



Village of Ashcroft

Planning Advisory Committee

Official Community Plan and Zoning Bylaw Update

1.0 Introduction

Advisory Committees are established pursuant to the *Local Government Act*, section 142 of the *Community Charter*, and other enabling legislation to provide public input on municipal matters to Council. The Committee is advisory in nature and functions within the parameters set out in their Terms of Reference.

2.0 Committee Mandate

The purpose of the Planning Advisory Committee is to offer input and feedback throughout the community planning process to advise the Village on developing the Official Community Plan (OCP) and Zoning Bylaw and to monitor the Village's progress in drafting, reviewing, and adopting these bylaws.

3.0 Scope of Work

Following are the parameters of work of the Planning Advisory Committee:

1. Provide input in the development of the OCP and Zoning Bylaw.
2. Examine trends, opportunities, and challenges that may impact the implementation of the OCP and Zoning Bylaw.
3. Assist in informing the community about the development of the OCP and Zoning Bylaw and encourage participation by diverse members of the community.
4. Be a communication resource to the community on issues, events, and activities associated with the planning process, as required.
5. On matters referred to it, provide advice to Staff, the Consultant, and Council on the community engagement process and to review and provide general guidance on background information, draft materials, draft vision statement, and draft plan sections.
6. Be available for consultation by Staff and Consultants as they implement, adjust, and evaluate various stages of the community engagement process.
7. Participate in the specified engagement activities as a way to provide guidance on the draft OCP and Zoning Bylaw review process and monitor, from a public perspective, the quality of the process and its outcomes.
8. Assist in identifying and connecting the Village and Consultant with key stakeholder groups through personal and/or professional contact networks as requested.
9. Act in a strictly advisory role. Council may consider the advice and recommendations of the Planning Advisory Committee, but is in no way bound by such recommendations.
10. Report to and communicate to Council through regular update reports prepared by Staff on the Committee's behalf.

4.0 Membership Appointment and Composition

The Planning Advisory Committee should be comprised of individuals who represent a range of local interests, ages, and cultural diversity of the Village of Ashcroft. The Committee should also be balanced in regard to social, economic, and environmental concerns. The Committee will be made up in the following way:

1. Applications to serve on the Committee will be received by the Village of Ashcroft and forwarded to the Council for review.
2. Members shall be appointed by Council.
3. In the case of a vacancy, new applications will be received by the Village of Ashcroft and reviewed by Council.
4. The Committee shall consist of seven voting members who include:
 - a. One member from Council
 - b. Six members from citizens selected “at large” to represent a cross-section of the community including, but not limited to teens, young families, business community, and seniors.
5. Committee members shall serve without remuneration.
6. The Chief Administrative Officer may, at any time, remove any member of the Committee.
7. Any member of the Committee may resign at any time upon sending written notice to Council.

5.0 Procedures and Conduct

The following procedures and conduct apply to the Planning Advisory Committee:

1. The Committee will convene meetings as necessary during the planning process.
2. The Committee reports to the Village of Ashcroft Chief Administrative Officer or their authorized designate.
3. Council reserves the right to recommend amendments to the structure of the Committee.
4. Committee members have a responsibility to make recommendations based on the best interests of the community-at-large.
5. In providing its advice and opinion to Council, the Committee shall have due regard for applicable statutes, bylaws and policies of the Village.
6. The Committee will operate on a consensus basis. Consensus means there is substantial agreement where all group members can accept a decision. Where consensus is not achieved, all positions will be recorded in summary.
7. Members shall conduct themselves in accordance with *Robert's Rules of Order* which shall govern the conduct of meetings, and the *Community Charter*.
8. Members must declare any conflicts of interest, including property interests, and must excuse themselves from recommendations or deliberations related to said interests.
9. Members shall not speak on behalf of the Committee or represent themselves as having any authority beyond that delegated by Council.
10. The Committee is not authorized to call public meetings, commit funds, enter into contracts or represent the Village.
11. A respectful and cooperative decorum will be maintained at all times between Committee members, Staff and Consultants.
12. Agendas will be made available to Committee members and the public at least 24 hours prior to a meeting.



13. Committee members who are absent for three consecutive meetings shall forfeit their appointment unless such absence is authorized by the Chief Administrative Officer.
14. The Committee shall be dissolved upon the adoption of the OCP and Zoning Bylaw, unless the Council provides their approval to extend Committee activities.

6.0 Meeting Minutes

Meeting minutes shall be made according to the following procedures:

1. Minutes of all meetings shall be kept and made available to the public in the municipal office and on the Village of Ashcroft website and shall include the following information:
 - a. The date, time and place of the meeting.
 - b. The members of the Committee present.
 - c. Other persons present at the meeting.
 - d. The items dealt with by the Committee.

7.0 Recommendations

Recommendations from the Planning Advisory Committee to Council are to be made according to the following procedures:

1. Recommendation of the Committee must be adopted by the Committee prior to presentation to Council.
2. Recommendations must be in writing and must include the following information:
 - a. The date, time, and place of the meeting.
 - b. The members of the Committee present.
 - c. Other persons present at the meeting.
 - d. The item(s) dealt with by the Committee.
 - e. Recommendations of the Committee which states one of the following:
 - i. Item to be recommended for approval with reasons stated.
 - ii. Item recommended subject to stated conditions.
 - iii. Item not approved of with reasons stated.

8.0 Chairperson

The following applies to the selection and responsibilities of the Chairperson of the Planning Advisory Committee:

1. The Chairperson shall be selected by the Planning Advisory Committee at its inaugural meeting.
2. The Chairperson shall be a voting member of the commission.
3. The Chairperson shall preside at all meetings of the Committee, maintain order, and ensure that the rules of the Committee are followed.
4. An Alternate Chairperson will be selected by the members of the Committee in the event of an absence of the Chairperson.
5. The Chairperson or designate shall report to Council on behalf of the Committee a minimum of once every three months, and shall provide other reports to Council, as needed from time to time.



9.0 Staff Support

Staff support will be provided to the Planning Advisory Committee on the following basis:

1. The Village of Ashcroft will provide Staff to prepare and distribute meeting agendas and minutes, distribution of materials for review and assist in facilitating discussions.
2. At the direction of the Chief Administration Officer or their authorized designate, professional and technical advice may be provided by the appropriate department representative, consultant, or professional expert to explain or clarify the legislative and technical contexts which affects the planning process and the implications of recommendations proposed by the Committee.
3. Additional support and resources may be provided at the discretion of Council.

10.0 Public

Public participation will be welcome at Planning Advisory Committee meetings in the following ways:

1. All meetings of the Planning Advisory Committee will be open to the public and Council for observation only.
2. Members of the public who wish to provide comment or input to the Committee may do so by making a submission in writing or by attending scheduled public open houses or workshop events.
3. Members of the public may be allowed to speak to the Committee at the discretion of the Chairperson, who has the authority to limit the number and duration of presentations.