



an open dialogue about the **future** of our community

KAMPLAN ADVISORY COMMITTEE 2014-2016

Introductory Meeting

February 6, 2014

1pm – 3pm

DES Boardroom

Development & Engineering Services

105 Seymour Street



Canada's Tournament Capital

OUTLINE

- Introductions
- Committee Purpose
- Roles & Responsibilities
- The Chairperson
- Meetings
- Code of Conduct
- Speaking with Media
- Handouts
- Next Meeting
- Questions/Comments





COMMITTEE PURPOSE

An integral part of Official Community Plan (OCP) process, serving as a community sounding board throughout the process

Members will:

- Communicate as a team to maintain the integrity of the process and project timelines;
- Encourage a balanced forum for discussion on future growth;
- Objectively review planning considerations;
- Represent all individuals and families that the City serves;
- Listen to all viewpoints to ensure issues have been fully discussed;
- Provide updates to Council throughout the project;
- Comply with all City, provincial, and federal guidelines and regulatory and legislative requirements; and
- Apply a sustainability lens, considering economic, social, and community development and environmental stewardship.



In their work, Committee members may be informed by the public and benefit from the respectful and informed exchange of ideas with the community.

ROLES & RESPONSIBILITIES

COMMITTEE MEMBERS

Advise the City through project staff on the preparation of a revised OCP by:

- Reviewing information and material prepared and presented by project staff
- Providing feedback and advice on the OCP planning process, including the public consultation plan prepared by project staff
- Reviewing and advising on the relationship between the OCP and the Sustainable Kamloops Plan and other Plans adopted since 2004
- Providing staff with advice on updating existing OCP policies and establishment of new policy areas, (i.e. policy for adaptation to and mitigation of climate change)
- Reviewing and providing advice on the organization and content of the revised OCP

Other functions include:

- Read/review minutes and documents sent for meetings and stay up to date with email and other correspondence
- Work collaboratively with other Committee members
- Notify the Committee chair or project planner if they cannot attend a meeting. If a member misses two consecutive meetings, they may be replaced on the Committee

In addition City Council Representatives:

- Share the minutes of KAC meetings at regular Council meetings (for information)
- Are non-voting members of the Advisory Committee



ROLES & RESPONSIBILITIES (cont'd)

STAFF

The Planning Dept. will provide support, guidance and technical expertise for the Committee. Functions include (but may not be limited to) the following:

- Developing Public Engagement Strategy, background documents and associated documents
- Developing the draft Plan and preparation of final Plan
- Implementing Public Engagement Strategy and compiling results for Committee review
- Providing technical information and ensuring that the Committee focus stays within the legislative framework
- Maintaining project timelines (adapted as project progresses) and budget
- Liaising with other City Departments on project topics and issues
- Distributing the agenda packages to Committee members
- Receiving all correspondence and preparing correspondence and reports on behalf of the Committee
- Supporting the Chairperson in his/her duties

Clerical support for the Committee will be provided and managed by the Planning Department.





THE CHAIRPERSON

- Work with project planner to:
 - *develop an agenda for each meeting*
 - *manage meetings in a businesslike manner*
- Ensure everyone's voice is heard when issues are discussed
- Monitor how well the Committee works as a group and report to project staff on any issues
- Represent the KAC at Transportation Plan meetings

KAC meetings are held at the call of the Chair

MEETINGS

- 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:
 - *process*
 - *design and preparation of the public engagement strategy*
 - *review of land use scenarios*
- Regular meeting attendance is required to remain a member in good standing
- Meetings @105 Seymour St. in the DES Boardroom





CODE OF CONDUCT

RESPECTFUL CONDUCT

- Honesty and integrity
- Participating in constructive debate by attending meetings, being prepared, and being clear, concise and respectful of the time of others
- Willingness to listen to varying points of view
- Remaining flexible and open to change
- Contributing to positive committee member functioning by supporting one another
- Recognizing, promoting, valuing and encouraging awareness of the diverse expertise, experience and knowledge that exists among committee members and staff and the benefit of such to constructive debate and effective decision-making
- Promoting collaborative behaviour characterized by mutual respect and efficient use of time
- Avoiding personal or group criticism of fellow members or staff in discussion or through innuendo both at and away from committee meetings
- Maintaining boundaries and avoiding personal and competing professional interests
- Commitment to the KAC's objectives and available to attend KAC meetings



CODE OF CONDUCT (cont'd)

ETHICS

- Ability to objectively review planning considerations
- Conduct must not compromise the integrity of the City's service to the public
- May not use the KAC as a platform to undertake/lobby for a special interest



CODE OF CONDUCT Cont'd

CONFLICT OF INTEREST

- A conflict of interest occurs when a committee member's private affairs or financial interests are in conflict, or could result in a perception of conflict, with the committee members' duties or responsibilities in such a way that this member's:
 - *Ability to act in the public interest could be impaired; or*
 - *Actions of conduct could undermine or compromise the trust that the public places in the City's delivery of information/services to the public.*
- Conflict must not exist between a member's private interests and their Committee duties.

Committee 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 in respect of the matter. They must declare their conflict and 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 Committee member must not attempt whether before, during or after the meeting to influence the direction on any question/issue in respect of the matter.

Committee Members must confirm and declare any real or apparent conflict of interest at each meeting, given that individual circumstances may change from time-to-time.

***Note: Agency representatives are expected to bring forward their industry perspective. This does not constitute a conflict of interest. For example, the Social Planning Council representative was chosen specifically to represent the community's social sector, the KNAAC was chosen to represent the community's environmental sector, the Home Builder's Association was chosen to represent the development sector and the Chamber of Commerce, the commercial/business sector.**

SPEAKING WITH MEDIA

Comments in Public or to the Media

- 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 they are 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 Corporation of the City of Kamloops.
- Typically project progress and key milestones are shared with the media/public rather than discussions had, decisions made and feelings shared during Committee meetings.





HANDOUTS

- Member Binder/Process and Timeline
- Committee Handbook (coming soon)
- KAMPLAN 2004
- [Sustainable Kamloops Plan 2010](#)

Website: www.kamloops.ca/kac

NEXT MEETING

MEETING 2

- Appointing a Chairperson
- KAMPLAN 101

MEETING 3

- Background Reporting

MEETING 4

- Public Engagement 101





QUESTIONS/COMMENTS



“There are no foolish questions, and no man has become a fool until he has stopped asking questions” – Charles Proteus Steinmetz