



Gospel Rock Refinement Working Committee

Select Committee of Council - Terms of Reference

1. ESTABLISHMENT AND AUTHORITY

The Community Charter (Section 142(1)) provides that Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council. At least one member of a select committee must be a council member.

2. PURPOSE

The Gospel Rock Refinement working committee is a select committee of Council that shall:

- 1) Review the neighbourhood plan options prepared by HB Lanarc for the lands referred to as Gospel Rock
- 2) Meet with the individual members of Gospel Rock Select Committee to receive their thoughts and vision of the previous process and options
- 3) Prepare refined option(s) for review by Council and the public
- 4) Garner additional technical support as necessary ie: economic, environmental, geo tech and infrastructure advice to establish a recommended option to be incorporated into the official community plan.
- 5) Recommend a process to inform and receive comment from the general public on the work and recommendations of this committee through out this mandate.

3. COMPOSITION

6 members of the following groups shall be appointed:

- 1) Councillors x 3
- 2) Owners Representative
- 3) Town of Gibsons Planner
- 4) One Town Planning Consultant

All members shall provide the Corporate Officer with contact information including members' phone number(s), mailing and civic addresses and email address prior to the first Committee meeting to ensure materials are received prior to meetings.

4. APPOINTMENT AND MEMBERSHIP

4.2 Council shall appoint one member of the committee as chair.

4.3 The appointment of any member of the Committee may be rescinded at any time by the Council as set forth in section in Section 144 of the Community Charter.

4.5 Non-elected appointees must conform to the rules of conduct for elected officials as set forth in sections 100 – 109 and 117, and 121 of the Community Charter.

4.6 Remuneration

4.6.1 All expenses reasonably incurred in the carrying out of Committee business may be reimbursed by the Director of Finance with prior approval of the Corporate Officer or designate.

4.7 Term and Termination

4.7.1 Members of the Committee shall serve at the appointment of the Council.

4.7.1 The appointment of any member of the Committee may be rescinded at any time by the Mayor and/or at the advice of Council as set forth in section in Section 144 of the Community Charter.

4.7.2 The Working Committee shall begin their work immediately and prepare a final report by May 31, 2010.

5. LIMITATION OF THE DUTIES AND POWERS OF THE COMMITTEE

5.1 Authority

5.1.1 The Committee has no delegated authority from Council.

5.1.2 The Gospel Rock Refinement Working Committee is reminded that as a Select Committee of Council cannot direct staff or take any action contrary to existing Council Policies and Directives.

5.2 Responsibilities

The Gospel Rock Refinement Working Committee is responsible to perform the following:

- 1) Review the neighbourhood plan options prepared by HB Lanarc for the lands referred to as Gospel Rock
- 2) Meet with the individual members of Gospel Rock Select Committee to receive their thoughts and vision of the previous process and options
- 3) Prepare refined option(s) for review by Council and the public
- 4) Garner additional technical support as necessary ie: economic, environmental, geo tech and infrastructure advice to establish a recommended option to be incorporated into the official community plan.
- 5) Recommend a process to inform and receive comment from the general public on the work and recommendations of this committee through out this mandate.

6 MEETINGS

- 6.1 The Gospel Rock Refinement Working Committee shall meet monthly, or more often as determined by the committee in the Meeting Room, Town Hall. All committee members shall agree in advance to the proposed meeting schedule.
- 6.2 The Chair of the Committee may call Special meetings as needed, subject to the provisions set in the Community Charter, *provided the date has been agreed by each member of the committee.*
- 6.3 In the absence of the chair, the committee members in attendance shall designate an interim chair.
- 6.4 Roberts Rules of Order shall be observed during all meetings *unless otherwise provided*
- 6.5 *Decisions related to Section 2.0 1 -5 and section 5.2 1-5 shall be by unanimous agreement of all committee members,*
- 6.6 Agendas and minutes for each Committee meeting shall be prepared and distributed in a timely manner, under the direction of the Corporate Officer.
- 6.7 The Corporate Officer or designate is responsible for keeping minutes and agendas for Committee meetings and making them available to the public.
- 6.8 The quorum for the Committee is four (4) where the absentee members have not objected in writing to the meeting of the committee

Should there be no quorum present within 30 minutes after the time appointed for the meeting, the recording secretary shall record in the minutes the names of the

members present at the expiration of such thirty minutes and the meeting shall stand adjourned until the next scheduled meeting.

- 6.9 Meetings are open to the public. The Committee will be provided with all necessary support, as determined by the Chief Administrative Officer.