

# **City of Fernie**

## **Official Community Plan Advisory Committee (OCPAC)**

### **Terms of Reference**

#### **Mandate**

The Official Community Plan Advisory Committee (OCPAC) is a standing committee of the City of Fernie whose role is to advise City of Fernie Council on all matters to do with the City of Fernie Official Community Plan (OCP).

#### **Mission**

With a community perspective and a collaborative approach, the OCPAC will act in an advisory capacity to assist and support the Council and City in achieving ongoing progress towards the goals of the OCP and enhanced quality of life of the Fernie community.

#### **Appointment and Membership**

The members of the Committee shall be appointed at pleasure by City Council from interested applicants that demonstrate an understanding and support for the policies, goals and objectives articulated in the OCP.

The OCP Advisory Committee will be comprised of no more than fifteen (15) members in total, in order to maintain effective meetings and meaningful engagement.

The OCP Advisory Committee strives to represent the many diverse and broad segments of the community and shall be comprised of individuals who represent a broad spectrum of age, local interests and cultural diversity of the City. A balance of interests on the committee shall include a background or current involvement in the following areas:

- Resources,
- Education,
- Arts and culture,
- Business,
- Environmental stewardship,
- Health and social services,
- Land development,
- Second Home Owners
- Tourism and recreation, and
- Members of the community at large representing youth, seniors and families.

Two (2) members of Council shall be members of the OCP Advisory Committee. Council shall also appoint one (1) additional member as alternate. The Mayor is an “ex-officio” member of the Committee and possesses all the rights, power, privileges and duties of the other members when present at a meeting of the Committee.

Council designated members of staff will attend the OCP Advisory Committee meetings. Staff resources to the Committee shall be comprised of the Chief Administrative Officer; The Director of Operational Services; and The Director of Planning.

### **Voting Powers of Members**

Voting powers of the Committee will be given to the Mayor, two appointed Council members and community representatives. If a Council member is absent, the appointed alternate shall be given voting power. City staff will not have voting powers and will act as a resource in an advisory capacity.

### **Terms**

The OCP Advisory Committee shall act as an advisory body to The City of Fernie Council on all matters relating to the Official Community Plan.

Final approval and implementation of the Official Community plan is the responsibility of Fernie City Council and Staff.

All members of the OCP Advisory Committee shall serve without remuneration.

### **Meeting Schedule, Conduct and Notice**

Committee meetings shall be conducted in accordance with the requirements of the Community Charter and Council Procedure Bylaw, including, but not limited to, the requirements for notice of meetings, the establishment of a meeting schedule, minute-taking, quorum, conduct and debate and voting.

The Committee shall select one of its members as Committee chair. The Chair will be appointed on an annual basis in April for a one year term with no requirement to step down.

Maximum term for membership in the Committee is six (6) years. Members must step down for a year before they are eligible to become a Committee member again.

All Committee meetings shall be open to the public except when closure of the meeting is authorized under section 90 of the Community Charter and the Committee adopts a resolution in accordance with section 92 of the Charter to close the meeting.

Recommendations made at Committee meetings must be approved by a majority vote of the members present at a duly constituted Committee meeting. A tie vote is negative.

### **Conflict of Interest**

Committee Members are to Avoid Conflicts of Interest. A conflict of interest exists where: A Committee member is a director, member or employee of an organization seeking a benefit from the City upon which the Committee will make a recommendation; or The Committee member has a direct or indirect pecuniary interest in the outcome of Committee deliberations.

A conflict of interest does not exist if: The pecuniary interest of the Committee member is a pecuniary interest in common with members of the municipality 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.

If a Committee member considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the member must declare this and state the general nature of why the member considers this to be the case.

Where a conflict of interest exists, a Committee member:

Must not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;

Must immediately leave the meeting or that part of the meeting during which the matter is under consideration; and

Must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

When a declaration of a conflict of interest is made by a Committee member;

The Committee secretary recording the minutes of the meeting must record the member's declaration, the reasons given for it and the times of the member's departure from the meeting room and, if applicable, of the member's return; and

The person presiding at the meeting must ensure that the member is not present at the meeting at the time of any vote on the matter.

#### 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.

#### Council Review

Where in the opinion of a Committee a member is in a conflict of interest and has not so declared, the Committee may ask for a review of the matter by the Director of Corporate Administration Services. The matter, if unresolved, may then be referred to Council for review.

## **Authority and Reporting**

The Committee and its members will not represent themselves as having any authority beyond that delegated by Council.

Committees shall forward a copy of their meeting minutes to the Director of Corporate Administration Services for inclusion on a Council Agenda for information purposes.

The Committee is authorized to communicate with external organizations and agencies to collect information and make inquiries. Where the Committee wishes to express opinions or make recommendations to external organizations and agencies, it must first obtain authorization from City Council in that regard.

## **Committee Meeting Guidelines**

Committee meeting guidelines are appended to these Terms of Reference for the information of the Committee as Appendix A.

### **Quality of Life Indicators Sub-Committee:**

The Committee shall form, from amongst its members, a Quality of Life Indicator Sub-Committee to monitor community well-being through the development and implementation of the Fernie Quality of Life Index. The Sub-Committee will develop and annually evaluate an index designed to monitor the quality of life and community liveability in Fernie.

The Fernie Quality of Life Index will be designed to accomplish two objectives:

- To provide a means to measure the City's progress in the achievement of related goals articulated in the OCP; and
- To highlight points of concern for the community as they arise and act as an "early warning indicator" designed to proactively recognize potential problems and identify areas where the OCP's goals are not being achieved.

The Sub-Committee shall prepare an annual report that addresses the key indicators monitored over the previous year and submit same to the Committee who may review and recommend revisions to it prior to submission to City Council. The final report shall make recommendations for OCP amendments and serve to track quality of life in Fernie.

### **Official Community Plan Update Sub-committee:**

The Committee shall form, from amongst its members, and the broader community an Official Community Plan Update Sub-Committee specifically tasked with assisting with the rewrite of the OCP. OCPAC work will inform City of Fernie staff, the consultant and Council on the format, structure, and policies of the Official Community Plan Update, and support the principles and mandates of the City of Fernie.

### **Appointment and Membership**

The members of the Sub-Committee shall be appointed at pleasure by City Council from interested applicants that demonstrate an understanding and support for the policies, goals and objectives articulated in the OCP.

The OCP Update Sub-Committee will be comprised of no more than fifteen (15) members in total in order to maintain effective meetings and meaningful engagement.

The OCP Advisory Sub-Committee strives to represent the many diverse and broad segments of the community and shall be comprised of individuals who represent a broad spectrum of age, local interests and cultural diversity of the City. A balance of interests on the committee shall include a background or current involvement in the following areas:

- Resources,
- Education,
- Arts and culture,
- Business,
- Environmental stewardship,
- Health and social services,
- Land development,
- Second Home Owners
- Tourism and recreation, and
- Members of the community at large representing youth, seniors and families.

Two (2) members of Council shall be members of the OCP Advisory Sub-Committee. Council shall also appoint one (1) additional member as alternate. The Mayor is an “ex-officio” member of the Committee and possesses all the rights, power, privileges and duties of the other members when present at a meeting of the Committee.

Council designated members of staff will attend the OCP Advisory Sub-Committee meetings. Staff resources to the Committee shall be comprised of the Chief Administrative Officer; The Director of Operational Services; and The Director of Planning.

### **Procedures**

1. The Chair of the OCP Advisory Sub-Committee will be chosen by a simple majority vote of the members of the committee.

2. An Alternate Chair will be chosen by a simple majority vote of the members of the committee in the event of the absence of the Chair.
3. The OCP Update Sub-Committee will meet no fewer than six (6) times throughout the OCP Update process. In addition, Sub-Committee members will attend community meetings as scheduled.
4. Meeting Quorum
  - a. A quorum will be the majority (50% plus one) of the OCP Update Sub-Committee;
  - b. The committee will work towards consensus in decision making.
  - c. Recommendations and decisions of the OCP Update Sub-Committee shall be made by a majority of members in attendance at a meeting.
5. The rules or procedures of the OCP Update Sub-Committee shall be consistent with the City of Fernie Council Procedure Bylaw.
6. The Chair may call an extra meeting of the OCP Update Sub-Committee upon giving notice to each member in accordance with the requirements of the Community Charter and Council Procedure Bylaw.

## **Duties**

The OCP Update Sub-Committee has the following duties:

- Review relevant information to refine and update Fernie's current OCP.
- Make suggestions in reference to OCP structure, and policy selection;
- Review drafts of the updated OCP.
- Consider input from the public.
- Other duties as identified by the City of Fernie staff or Council.