

## Ambassador Teams - Terms of Reference

### **Structure**

Ambassador Teams represent the various unique geographic communities within North Cowichan. The purpose of each is (1) to gather, consolidate and feed community-specific information into OCP policies and (2) to review draft OCP directions and policies for community impact and relevance. The Ambassador Teams will represent the diverse segments of the community and include individuals who represent the diversity and local interests of the community.

### **Appointments and Terms**

Ambassador team participation will be somewhat fluid. A core group will be identified at the beginning of the community planning process but will evolve as consultation activities increase.

- The Ambassador Teams will serve the OCP Project in accordance with these terms from the date of appointment until the completion of the OCP Project.
- Should an individual need to resign, they will advise the Chair and the Project Manager to determine the proper process.

### **Principles**

The Ambassador Teams will operate under the following principles in carrying out the functions and activities associated with advising formulation of the OCP for North Cowichan. Where a member breaks any of the principles, the co-chairs will establish a mediation session to resolve the breach. The Ambassador Teams will address each situation on a case by case basis.

*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 to the Committee 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

### **Commitment from Ambassador Team Members**

- Actively participate in Ambassador Team meetings.

## Appendix 2 – Ambassador Team Terms of Reference

- Assist in informing the community about the OCP Project process and encourage participation by all members of the community.
- Identify local planning, development and infrastructure issues important and unique to their community.
- Provide community-specific input into OCP policies.
- Provide advice on consultation processes and information presented to the public.
- Adopt guiding principles and other established procedures.
- Advise the chairperson either prior to meetings or at meetings if they are unable to attend the entire meeting.

### **Meetings**

- Meetings will be held monthly at a public venue that is accessible to their community.
- Meetings will be co-led by a chairperson, elected by a majority vote of members, and a North Cowichan Planner.
- The chairperson will conduct all Ambassador Team meetings.
- The Planner will act as Secretary for all Ambassador Team meetings.
- Meeting agendas will be prepared by the Secretary and will be published and distributed one week prior to the meeting.
- The Secretary will schedule meetings and distribute materials.
- The Secretary will develop and publish the minutes of each meeting.

### **Expenses:**

Community or organizational membership on the Ambassador Teams 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