
District of Lantzville Official Community Plan Review Select Committee Terms of Reference

Background

The District of Lantzville Official Community Plan Bylaw, No. 50, 2005 (Adopted September 26, 2005) is over ten years old. Council, in its Strategic Priorities Chart, identified the review and update of the OCP as one of the top priorities.

The District of Lantzville has commenced work to update and review its Official Community Plan. It is anticipated that the input from the Select Committee, along with comments from the wider community and interested agencies, organizations, and levels of government, will articulate the vision, goals, objectives and policies to manage the social, economic and physical future of the District of Lantzville.

1. Membership

1.1 Composition of the Committee:

The Committee shall be composed of ten (10) members who shall be appointed by resolution of the Council. The ten (10) members are as follows:

- 2 members of Council
- 8 members from the community, representing a range of interests and stakeholders (ideally business owners, property owners, and other residents)

The Community Planner will assist the advisory committee as a non-voting technical and administrative resource.

1.2 Advisory Person to the Committee:

The following persons may participate in meetings of the Committee in an advisory capacity but shall not vote:

- i. Chief Administrative Officer;
- ii. Director of Public Works;
- iii. Community Planner;
- iv. The planning consultant.

1.3 Member at Large:

Applications will be invited from the general public when there is a vacancy. Council will appoint up to eight Members-at-large from the applications received, and may in any case, decline to appoint an applicant and invite new applications.

1.4 Term and Termination:

- i. All members of the Committee shall serve to the completion of the duties outlined below: the mandate of the Committee will expire at the end of the planning process, estimated to be in November of 2017.
 - ii. Council may terminate the appointment of any member of the Committee at any time.
 - iii. The Committee shall be disbanded upon the completion of the tasks outlined in this Terms of Reference at the direction of District of Lantzville Council.
 - iv. A member may resign from the Committee on presentation of written notice at a regular meeting of the Committee.
 - v. Any member of the Committee who is not in attendance at regular meetings of the Committee for three consecutive meetings, without approval of the Chair, shall be deemed to have resigned.
- 1.5 District of Lantzville Council may advertise for new members who have resigned or otherwise are no longer sitting on the Committee. The discretion to include new members is retained by District of Lantzville Council.
- 1.6 At all times Council shall ensure that at least one member of the Committee is a Council member, as required by the *Community Charter*.

2. Conduct of Meetings

- 2.1 All meetings shall be advertised on the District web site and notice board, meeting the notification requirements of the District of Lantzville.
- 2.2 All meetings shall be open to the public.
- 2.3 At the first meeting, the Committee will appoint a chair and/or co-chairs from among its membership.
- 2.4 If the chair of the Committee is not in attendance after fifteen (15) minutes following the scheduled start of the meeting, the members present shall appoint from its membership a Committee member to act as chair for the duration of the meeting. The presiding member has, for that purpose, all the powers of, and is subject to the same rules as chair.
- 2.5 If there is no quorum of Committee members present within fifteen (15) minutes of the scheduled time for a Committee meeting, the staff person must record the names of the members present and those absent, and adjourn the meeting until the next scheduled meeting.
- 2.6 Meeting minutes of Committee meetings shall be prepared by staff. Copies of all Committee meeting minutes will be on the next available Council agenda for information.
- 2.7 The conduct of business for meetings of the Committee shall generally follow a consensus decision-making model. If required, the Committee will follow Robert's Rules of Order.
- 2.8 The quorum for the committee shall be 6 members. Quorum will be adjusted should members resign from the Committee.

2.9 Regular Meetings:

- i. Regular meeting of the Committee will be held, as required. When required, meetings will take place on the first Wednesday of the month commencing at 6:00 p.m.
- ii. Meeting notice shall be in accordance with the District of Lantzville Procedure Bylaw.

3. Duties & Powers

- 3.1 The Committee is advisory body to Council. The Committee has no delegated authority from Council and is not empowered to manage any aspect or role of the District's responsibilities or direct the activities of District Staff without a decision of Council.
- 3.2 The Committee shall provide input on potential improvements to the Official Community Plan to ensure the document represents the community's interest in creating and guiding the OCP vision, goals, objectives, policies and implementation strategies.
- 3.3 The Committee shall review options brought forward by the Community Planner.
- 3.4 The Committee will consider issues that have been identified as key discussion points.
- 3.5 The Community Planner shall serve as the liaison between the Committee and the District of Lantzville. Staff shall be responsible for the production and copying of meeting materials, distribution of agendas, and all matters pertaining to the administration of the Committee.

4. Finance

- 4.1 Members of the Committee shall serve without remuneration.
- 4.2 No expenditure shall be made in relationship to this Committee that is not provided for in the Financial Plan of the District of Lantzville.

End of Terms of Reference