

Advisory Group - Terms of Reference

Purpose

To provide advice to the OCP steering committee through all phases of the community planning process. It will consist of community members with experience in key sectors. The Advisory Group will be comprised of up to fourteen members in total, in order to ensure meaningful engagement.

Advisory Group Key Sectors

Each sector listed below should be represented by a member of the Advisory Group:

Climate	Education	Water
Small Business	Housing – Private	Community Design
Industry	Housing – Public / non-	Forestry
Transportation	profit	Heritage, Arts & Culture
Health	Agriculture	

Appointments and Terms

- The Advisory Group serves the OCP Project in accordance with these terms from the date of appointment until the completion of the OCP Project.
- Should a member resign, they will advise the Chair and the Project Manager will determine the proper process to replace the member, if necessary.

Principles

The Advisory Group will operate under the following principles in carrying out the functions and activities associated with advising formulation of the Official Community Plan for North Cowichan. Where a member breaks any of the principles, the chair will establish a mediation session to resolve the breach. The Advisory Group will address each situation on a case by case basis where a member is not amenable to mediation.

Transparency – Transparency is built on the free flow of information and ensures access to relevant, timely and reliable information.

Respect – Respect is the appreciation of individual participation in the Advisory Group process in a manner acceptable among members.

Accountability – Accountability is the requirement to accept responsibility for carrying out assigned roles.

Consensus – Consensus is a commitment to work towards general agreement on matters considered by the group.

Communication – Members will commit to regular meetings and will respond to any other communication in a timely manner.

Appendix 1 – Advisory Group Terms of Reference

Commitment from Advisory Group Members:

- Conduct affairs using the principles set out in these terms.
- Actively participate in all Advisory Group meetings.
- Assist in informing the community about the OCP Project process and encourage participation by all members of the community.
- Identify issues, provide insights and discuss experiences gained through local knowledge, and through the perspective of each of the areas of focus.
- Make recommendations to the Steering Committee.
- Review draft policies at various stages of the planning process.
- Provide advice on information presented to the public.
- Advise the Chair either prior to meetings or at meetings if they are unable to attend the entire meeting.

Meetings

- Meetings will be held at North Cowichan Municipal Hall.
- Meetings will occur at least quarterly and no more than monthly in the evenings.
- Meetings will be scheduled to accommodate members.
- The Chair will be appointed by a majority vote by the Advisory Group
- The Chair will be the primary contact between the Advisory Group and the Project Manager
- The Chair will conduct Advisory meetings
- The Project Coordinator will be the Secretary, preparing and distributing agendas and materials to Advisory Group members one week prior to the meeting and publishing minutes.

Communications

The Project Manager will apprise the Advisory Group, through the chairperson, of all communication related to the OCP

Remuneration

Membership on the Advisory Group is voluntary. Members will serve without compensation.

Changes to Terms of Reference

Changes to the Terms of Reference may be proposed by the Committee and are subject to review by the Steering Committee.

Contact Information

Project Manager

Co-Chair

Co-Chair