



# Official Community Plan Steering Committee

Select Committee of Council - Terms of Reference

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## 1. ESTABLISHMENT AND AUTHORITY

- 1.1 The Community Charter (Section 142(1)) provides that Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council. At least one member of a select committee must be a council member.
- 1.2 At the <DATE> Regular Council meeting of the Town of Gibsons, Resolution 2013-<XXX> was adopted establishing the "Official Community Plan Steering Committee" hereinafter referred to as the "Committee".

## 2. PURPOSE

- 2.1 An Official Community Plan Steering Committee is established to advise staff and Council upon:
  - 2.1.1 The update of the Official Community Plan including identifying current community issues, reviewing backgrounds for topics identified to be added to / updated in the OCP, providing recommendations for policies.
- 2.2 The Committee will begin its work immediately and conclude once a final report to Council is completed.

## 3. COMPOSITION

- 3.1 The Official Community Plan Steering Committee shall be composed of fifteen members with the following conditions:
  - 3.1.1 No less than nine (9) members shall be residents of the Town of Gibsons, whose principle place of residence or employment is in the Town of Gibsons.
  - 3.1.2 The Committee will include:
    - 3.1.2.1 At least three (3) members of Council
    - 3.1.2.2 At least two (2) member of the Advisory Planning Commission
- 3.2 The members appointed by Council shall hold office at the pleasure of Council.
- 3.3 Committee members can be removed by a resolution of Council.
- 3.4 As a condition of appointment, each member shall acknowledge in writing his or her obligations under this Terms of Reference, the bylaws of the Town, and all applicable provisions of the Community Charter and Local Government Act, including but not limited to the conflict of interest requirements contained in Division 6 of the Community Charter.

- 3.5 All members shall provide the Corporate Officer with contact information including members' phone number(s), mailing and civic addresses and email address prior to the first Committee meeting to ensure materials are received prior to meetings.

#### **4. RECOMMENDATIONS**

- 4.1 All recommendations to staff or Council of the Committee shall be decided by consensus where possible, however, where consensus cannot be achieved, simple majority shall govern.

#### **5. STAFF LIAISON**

- 5.1 The Director of Planning will serve on the Committee as staff liaison. The role of the staff liaison includes:

- 5.1.1 providing information and professional advice;
- 5.1.2 serving as one of the communication channels to and from Council.

- 5.2 Planning Assistant will serve as the Committee's secretary. The role includes:

- 5.2.1 recording the recommendations from the Committee
- 5.2.2 preparing agenda packages for meeting in consultation with the Chair and the Director of Planning

#### **6. ELECTION OF CHAIRPERSON**

- 6.1 Council shall appoint a Chairperson from among the Committee members who shall preside at all meetings for the duration of the Committee's work.
- 6.2 If the Chairperson fails to attend any meeting of the Committee, the appointed members present shall elect one of their number to be Acting Chairperson and the member so elected shall preside at the meeting.
- 6.3 If the Chairperson ceases to be a member of Committee, Council shall appoint a new Chairperson from among the Committee members who shall preside for the duration of the Committee's work.

#### **7. QUORUM**

- 7.1 Eight (8) appointed members of the Committee is a quorum.
- 7.2 If a quorum is not present within fifteen (15) minutes of the time fixed for a meeting, the Chairperson shall record the names of the members present and the Chairperson shall call another meeting.

#### **8. MEETINGS AND ATTENDANCE**

- 8.1 Meetings shall be conducted according to the Community Charter and the Town of Gibsons Procedure Bylaw.
- 8.2 Meetings shall be called by the Director of Planning.

- 8.3 Meetings will normally be held on Monday at 12:00 p.m. (noon) in the Town Hall Council Chambers, or as otherwise determined by the Committee members.
- 8.4 Save with respect to matters expressly dealt with or provided for in these Terms, the rules governing proceedings of the Committee shall be those governing the proceedings of Council under the Procedure Bylaw, insofar as the said rules may be applicable.
- 8.5 The Chairperson shall preside at all meetings of the Committee, and shall preserve order and decide all points of order which may arise, subject to an appeal to the other members present. All such appeals will be decided without debate.
- 8.6 Any appointed member of the Committee who is absent from two consecutive regular meetings, without leave or valid reason satisfactory to the Committee, shall be deemed to have resigned.

## **9. LIMITATION OF THE DUTIES AND POWERS OF THE COMMITTEE**

### **9.1 Authority**

9.1.1 The Committee has no delegated authority from Council.

9.1.2 The Committee cannot direct staff.

## **10. RECORDING OF MEETINGS**

- 10.1 Planning Department staff are responsible for preparing and distributing notes outlining meeting topics covered.
- 10.2 Notes will be made available to the public and all members of the Committee and Council.

## **11. REFERENCE DOCUMENTS**

- 11.1 The terms "Council" and "Committee" shall be interchangeable for the purpose of interpretation of these sections.
  - 11.1.1 Community Charter, Section 90 – Open and Closed meetings
  - 11.1.2 Community Charter, Section 117 – Duty to respect confidentiality
  - 11.1.3 Community Charter, Section 122 – Resignation
  - 11.1.4 Community Charter, Section 100-109 – Conflict of Interest