SQUAMISH - LILLOOET
REGIONAL DISTRICT

Policies & Procedures Manual

Policy No. 58-2026

Electoral Area C Official Community Plan (OCP) Review - Community Advisory Committee Terms of Reference

1 Establishment

1.1 The Electoral Area C Official Community Plan (OCP) Review Community Advisory Committee ("Committee") is a select committee established to provide a forum for input, from a variety of perspectives, on the review and development of the Squamish-Lillooet Regional District ("SLRD") Electoral Area C Official Community Plan (OCP) Bylaw ("Bylaw").

1.2 Once approved, these terms of reference will remain in place until the Review process is completed and the Bylaw is adopted. Any changes to the terms of reference must be approved by the SLRD Board.

2 Authority

2.1 The Committee is a select committee of the SLRD Board, pursuant to Section 218 of the *Local Government Act*, and has the authority to provide advice to the SLRD Board on matters related to its mandate.

3 Mandate

3.1 The SLRD will engage with residents, property owners, businesses, governing authorities, including First Nations, community organizations and not-for-profit societies, and other persons or communities of interest in the review of the Bylaw.

3.2 The mandate of the Committee is to:

(a) Provide input on topics related to the review of the Bylaw.

(b) Provide advice and recommendations on the Bylaw to the SLRD Board. Committee recommendations may be forwarded to the SLRD Board by SLRD staff where they will be considered by the SLRD Board. The SLRD Board is the final decision-making authority.

3.3 Committee members are invited to ask questions, engage in discussion, and provide comments for consideration as the Bylaw is developed. Potential topics for engagement with the Committee include but are not limited to, land use, housing, preferred modes of transportation, economic development, environmental protection, greenhouse gas emissions, community well-being, arts, culture and heritage conservation, truth, reconciliation and collaboration, and community engagement.

3.4 Committee members are expected to:

(a) Undertake research and review materials.

(b) Share knowledge and keep current on the various topics covered by an official community plan review.

(c) Review and follow the Code of Conduct outlined in Section 8.

3.5 Other Committee member tasks include:

(a) Representing a balance of community interests.

(b) Reviewing and providing input on draft OCP content developed as part of the planning process.

(c) Contributing to the development of the OCP's vision, principles, objectives and policies.

(d) Reviewing information provided by staff and consultants, and providing comments and suggestions, as well as highlighting information gaps in the Bylaw.

(e) Providing input on the design and implementation of consultation processes.

(f) Participating in and reviewing public consultation results and providing input into the final Bylaw.

(g) Participating in smaller, issue-specific or thematic sub-committees dealing with specific items or tasks, as required.

4 Committee Composition

4.1 The Committee shall consist of a balance of full-time and part-time residents, property owners and renters who represent the different communities, neighbourhoods and settlement areas within Electoral Area C. It shall consist of Committee members representing a diversity of backgrounds, interests and experiences. The following is a list of possible desired personal qualities, perspectives, and experiences of Committee members.

- Demonstrates community/committee involvement and the ability to work collaboratively with others (e.g. openness to different / opposing views).
- Belongs to a community that is typically underrepresented (e.g. women, LGBTQS+, Indigenous persons, immigrants, visible minority, people with disabilities, youth, elders, etc.).
- Represents the interests or perspectives of a group of people or sector while remaining openminded to other perspectives.

4.2 The Committee is comprised of:

(a) Committee members

- One representative from the SLRD Board.
- Up to eleven (11) Committee members, but not less than six (6), representing a diversity of community interests and geographic perspectives, such as from the following communities, neighbourhoods or settlement areas located within Electoral Area C:
    - WedgeWoods Estates
    - Pemberton Meadows
    - Hwy 99 / Mount Currie
    - Walkerville, Reid Road, Owl Ridge
    - Poole Creek, Birkenhead Lake Estates
    - Birken/Gates Lake
    - Devine/Blackwater Forest Service Road
    - D'Arcy/Anderson Lake
    - Lillooet Lake

(b) Staff

a. One SLRD staff member will be assigned to serve in a coordinator / secretary capacity as a resource.

4.3 The Chair and Vice-Chair of the Committee are voluntary positions that shall be elected annually at the first meeting of each year by the Committee's voting members.

5 Terms of Appointment

5.1 As a select Committee, members shall be appointed by the Chair of the SLRD Board in accordance with the procedures outlined in the SLRD Procedure Bylaw, as amended from time to time.

5.2 Committee members shall be appointed for the duration of the Area C OCP Review process. Committee members should be prepared to participate throughout the full term (estimated term two (2) years).

6 Meetings (Frequency)

6.1 The Committee shall meet approximately one (1) to three (3) times per year for the duration of the Area C OCP Review process, until the Bylaw is adopted by the SLRD Board.

7 Meeting Procedures

7.1 All Committee meetings shall be conducted and held in accordance with the SLRD Procedure Bylaw as amended from time to time.

7.2 Meetings will be held virtually or in person at the SLRD administration office located at 1350 Aster Street, Pemberton, British Columbia, unless otherwise specified.

7.3 Meeting dates will be determined by the SLRD staff in consultation with Committee members and will be scheduled at intervals relevant to Area C OCP Review.

7.4 Meeting times may be held during normal business hours or in the evening.

7.5 Materials will be circulated to the Committee in advance of the meetings.

7.6 The Chair and Vice-Chair will work with SLRD staff to draft meeting agendas and coordinate meeting materials, which will be circulated to the Committee in advance of meetings.

7.7 All Committee meetings are open to the public.

7.8 Members of the public may observe meetings but will not have voting rights or speaking rights unless invited to speak by the Chair.

7.9 A majority of the Committee shall represent a quorum. A meeting will not proceed if a quorum cannot be achieved. Members must make a reasonable effort to notify the staff liaison at least two (2) working days before the meeting if they are unable to attend.

7.10 SLRD staff are responsible for taking minutes. Draft minutes are approved by the Committee at its next meeting.

7.11 SLRD staff are not members of the Committee but may attend meetings to provide information on various topics and respond to questions.

7.12 SLRD staff may invite technical specialists and advisors to attend the meetings to provide information on various topics and respond to questions.

7.13 Committee members who miss three (3) consecutive Committee meetings will be deemed to have resigned from their voluntary position unless the absence is because of illness or injury, or their leave is approved by the SLRD Board.

7.14 Committee members wishing to resign from the Committee membership should provide written notice, including the effective date of their resignation, addressed to the Committee Chair, Vice-Chair, and SLRD staff coordinator.

7.15 Regular communication between meetings is by email or other accepted form of communication.

8 Code of Conduct

8.1 Committee members shall adhere to the Board Code of Conduct, Workplace Bullying and Harassment Policy and Procedures as amended.

9 Conflict of Interest

9.1 Where a member, their family, employer or business associate has any interest in a matter being considered by the Committee, that member shall absent themselves from any discussion on that matter, shall leave the meeting or that part of the meeting during which the matter is under consideration, and shall not

attempt in any way, whether before, during, or after the meeting, to influence voting on any question in respect of the matter.

10 Reporting to the Board

10.1 Recommendations of the Committee shall be forwarded to the SLRD Board at the subsequent SLRD Board meeting following the Committee meeting at which such recommendations are made.

10.2 SLRD staff will provide updates to the SLRD Board as needed, on a quarterly basis, unless there are no significant developments.

11 Resources and Support

11.1 SLRD provides the meeting space and any refreshments, and administrative support.

11.2 Participation on the Committee is voluntary, and Committee members shall serve without renumeration.

12 Media Contact and Communication

12.1 Contact with the media regarding issues related to the work of the Committee shall be conducted in accordance with SLRD Communication Policy as amended.