

Peace River Regional District

TERMS OF REFERENCE SOUTH PEACE FRINGE AREA OFFICIAL COMMUNITY PLAN (OCP)

CITIZENS ADVISORY COMMITTEE (CAC)

1) PURPOSE OF COMMITTEE

The Official Community Plan (OCP) Citizens Advisory Committee (CAC) shall advise the Area Director, Regional District Staff, and Consultants on the OCP process. Specifically the Committee shall:

- (a) Consider and advise the Director, Staff, specifically the Project Manager, and Consultants on the OCP process.
- (b) Review and provide advice on materials prepared in support of the OCP, including but not limited to: background data and reports; public, stakeholder, and agency representations and submissions; content and policy directions; and drafts of the Plan.
- (c) Assist with and attend public and stakeholder meetings whenever possible and as called by the Consultants, Project Manager, or by the Area Director.
- (d) It is the intent of the CAC to provide advice on overall issues involving the OCP and not to deal with individual and ongoing land use development applications.

2) LIMITATION OF THE DUTIES AND POWERS OF THE COMMITTEE

The Committee is advisory and has no delegated authority from the Regional District.

3) COMPOSITION OF THE COMMITTEE

- (a) Members (up to 15 total membership)
 - i) Up to two members from the Agricultural Advisory Committee.
 - ii) One member at large from each of the rural communities in the South Peace Fringe Planning Area.
 - iii) Up to two representatives of the local Oil & Gas industry.
 - iv) One member who is/was a teacher.
 - v) One representative of local business.
 - vi) One local farmer.
 - vii) Up to two representatives of the local development industry.
 - viii) Up to three designates from Project Manager, Consultant, or Area Director
 - ix) Up to two youth representatives.
 - x) Staff as required, including Project Manager or others as required by the Committee.

4) APPOINTMENT AND MEMBERSHIP

- a) Interested volunteers apply to become members through the CAC application form and process.

In composing the Committee, the Area Director, Project Manager, and the Consultant will consider the objective of creating a Committee with members of broad geographic and social representation from Area , as well as relevant and diverse expertise.

- i) All members of the CAC will be recommended by the Area Director to the Regional Board for approval.*

- b) Term

Members of the Committee shall serve from the date of appointment until first reading of the OCP bylaw.

- c) Resignation and Absenteeism

- i) A member may resign from the Committee on submission of written notice to the Chair.
- ii) Any member who is absent from three (3) consecutive meetings without cause or without notice to the chairperson, shall be deemed to have resigned from the Committee

- d) Chair

The Chair and Vice-Chair shall be nominated and appointed by the Committee at the first meeting if the CAC wishes to have such representation. The appointed Chair and Vice Chair shall be members of the Committee as listed in section 3a.

- e) Remuneration

All members appointed to the Committee shall serve without remuneration.

5) MEETINGS

- a) Purpose and Schedule

- i) Meetings will be held to gain advice as listed in Section 1. Meetings will not necessarily be held each and every month from the time of appointment.
- ii) Meetings will be held at the call of the Chair with direction from the Consultant.
- iii) A preferred meeting day of month will be established by the Committee and Committee meetings will be held on the preferred meeting day and time of the month to the extent possible.

- b) Notice

Meeting notice shall be in accordance with the agreed-upon notice of two weeks.

c) Quorum

Quorum for this committee is 50% of membership.

Should no quorum be present within 20 minutes after the time appointed for the meeting, the recorder shall record in the minutes the names of the members present at the expiration of such twenty minutes and that meeting shall stand adjourned until the next scheduled meeting.

(Board approved – October 16, 2008)