

**City of Nelson – OCP Advisory Committee (OCP-AC)
Terms of Reference**

BACKGROUND

Mayor and Council will be undertaking a significant project over the next 18 to 24 months, the renewal of the Official Community Plan (OCP), representing an opportunity to have a positive social, economic, and environmental impact on how the community grows and changes over time. The OCP renewal process will be led by the Senior Planner from the Development Services & Climate Leadership Department and will require ongoing community input. The OCP Advisory Committee (OCP-AC) will play an essential role in providing community feedback and strategic direction on the development of the new Official Community Plan.

ROLE OF THE COMMITTEE

The Committee is responsible for representing the community's interest in shaping the draft goals, objectives, policies and implementation strategies for the OCP. The Committee will work with City staff to review and make recommendations on various OCP-related topics. They will also:

- provide guidance at important stages of the project
- identifying opportunities and issues
- review and comment on draft policy
- participate and promote community outreach and engagement

PURPOSE OF THE COMMITTEE

1. The Committee's primary purpose is to provide perspective on the OCP review process, to ensure that the OCP is innovative, inclusive and tailored to the community's needs.
2. In addition, the OCP-AC will:
 - a. Identify key issues relating to the community, review and provide general guidance on background information, draft materials, draft vision statement, and draft plan sections.
 - b. Assist in identifying and connecting the City with key stakeholder groups through personal and/or professional contact networks as requested.
 - c. Assist City planning staff in identifying and evaluating potential alternatives to key issues relating to the community.
 - d. Assist in informing the community about the OCP review process and encourage participation by diverse members of the community.
 - e. Identify issues and questions from the community and bring them to the Committee;
 - f. Respond to ideas and proposals from the City prior to presenting them to the community.
 - g. Act in a strictly advisory role. Council may consider the advice and recommendations of the Committee but is in no way bound by such recommendations.
 - h. Review and provide comments and recommendations on each version of the draft Official Community Plan;

MEMBERSHIP AND COMPOSITION

1. The Committee shall consist of:
 - 1 Council member, as appointed by Council (non-voting)
 - 12 community members, as appointed by Council
 - Development Services staff (non-voting)
 - Mayor (non-voting), will act as the Committee Chair
2. Committee members shall reside, be employed, and/or own or have interest in property within the City of Nelson;
3. The Committee shall be comprised of individuals who represent or have experience in one or more of the following areas:
 - Environmental Stewardship
 - Business Community
 - Economic Development/Tourism
 - Health and Social Services
 - Arts, Culture and Heritage
 - Recreation and Trails
 - Climate and Energy
 - Community Member
 - Housing
 - Education
 - Indigenous Communities
 - Infrastructure, construction, or technology
4. Voting membership shall be diverse and represent different ages, racial diversities, genders, and abilities.
5. Committee members will identify issues, share perspectives, and draw on their local knowledge and experience related to each area of focus. However, they have a responsibility to make recommendations that are in the best interest of the entire community, rather than just their specific focus area.

TERM

1. The term of each member shall be from the date of appointment to the date of the adoption of a new OCP. The project is anticipated to take 18 to 24 months.
2. Council may rescind an appointment at any time, and members may resign at any time by providing written notice to the Committee Chair.

3. Each Committee member is responsible for informing staff if they will be absent at the next meeting. Frequent non-attendance by a Committee member will be reviewed by Council and may warrant a replacement being sought.
4. Appointments to fill interim vacancies shall be for the remainder of the term only and shall be filled according to the criteria described above.

REPORTING

1. Staff will provide committee minutes will be provided to Council on a regular basis.

MEETINGS

1. Meetings shall be on a regular monthly basis.
2. A meetings calendar will be set at the commencement of the committee.
3. Additional meetings may be called on an as-needed basis.

MEMBERSHIP EXPECTATIONS AND OVERALL RESPONSIBILITIES

1. Chair – Council Member, has the following responsibilities:
 - Review meeting agendas and information packages in advance of the meeting.
 - Ensure meetings have a safe and respectful environment where all members believe their opinions and ideas are welcome, and all participants can be heard.
 - Provide Council or historical insight to assist with discussions.
2. Committee members have the following responsibilities:
 - Receive and review background informational materials on a broad range of topic areas that may be addressed in an Official Community Plan.
 - Attend meetings which may be scheduled during weekdays or evenings.
 - Participate in a positive way in discussions and provide input and recommendations during the OCP review.
 - Assist with gathering public input through formal and informal networks.
 - Remain respectful that recommendations to Council are to reflect that of the Committee as a whole and to not speak disrespectfully of any decisions of the Committee that they do not agree with.
 - These expectations apply to Committee members while attending Committee meetings, representing the City or the Committee, and participating in OCP events and forums. Where a member breaks any of the responsibilities, Council may revoke the membership of the Committee member.
3. Staff have the following responsibilities:
 - City Staff will prepare and distribute meeting agendas and minutes, distribution of materials for review and assist in facilitating discussions.

OPEN MEETINGS

All meetings will be open to the public and Council for observation only. Members of the public who wish to provide comment or input to the Committee may do so by making a submission in writing or by attending scheduled public open houses or workshop events