

## **1. PURPOSE**

The Downtown Area Redevelopment Plan (DARP) Advisory Committee is established by Council to provide advice, local knowledge, and interest holder perspectives during the preparation of the Downtown Area Redevelopment Plan.

The Committee shall support Administration and the consultant team by providing community-based input and feedback throughout the planning process to assist in developing a Downtown Area Redevelopment Plan that reflects community priorities and long-term redevelopment objectives.

The Committee acts in an advisory capacity only and has no authority to direct Administration, consultants, or Council.

## **2. MANDATE**

The mandate of the DARP Advisory Committee is to support the preparation of the Downtown Area Redevelopment Plan by providing advice, feedback, and local knowledge at key stages of the project.

The Committee's mandate includes:

- reviewing background information and project materials;
- identifying local opportunities, challenges, priorities, and community considerations;
- providing feedback on public participation approaches and materials;
- reviewing draft concepts, policy directions, and draft plan content;
- supporting awareness of public participation opportunities; and
- providing advisory recommendations to Administration for consideration in preparing the final DARP.

## **3. COMPOSITION**

The committee membership shall be comprised of:

- 1 Council Representative (and 1 alternate)
- 6 Members-at-Large

Members at large must be residents, business owners, or property owners within the Town of Westlock.

The Chair shall be a member of Council, appointed at the first meeting of the Committee

Administration and consultant representatives may attend meetings as resource members and are non-voting participants.

#### **4. APPOINTMENT AND TERM**

The Appointments are effective August 1, 2026 – August 1, 2027. Should a vacancy occur during the term, Council may appoint a replacement member.

The Committee shall conclude on August 1, 2027 unless extended by Council resolution.

#### **5. ROLES AND RESPONSIBILITIES**

##### Committee Members

Committee members are responsible for:

- attending Committee meetings and participating in discussions;
- reviewing agenda packages and project materials in advance of meetings;
- providing constructive, respectful, and community-minded feedback;
- sharing local knowledge related to downtown land use, redevelopment, business activity, mobility, parking, public spaces, housing, heritage, accessibility, safety, and community amenities;
- considering the broader public interest of the Town of Westlock;
- supporting public engagement by encouraging community participation;
- declaring any real, perceived, or potential conflicts of interest;
- maintaining confidentiality where confidential information is provided; and
- conducting themselves in a professional and respectful manner.

##### Chair

The Chair is responsible for:

- confirming quorum and opening meetings;
- facilitating discussion in accordance with the agenda;
- ensuring all Committee members have an opportunity to participate;
- keeping discussion focused on the Committee's mandate;
- summarizing key points, actions, and advisory recommendations;
- ensuring discussion items conclude with a decision, action, or clear next step;

- providing Council-related updates relevant to the Committee's work; and
- reporting Committee activity to Council as required.

#### Administration

Administration is responsible for:

- coordinating meeting dates, agendas, minutes, and meeting logistics;
- preparing and distributing agenda packages and background materials;
- coordinating consultant attendance and presentations;
- recording Committee feedback, motions, and advisory recommendations;
- retaining Committee records in accordance with Town procedures;
- supporting communication between the Committee, consultant team, and Council; and
- bringing Committee feedback forward for consideration during preparation of the DARP.

#### Consultant Team

The consultant team may attend Committee meetings as a technical resource and is responsible for:

- presenting project information, engagement findings, draft concepts, and draft plan materials;
- receiving and considering Committee feedback;
- providing professional planning advice; and
- supporting Administration in preparing the DARP.

## **6. GOVERNANCE**

#### Authority

The DARP Advisory Committee is an advisory committee of Council. The Committee has no legislative or decision-making authority.

The Committee may make advisory recommendations to Administration for consideration in the DARP process. Final decisions regarding the DARP, including bylaw readings and adoption, rest with Council.

#### Decision-Making and Voting

While the Committee is advisory, it may vote when required to confirm meeting notes, support advisory recommendations, or provide direction on Committee-related matters.

Each voting member has one vote. Decisions should be made by consensus where possible. Where consensus cannot be reached, a vote may be taken by show of hands.

#### Conflict of Interest

Committee members shall declare any real, perceived, or potential conflict of interest related to matters under discussion.

A member who declares a conflict shall not participate in discussion or voting on that matter, unless otherwise permitted in accordance with applicable legislation and Town procedures.

## **7. MEETINGS**

Committee meetings shall be held at key milestones throughout the DARP process, which may include:

- project initiation and review of the project work plan;
- review of background research and existing conditions;
- review of public engagement plans and materials;
- discussion of engagement results;
- review of draft redevelopment concepts or policy directions;
- review of the draft DARP; and
- final Committee review prior to the DARP being presented to Council.

A proposed meeting schedule shall be presented at the first Committee meeting. Additional meetings may be scheduled as required by Administration.

#### Agendas and Meeting Materials

Administration shall prepare and distribute agendas and supporting materials one (1) week in advance of each meeting wherever possible.

#### Meeting Minutes

Meeting minutes shall be prepared by Administration and brought forward for Committee confirmation at the next meeting. Meeting minutes shall record attendance, key discussion items, motions, advisory recommendations, and action items.

## **8. QUORUM AND VOTING**

Quorum shall consist of a majority (more than 50%) of appointed voting members. Each member shall have one vote.

If quorum is not achieved within 30 minutes of the scheduled meeting commencement time, the meeting will proceed with informational updates, but all voting business will be deferred to next scheduled meeting.

## **9. COMMITTEE COSTS AND BUDGET**

The Committee has no independent budget authority.

Any costs associated with the DARP process, including consultant costs, public engagement, advertising, or meeting expenses, shall be managed through the approved project budget and applicable Town procurement and financial policies.

## **10. REPORTING**

The Committee shall report to Council through Administration and the Chair. Recommendations are advisory only.

## **11. REVIEW OF TERMS OF REFERENCE**

Council may amend these Terms of Reference at any time by resolution.