

District of Hope Official Community Plan Advisory Committee Terms of Reference

Mandate

The Integrated Official Community Plan Advisory Committee (IOCP Advisory Committee) will advise the District of Hope staff, the consultant and Council on the format, structure, and policies of the Integrated Official Community Plan update, and support the principles and mandates of the District of Hope.

Membership

1. The IOCP Advisory Committee will be comprised of no more than fourteen (14) members in total, in order to maintain effective meetings and meaningful engagement.
2. The IOCP Advisory Committee shall be comprised of individuals who represent a broad spectrum of age, local interests and cultural diversity of the community. A balance of interests on the committee shall include a background or current involvement in the following areas:
 - Recreation
 - Health care
 - Seniors service providers
 - Education
 - Arts and culture
 - Business
 - Environmental stewardship
 - Resources – mining, logging, etc.
 - Health and social services
 - Land development
 - Tourism
 - Transportation
 - Members of the community at large representing youth, seniors and families.
 - First Nations
3. Membership of the IOCP Advisory Committee strives to represent the many diverse and broad segments of the community.
4. Two (2) members of Council shall be members of the IOCP Advisory Committee and act as Council liaisons. The Mayor is an “ex-officio” member of the Committee and possesses all the duties of the other members when present at a meeting of the Committee.
5. Council designated members of staff will attend the IOCP Advisory Committee meetings.

Terms

1. The IOCP Advisory Committee shall act as an advisory body to District of Hope staff and the project consultants until the completion of the IOCP update process.
2. The IOCP Advisory Committee has the following duties:
 - a. Attend the committee meetings.

- a. Act as a “sounding board” for structure, vision, goals, options, and policy directions for the IOCP.
 - b. Review drafts of the updated IOCP.
 - c. Consider input from public.
 - d. Attend public events as much as possible to engage with the public, gathering input and answering questions.
 - e. Support communications activities to raise awareness about the public engagement process.
 - f. Other duties as identified by the District of Hope staff or Council.
3. Final approval and implementation of the Official Community plan is the responsibility of District of Hope Council and Staff.
 4. All members of the IOCP Advisory Committee shall serve without remuneration.

Procedures

2. The IOCP Advisory Committee will meet no fewer than four (4) times throughout the IOCP Update process. It is expected that the time commitment to attend and prepare for the Committee will be approximately 30 hours over the course of the ten month project.
3. Meetings
 - a. The committee will work towards consensus in decision making.
 - b. Recommendations and decisions of the IOCP Advisory Committee shall be made by a majority of members in attendance at a meeting.
 - c. Meeting quorum is a majority of all its members.
 - d. The Project Consultant will be present to facilitate the meetings and to provide content.
 - e. District staff will be in attendance of all committee meetings.
 - f. Committee meetings will be open to the public.
 - g. Notices of meetings shall be posted on the District’s bulletin board in accordance with the Council Procedure Bylaw.
 - h. Meeting agendas will be prepared by the Consultant in collaboration with District staff. The agenda is to be distributed to all members of the Committee at least five days prior to the meeting date.
4. The rules or procedures of the IOCP Advisory Committee shall be consistent with the District of Hope Council Procedure Bylaw.
5. The Chair may call an extra meeting of the IOCP Advisory Committee upon giving notice to each member in accordance with the requirements of the Community Charter and Council Procedure Bylaw.