



DISTRICT OF NORTH SAANICH

COUNCIL POLICY

<p>TITLE: TERMS OF REFERENCE – MAYOR’S OFFICIAL COMMUNITY PLAN ADVISORY COMMITTEE</p>	<p>NO. COU-024</p>
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1. Purpose

The purpose of the Mayor’s Official Community Plan Advisory Committee (MOCPAC) is to provide advice to the Mayor on matters specifically related to the Official Community Plan (OCP) currently under review.

2. Mandate

To assist the Mayor with the development of OCP policy and provide Council with information to further direct staff on how to facilitate the completion of the OCP currently under review.

The following pertains to the mandate of the committee:

- Advise the Mayor on issues related to the completion of the OCP currently under review.
- Support the Mayor by sharing ideas and information, both personal and from the community, related to the completion of the OCP currently under review.
- Network in the larger community, as required, when engagement and feedback related to OCP issues, is being sought by the Mayor.
- Assist, as required, with the evaluation of work pertaining to the other MOCPAC Committees for housing, agricultural, climate/environment, marine/land, and other advisory committees as they are formed by the Mayor.
- Assist the Mayor to facilitate community outreach on OCP.
- Attend community events as host, and assist staff with presentation, displays, etc., as required.
- Review and provide comments to the Mayor on matters pertaining to documents produced by staff and MODUS to date, for the purpose of drafting the OCP currently under review.
- Assist in identifying solutions to District Areas 1 & 2; this will include suggestions but not limited to zoning, Urban Containment Boundary, and Regional Growth Strategy (RGS).

<p>EFFECTIVE DATE: December 5, 2022</p>	<p>APPROVED BY: COUNCIL</p> <hr/> <p>PREVIOUS POLICY NO. 1002.22</p>	<p>LAST AMENDMENT: January 16, 2023</p>	<p>REF:</p>	<p>PAGE 1 of 3</p>
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3. Authority

- MOC PAC shall operate in an advisory capacity to the Mayor specifically for matters related to the OCP currently under review and does not have the authority to make decisions on behalf of Mayor and Council or provide direction to staff.

4. Legislation

- The Committee is established in accordance with the District of North Saanich bylaws and policies and in accordance with Section 141 of the *Community Charter*.

5. Membership

- The committee is established with three community members only and three Council members only plus one alternate community member and one alternate council members to solely act in the absence of appointed members. At no time shall 4 or more Council members attend meetings.

6. Member Appointment

- Members are appointed by the Mayor.

7. Term of Member

- The Term of each member shall commence from the date of appointment to the committee by the Mayor and until such time that the OCP Bylaw is adopted by Council and further in accordance with the committee terms of reference.

8. Meeting Procedures

- The Mayor or Council member designate will be appointed as Chair.
- Meetings will be scheduled at the call of the Chair or designate.

9. Minutes

- Minutes of all meetings will be made available to the public on the district’s website.
- The committee shall elect a member to act as Recording Secretary to the committee to record and prepare minutes at each meeting.

10. Communication

EFFECTIVE DATE:
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- The committee will communicate directly with the Mayor, by providing minutes after each meeting.

11. Renumeration

- Committee membership is voluntary; therefore, members will serve without compensation.

12. Term of Committee

- The committee shall be dissolved upon adoption of the OCP currently under review or until such time the Mayor advises the Corporate Officer accordingly.

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