

## Official Community Plan (OCP) Bylaw 4000 Review and Rewrite Steering Committee Terms of Reference OCP-SC

---

### **Purpose:**

The purpose of the Official Community Plan Steering Committee (OCP-SC) is to support and assist Council to ensure that the revised OCP document is reflective of and connected to the public input received as part of the engagement process.

### **Mandate:**

The OCP-SC will act as intermediary between Planning Department staff and the engagement consultants, to both continuously evaluate the effectiveness of the engagement process and to determine if outputs (draft policy) are connected to inputs (public comments).

The OCP-SC will work with City staff and the public engagement consultant as part of the OCP review process, including:

- Assisting in the development of the OCP engagement plan
- Approving the OCP engagement plan
- Monitoring the effectiveness of the OCP engagement plan
- Making recommendations to the consultant on amendments to the engagement plan
- Sharing information on the engagement plan and encouraging public participation with their respective constituencies or networks
- Sharing draft plan content with their respective constituencies or networks
- Providing guidance to staff in the drafting of OCP policy in accordance with the public input received

The OCP-SC is not intended to function as a method to provide input into the content in the review of the OCP, and is not formulated as a “content creation” committee directing the preparation of draft policy (which could significantly limit the range of public input). It is instead to ensure that the resulting policy drafts created by staff are connected to the input that arrives through the engagement program.

### **Meetings:**

The OCP-SC will meet as is necessary. A regular schedule of meetings will be established at the first meeting of the OCP-SC. Special meetings may be held at the call of the Chair. There will be more frequent meetings initially as the OCP-SC forms and the engagement plan is reviewed.

### **Procedures:**

The meeting rules and procedures will be in accordance with the Council Procedure Bylaw. Minutes will be kept and shared with Council as they are produced. Minutes will not identify individuals but will record discussions among the group generally.

The OCP-SC will select a chairperson from its' members at the initial meeting.

### **Membership:**

OCP-SC members will be appointed by Council. To the extent possible, the OCP-SC will have a diverse membership with respect to gender, age and socio-economic and cultural background, and will consist of **seventeen (17)** members with experience and interest in community growth and development and managing and guiding change in the community.

Membership:

- **Mayor**
- One (1) member of Council
- One (1) member from SA Economic Development Society
- One (1) member from Interior Health
- One (1) member from Shuswap Trail Alliance
- One (1) member from Shuswap Recreation Society
- One (1) member from Social Impact Advisory Committee
- One (1) member from Downtown Salmon Arm
- One (1) member from Shuswap District Arts Council
- One (1) member from Salmon Arm and Shuswap Agricultural Association
- One (1) member from SCIP – Shuswap Construction Industry Professionals or Realtor
- Six (6) Citizens-At-Large.

The identified organizations or community sectors will be notified by staff and asked to nominate a representative and submit written requests from their membership proposing the appointment. They will also identify an alternate who will attend in the absence of the appointed member.

There will be a public call for Citizens-At-Large members. Council will appoint Citizen-At-Large members after reviewing the submitted applications. Citizen-At-Large members will be recruited on the basis of the member's interest in overall community development and not on the basis of representation of any specific group or issue of interest (although membership in an organization or group does not preclude participation in an "at-large" manner).

Members will serve for the duration of the OCP review project. If a member from an organization or community sectors resigns, then the alternate shall join the OCP-SC, or the organization may nominate a new representative. Citizen-At-Large members may be replaced by Council using the methods for initial recruitment. The decision to replace a resign member will consider the time remaining in the OCP review project.

Council may remove a member of the OCP-SC and reappoint accordingly. Grounds for removal include behaviour that is not consistent with the Committee Code of Conduct Policy.

#### **Quorum:**

Quorum will be constituted by nine (9) or more members of the OCP-SC.

#### **Decision Making:**

The OCP-SC will undertake the majority of its' decision making by seeking to achieve consensus, where almost all elements of the decision are unanimously agreed to, but there may be less important elements that are not.

When consensus is not possible, the OCP-SC will seek agreement amongst the group, where most of the elements of the decision are acceptable, when other less important elements may not be acceptable.

When agreement is not possible, then the OCP-SC may use majority voting of members to reach a decision.

Decisions of the group will be made as a group, and will not be assigned or credited to any individual on the OCP-SC. At any point, a member of the group may ask that their dissenting opinion to any decision be recorded, and it will be duly recorded.

**Staff Support:**

The Planning Department will provide the required professional, secretarial and administrative support. Other City staff will attend as is necessary.

The OCP-SC chairperson or the OCP Project Manager may request the attendance of subject matter experts or other members of the public that are not members of the OCP-SC to attend to provide information to the Committee.

Neither staff or members of the public attending an OCP-SC will have a vote in any decision made by the OCP-SC. Members of the public attending may address the OCP-SC only with the approval of the OCP-SC chairperson, upon request.

**Review of Terms of Reference:**

Council will review these Terms of Reference as is necessary.