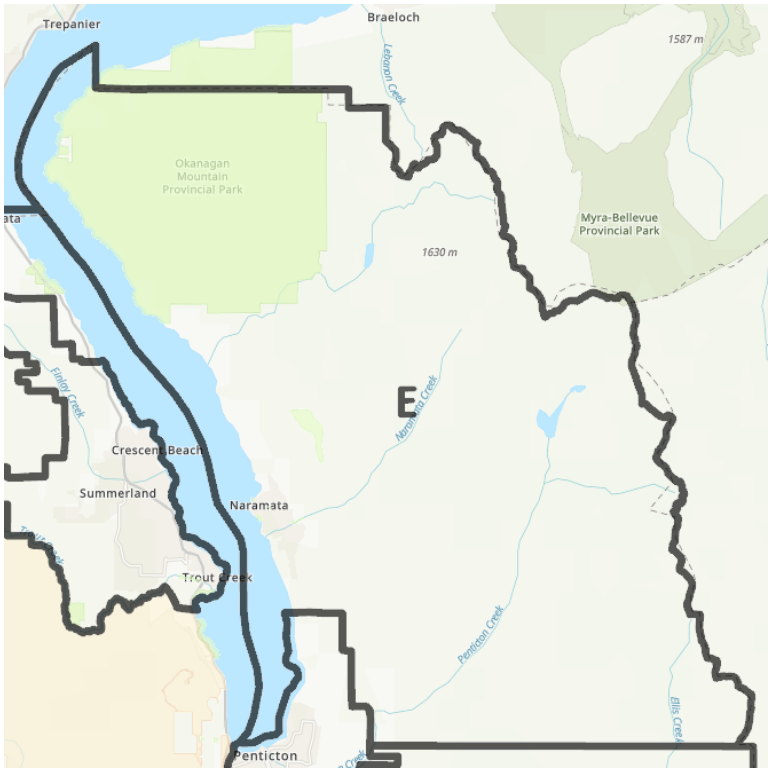
Electoral Area "E"
Naramata

Official Community Plan (OCP) Review
Terms of Reference
Community Advisory Group

November 24, 2021



TERMS OF REFERENCE
Community Advisory Group

BACKGROUND

The Regional District of Okanagan-Similkameen (RDOS) will review and update the Electoral Area "E" Naramata Official Community Plan (OCP) Bylaw No. 2458, 2008 in 2021-2022. The OCP review will be conducted in accordance with the *Local Government Act,* which specifies the purpose, required content, and adoption procedures of OCPs.

One of the desired outcomes of this process is an OCP that is accepted by the community, adopted by the Board, and has a positive social, economic, and environmental impact on how the area grows and changes over time.

ROLE OF THE COMMUNITY ADVISORY GROUP

The role of the Electoral Area "E" OCP Community Advisory Group (CAG) is to represent your own communities' interests, as well as the Electoral Area as a whole, in supporting the development of the draft OCP goals. Specifically, the CAG will act as community "champions" for the RDOS and the OCP.

PURPOSE OF THE COMMUNITY ADVISORY GROUP

The purpose of the Community Advisory Group is to participate directly and actively in the OCP process. In addition, the CAG will help:

1. identify key issues relating to the community, future development, and growth management;
2. provide information about the OCP review process to the community and encourage community involvement in its development;
3. support community outreach and engagement activities;
4. identify issues and questions from the community and bring them to the CAG;
5. respond to ideas and proposals from the RDOS prior to presenting them to the community;
6. make non-binding suggestions to the RDOS on various components of the draft OCP; and
7. provide feedback on any other issues of relevance to the Plan referred from the RDOS.

MEMBERSHIP

The CAG will be comprised of a maximum of 25 members of the community. The membership should reflect the diversity of ages, gender, cultures and other interests generally present in the community. The Electoral Area Director or their Alternate shall serve on the CAG and shall not be included towards the maximum number of members.

COMMITTEE V. GROUP

This CAG is defined as a "group" rather than a "committee" because you are not formally appointed by the RDOS Board. This gives you more flexibility on meeting structure and conduct. However, it also means you cannot make formal recommendations to the RDOS Board.

The Electoral Area "E" Director and several members of appointed committees, including the Advisory Planning Commission (APC), Electoral Area "E" Naramata Parks and Recreation Commission, and Naramata Water Advisory Committee (NWAC) are included in this CAG and can bring forward formal recommendations on behalf of the CAG.

MEETINGS

Conduct

1. All CAG meetings will be conducted in an orderly and business-like manner and will be notified and open to the public.
2. The order of business will be indicated in the agenda which will be prepared by RDOS staff. Any additions or changes in the prepared agenda may be requested by a CAG member and must be approved by a majority vote of the CAG members at the meeting.
3. All CAG meetings shall commence at the stated time. The conduct of meetings shall enable members of the CAG to consider information presented, weigh evidence related thereto, and make informed decisions.
4. CAG members will respect the following rules of meeting conduct:
   (i) Discussion is important; and everyone should get a chance to speak;
   (ii) Provide honest, open opinions;
   (iii) Agree to disagree; consensus may not always be achieved;
   (iv) Promise to stay on track and on topic; and
   (v) Abide by the RDOS Conflict of Interest Policy.

Meeting Frequency and Project Duration

Dates, times, and places of the meetings will be established at each CAG meeting for the following meeting. Notice of these meetings will be posted on the Regional District's web site and a schedule will be given to each member of the CAG.

It is anticipated that there will be several key meetings throughout this process. Approximately one meeting per month from November 2021 to August or September 2022. After this point, the OCP will go through the formal adoption process.

It is anticipated that this project will take until the end of 2022 to complete. It is expected that the CAG reasonably assist with in-person public information sessions and open houses. The busiest time for the CAG will be February to May 2022.

Procedure

1. The CAG will operate on a consensus basis. Consensus means there is substantial agreement where all or most Group members can accept a decision.
2. If consensus cannot be achieved, all positions will be forwarded to the Director.
3. Attendance by at least half of the CAG members will be considered a quorum.
4. The CAG reports to the Director who reserves the right to amend the CAG structure as required, including appointing new members to the CAG or terminating existing members of the CAG. The reasons for any decision in these matters will be publicly stated.
5. The CAG may hear delegations on issues being considered or proposed content in the Plan.
6. Members of the CAG must act in accordance with the RDOS Conflict of Interest policy, which includes that a member must excuse themselves from discussion/recomendations related to their particular property interests. See attached RDOS Conflict of Interest policy.
7. Regional District Planning staff or consultants contracted to undertake the project will be available, as required, to explain the legislative and technical context that affects the review, and the implications of proposals or suggestions made by the CAG.
8. Staff will be responsible for drafting the new OCP.
9. The new OCP will be presented to the public to allow comment as part of a public engagement program using methods to be determined by the consultant and staff with input from the CAG.
10. The Director or Alternate Director will provide background information, advice, and direction.
11. A Secretary and Facilitator will be provided by the RDOS to run meetings and record minutes. RDOS Staff will distribute those minutes to each member after the meetings.

12. The CAG has no authority to call public meetings, commit funds, enter into contracts, or represent the RDOS.
13. The suggestions of the CAG shall be considered by the Electoral Area Director, but shall not be binding.

Attendance at Meetings

Attendance at all meetings will be encouraged for all CAG members. In situations where a particular member cannot attend, the Regional District will forward a copy of the minutes of the meeting to that member. Each CAG member is responsible for informing staff if they will be absent at a meeting. Frequent non-attendance by a CAG member will be reviewed by the Director and may warrant a replacement.

Meeting Facilitator

The Facilitator shall preside at all meetings of the CAG, maintain order, and ensure the rules of the CAG are followed.

Minutes

The Secretary will prepare the minutes of all CAG meetings that will be made available to the public, CAG members, and the Board by RDOS staff.

REMUNERATION

1. Members of the CAG will serve without remuneration, but the RDOS will pay appropriate preapproved and necessary expenses that arise directly out of the performance of their duties as members of the CAG.
2. The RDOS will cover necessary meeting expenses (room rental, meals, etc.) if applicable.
3. Administrative services will be provided by the RDOS.
4. Meeting locations will be decided by the CAG and coordinated by the RDOS.

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

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SUBJECT: **CONFLICT OF INTEREST**

Effective Date Amendment	**Board Resolution**	**Administered By**
January 20, 2005	B24/05	CAO & Board Chair

CONFLICT OF INTEREST

For Director Members of the Regional District of Okanagan-Similkameen, Appointees to Boards, Advisory Committees, Commissions and Task Forces (hereby collectively referred to as "Members"):

A conflict of interest exists where:

- a Advisory Committee member is a director, member or employee of an organization seeking a benefit from the Regional District of Okanagan-Similkameen upon which the Advisory Committee will make a recommendation;
- the Advisory Committee member has a direct or indirect pecuniary interest in the outcome of Advisory Committee deliberations.

A conflict of interest does not exist if:

- the pecuniary interest of the member is a pecuniary interest in common with members of the Regional District 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.

Where a conflict of interest exists, members:

- Are not entitled to participate in the discussion of the matter or to vote on a question in respect of the matter;
- Must declare to the Advisory Committee that a conflict exists; and
- Must declare themselves and exit from the meeting during consideration of the issue to which the conflict relates.

The member's declaration of a conflict and their exit from and return to the meeting shall be noted in the minutes.

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.

Directorship Review:

Where in the opinion of a Advisory Committee member is in a conflict of interest and has not so declared, the Advisory Committee may ask for a review of the matter by the Chief Administrative Officer. The matter, if unresolved, may then be referred to the Board for review.