

MASSET 2040

Our Integrated Official Community Plan



ADVISORY COMMITTEE TERMS OF REFERENCE

Mandate

The Advisory Committee (AC) will advise the Village of Masset and the project consultant on the structure, content and community engagement relating to the Integrated Official Community Plan (IOCP), which will become the highest level policy document for Masset.

Composition

1. The AC will be comprised of no more than fifteen (15) members in total, in order to maintain effective meetings and meaningful engagement.
2. The AC shall be comprised of community members who represent the interests and diversity of the community, covering these areas and including community partner organizations where possible:
 1. Arts, culture and heritage;
 2. Economic development and local business;
 3. Tourism;
 4. Resource-based industries (fishing, logging)
 5. Land use, resources and natural areas/wildlife;
 6. Learning and education;
 7. Health services;
 8. Social services;
 9. Housing;
 10. Infrastructure (e.g., energy, water, waste);
 11. Recreation;
 12. Seniors; and
 13. Youth.
3. A maximum of one (1) member of Council shall join the Committee. An alternate can be appointed if the primary Council representative is unable to attend a meeting.
4. A member of staff and the consultant team will attend all AC meetings.

Time Commitment

There will be approximately 4-5 AC meetings and two public events over the course of the IOCP project from September 2016 to June 2017. As preparation will be crucial to ensure meetings are efficient and effective, AC members are asked to spend some time in advance of the meetings to review materials and prepare feedback.

It is estimated that the time commitment for all of the above (public events, meetings and meeting preparation) will be approximately 25 hours in total over the course of the project.

Terms

1. The AC shall act as an advisory body to inform and provide input to the project team (consultant and lead staff) for a time period up to and including submission of the draft IOCP to Council.
2. The Village of Masset hereby delegates the following duties to the AC:
 - a. Review and provide input to the IOCP public engagement and communications opportunities;
 - b. Participate in public engagement events/opportunities;
 - c. Be ambassadors of the process at community engagement functions, and to inform the larger community of the process and engagement opportunities;
 - d. Provide input to refine the community vision, goals, policies, etc.;
 - e. Provide input to the consulting team on community profile and community indicators;
 - f. Review and provide input on draft documents;
 - g. Other duties as identified by the project team.
3. Final approval of the IOCP is the responsibility of the Village of Masset Council.
4. AC members should endeavour to attend all meetings. If a member cannot attend a meeting, it is expected that s/he provide her/his input to the project team using an alternative method (e.g. via email or phone call).
5. All members of the AC shall serve without remuneration.

Procedures

1. The AC meetings will be designed and facilitated by the consultant.
2. The AC will meet approximately four or five (4-5) times throughout the IOCP process.
3. The committee will work towards agreement in decision making.
4. The project team will endeavour to provide at least 14 days of notice of the meetings.
5. The project team may call an extra meeting of the AC upon giving at least fourteen (14) days notice to each member. In addition, the AC as a committee may call for an additional meeting if they deem it necessary.
6. Confidentiality: To ensure a safe environment for dialogue, members should convey the ideas and experiences of the meeting to others outside the group only in a very general manner and without attributing specific ideas or statements to any identifiable individual.