

CITY OF KAMLOOPS  
KAMPLAN 2015 ADVISORY COMMITTEE  
TERMS OF REFERENCE

1. INTRODUCTION

- 1.1 The primary purpose of the KAMPLAN 2015 Advisory Committee (KAC) is to provide community input on issues and opportunities related to land use and future growth during the KAMPLAN 2015 Review and Update.
- 1.2 The KAC is an integral part of Official Community Plan (OCP) process that has been approved by Council, serving as a community sounding board throughout the process.
- 1.3 In their work, KAC members may be informed by the public and benefit from the respectful and informed exchange of ideas with the community.

2. SCOPE OF COMMITTEE

- 2.1 The KAC is established to provide the City with advice through project staff on the preparation of a revised OCP by:
  - a) Reviewing information and material prepared and presented by project staff;
  - b) Providing feedback and advice on the OCP planning process;
  - c) Providing advice on and support for an effective community engagement strategy and related activities, helping to ensure broad and diverse input from citizens during the review and update that aids policy development and decision making;
  - c) Reviewing and advising on the relationship between the OCP and the Sustainable Kamloops Plan and other plans adopted since 2004;
  - d) Providing staff with advice on updating existing OCP policies and establishment of new policy areas (e.g. policy for adaptation to and mitigation of climate change); and
  - e) Reviewing and providing advice on the organization and content of the revised OCP.
- 2.2 Other functions of the KAC include:
  - a) Reviewing minutes and documents sent for meetings and staying up-to-date with email and other correspondence;
  - b) Working collaboratively with other KAC members; and
  - c) Notifying the KAC chair or the Project Planner if they cannot attend a meeting. If a member misses two consecutive meetings without prior notice or just cause, they may be replaced on the KAC.
- 2.3 In addition, Council representatives:
  - a) Share the minutes of KAC meetings at Regular Council meetings (for information).

### 3. MEMBERSHIP

3.1 The KAC is a 12-member committee with representation from various stakeholders, including:

Voting members:

- a) Three (3) representatives from the community;
- b) One (1) youth representative from the community;
- c) One (1) representative from the development industry (Canadian Home Builders' Association - Central Interior);
- d) One (1) representative from an environmental organization (Kamloops Natural Areas Advisory Committee);
- e) One (1) representative from the Social Planning Council; and
- f) One (1) representative from the Kamloops Chamber of Commerce.

Non-voting members:

- a) Two (2) representatives from Council; and
- b) Two (2) staff liaisons.

3.2 The representatives from the community must be:

- a) Prepared to commit the time and energy required for the entire OCP review process; and
- b) Committed to examining all issues and ideas objectively.

3.3 It is desirable that the representatives from the community possess one or more of the following attributes:

- a) Be a practitioner in a field related to community engagement or public processes or other related fields;
- b) Possess familiarity with and/or experience in land use planning best practices;
- c) Be a demonstrated independent and innovative thinker;
- d) Have a demonstrated track record of commitment to the community; and
- e) Have volunteer experience.

### 4. APPOINTMENT

4.1 Representatives from Council are appointed by the Mayor and the four community members are appointed by Council.

### 5. TERM

5.1 The KAC will dissolve once the OCP Update is complete and adopted by Council.

## 6. GOVERNANCE

- 6.1 A Chairperson shall be appointed from the voting members by a majority of the KAC at the first or second meeting. In the absence of the appointed Chairperson, an acting chairperson shall be appointed for each meeting by those members present. The role of the Chairperson is to work with the Project Planner to:
- a) Develop an agenda for each meeting;
  - b) Manage meetings in a businesslike manner;
  - c) Ensure everyone's voice is heard when issues are discussed;
  - d) Monitor how well the KAC works as a group and report to project staff on any issues; and
  - e) Represent the KAC at Transportation Plan Stakeholder Group meetings.
- 6.2 Members will:
- a) Communicate as a team to maintain the integrity of the process and project timelines;
  - b) Encourage a balanced forum for discussion on future growth;
  - c) Objectively review planning considerations;
  - d) Represent all individuals and families that the City serves;
  - e) Listen to all viewpoints to ensure issues have been fully discussed;
  - f) Provide updates to Council through staff throughout the project;
  - g) Comply with all City, provincial, and federal guidelines and regulatory and legislative requirements; and
  - h) Apply a sustainability lens, considering economic, social, and community development and environmental stewardship.
- 6.3 Meeting frequency and length will vary through the course of the project to meet timeline constraints and meet key milestones.
- Meetings will be more frequent early in the project to focus on:
- a) Process;
  - b) Design and preparation of the public engagement strategy; and
  - c) Review of land use scenarios.
- 6.4 Regular meeting attendance is required to remain a member in good standing.
- 6.5 KAC members must abide by the conflict of interest provisions of the *Community Charter*. Members who have a direct or indirect financial interest in a matter under discussion are not permitted to participate in the discussion of the matter. They must declare their conflict, state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes, and the KAC member must not attempt, whether before, during, or after the meeting, to influence the direction on any question/issue in respect of the matter.
- 6.6 KAC member conduct must not compromise the integrity of the City's service to the public. Members may not use the KAC as a platform to undertake/lobby for a special interest.

- 6.7 If a member of the KAC cannot fulfill the commitment to stay on the KAC until it is terminated, written notice must be provided to Council. Council may then appoint another member to the KAC.
- 6.8 Council may, by resolution, remove any member of the KAC at any time.
- 6.9 The attendance of five voting members at any meeting shall constitute a quorum.
- 6.10 Minutes of the meeting shall be prepared by staff and then signed by the Chairperson.

## 7. STAFF SUPPORT

- 7.1 A Project Planner, along with the Planning and Development Manager, will be designated to facilitate the KAMPLAN 2015 Review and Update planning process. The Planning and Development Division will provide support, guidance, and technical expertise for the KAC. Functions include, but may not be limited to, the following:
  - a) Developing a public engagement strategy, background documents, and associated materials;
  - b) Developing the draft OCP and preparing the final OCP;
  - c) Implementing the public engagement strategy and compiling results for KAC review;
  - d) Providing technical information and ensuring that the KAC focus stays within the legislative framework;
  - e) Maintaining project timelines (adapted as project progresses) and budget;
  - f) Liaising with other City departments on project topics and issues;
  - g) Distributing the agenda packages to KAC members;
  - h) Receiving all correspondence and preparing correspondence and reports on behalf of the KAC;
  - i) Reviewing/returning draft minutes to Document Services to finalize prior to adoption by the KAC; and
  - j) Supporting the Chairperson in his/her duties.
- 7.2 Clerical support for the KAC will be provided and managed by the Planning and Development Division.

## 8. COMMENTS IN PUBLIC OR TO THE MEDIA

- 8.1 Committee members should refer all questions/inquiries from media or other parties to the Chair or City staff and hold in confidence matters discussed at committee meetings. When speaking in public or to the media on an issue, the Chair must distinguish whether he/she is speaking as a member, a representative of another agency or community group, or as an individual. The Chair must convey the public interest and remember that he/she represents the KAC.