established, notice of these meetings will be posted on the Regional District's web site and a schedule will be given to each member of the Citizen's Advisory Committee.

It is anticipated that there will be eight meetings during this process:

- 1) An initial meeting to review the project, provide background information and context, strategies etc.;
- 2) The next four meetings will take place just before public engagement events/information releases and members will participate in focus-group style workshops to actively involve the Citizen's Advisory Committee members;
- 3) The sixth and seventh meeting are to review the preliminary drafts of the new OCP, based on the findings in the previous public engagement phases;
- 4) The final meeting will involve a wrap-up session to present the revised OCP.

It is anticipated that this project will take until spring of 2022 to complete, and there may be further meetings required. It is expected that the Citizen's Advisory Committee assist with the promotion of and participate in public open houses and other forms of public engagement as reasonably that can be expected.

Due to COVID-19, it is also anticipated that meetings will be held electronically during Phase 3 of the Provincial State of Emergency. Members will be asked to use their own phones or computers to participate in meetings from a safe, remote location.

Procedure

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1. The Citizen's Advisory Committee will elect a facilitator/ process guide early on in the process.
 2. The Citizen's Advisory Committee will operate on a consensus basis. Consensus means there is substantial agreement where all members can accept a decision.
 3. If consensus cannot be achieved, all positions will be forwarded to the Electoral Area Director.
 4. Attendance by at least half of the Citizen's Advisory Committee members will be considered a quorum.
 5. The Citizen's Advisory Committee is appointed by the Regional District Board, and reports to the Electoral Area Director who reserves the right to recommend to the Board amendments to the Citizen's Advisory Committee structure as required, the appointment of new members to the Citizen's Advisory Committee, or the termination of the Citizen's Advisory Committee. The reasons for any decision in these matters will be publicly stated.
 6. The Citizen's Advisory Committee may hear delegations on issues being considered or on proposed content in the Plan.
 7. Members of the Citizen's Advisory Committee must act in accordance with the RDOS Conflict of Interest policy which includes that a member must excuse themselves from recommendations related to their particular property interests. See attached RDOS Conflict of Interest policy.
 8. Regional District Planning staff or consultants contracted to undertake the project will be available, as required, to explain the legislative and technical context which affects the review, and the implications of proposals or recommendations made by the Citizen's Advisory Committee.
 9. Consultants, with staff input, will also be responsible for drafting the new Plan.
 10. The new Plan will be presented to the public to allow comment on the Official Community Plan as part of a public engagement program using methods to be determined by the consultant, with input from the Citizen's Advisory Committee and approved by the Regional District Board.
 11. As an Ex Officio member of the Citizen's Advisory Committee, the Electoral Area Director or Alternate Director will provide background information, advice and direction. The Electoral Area Director or Alternate Director cannot vote or present motions to the Citizen's Advisory Committee.
 12. A Secretary will be provided by the RDOS to prepare agendas in consultation with the Electoral Area Director, record minutes, and distribute those minutes to each member after the meetings.
 13. The Citizen's Advisory Committee has no authority to call public meetings, commit funds, enter into contracts, or represent the RDOS.
 14. The recommendations of the Citizen's Advisory Committee shall be considered by the Electoral Area Director, but shall not be binding.

Minutes

The RDOS will prepare the minutes of all Citizen's Advisory Committee meetings will be made available to the public, Citizen's Advisory Committee members, and the Board.

Attendance at Meetings

Attendance at all meetings will be encouraged for all Citizen's Advisory Committee members. In situations where a particular member cannot attend, the Regional District will forward a copy of the minutes of the meeting to that Citizen's Advisory Committee member. Each Citizen's Advisory Committee member is responsible for informing staff if they will be absent at the next meeting. Frequent non-attendance by an Citizen's Advisory Committee member will be reviewed by the Electoral Area Director and may warrant a replacement being sought.

Meeting Facilitator

The facilitator shall preside at all meetings of the Citizen's Advisory Committee, maintain order, and ensure the rules of the Citizen's Advisory Committee are followed. An alternate facilitator will be selected by the members of the Citizen's Advisory Committee in the event of an absence.

RENUMERATION

1. Members of the Citizen's Advisory Committee will serve without remuneration but the RDOS will pay appropriate preapproved and necessary expenses that arise directly out of the performance of their duties as members of the Citizen's Advisory Committee.
2. The RDOS will cover necessary meeting expenses (room rental, meals, etc.) if applicable.
3. Secretarial Services will be provided by the RDOS.
4. Meeting locations will be decided by the Citizen's Advisory Committee and coordinated by the RDOS.

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

POLICY NO: P0530-00.02

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SUBJECT: CONFLICT OF INTEREST

Effective Date Amendment
January 20, 2005

Board Resolution
B24/05

Administered By
CAO & Board Chair

CONFLICT OF INTEREST

For Director Members of the Regional District of Okanagan-Similkameen, Appointees to Boards, Advisory Groups, Commissions and Task Forces (hereby collectively referred to as “Members”):

A conflict of interest exists where:

- a Advisory Group member is a director, member or employee of an organization seeking a benefit from the Regional District of Okanagan-Similkameen upon which the Advisory Group will make a recommendation;
- the Advisory Group member has a direct or indirect pecuniary interest in the outcome of Advisory Group deliberations.

A conflict of interest does not exist if:

- the pecuniary interest of the member is a pecuniary interest in common with members of the Regional District generally, or
- the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.

Where a conflict of interest exists, members:

- Are not entitled to participate in the discussion of the matter or to vote on a question in respect of the matter;
- Must declare to the Advisory Group that a conflict exists; and
- Must declare themselves and exit from the meeting during consideration of the issue to which the conflict relates.

The member’s declaration of a conflict and their exit from and return to the meeting shall be noted in the minutes.

Perceived Conflict of Interest:

Where a perceived conflict of interest might exist, the member may note that a perception of conflict might exist but need not declare a conflict and exit the meeting if in the member’s view there is no actual conflict of interest.

Directorship Review:

Where in the opinion of a Advisory Group member is in a conflict of interest and has not so declared, the Advisory Group may ask for a review of the matter by the Chief Administrative Officer. The matter, if unresolved, may then be referred to the Board for review.