



TERMS OF REFERENCE Electoral Area Services Committee (EASC)

1. Introduction

The Electoral Area Services committee (EASC) is a ***standing committee*** established and appointed by the Chair of the Regional Board to consider matters related to electoral area services.

2. Mandate

The EASC provides an opportunity to consider or inquire into electoral area financing, services and advocacy initiatives best dealt with by committee, and when required, make recommendations to the Regional Board.

3. Composition

The EASC is comprised of five (5) members* each with one (1) vote on matters considered by the committee:

- Director, Electoral Area East
- Director, Electoral Area West
- Chair, Regional Board
- Municipal Director, Regional Board
- Westbank First Nation (WFN) Appointee

*The EASC will also include an alternate. If a member is unable to attend a committee meeting, advance notice is requested to make the appropriate arrangements.

The Chair and Vice-Chair of the EASC standing committee is to be elected annually at the first meeting of each year.

3.1 Appointment and Term

At the direction of the Chair of the Regional Board based on their discretion and upon annual review.

4. Scope

The committee will consider items for the agenda package according to the EASC Standing Agenda, attached to and forming part of the terms of reference, and may consider and make recommendations to the Board on electoral area services, including matters related to:

- Annual budget
- Community parks and community halls;
- Community services, including water systems, solid waste collection, building inspection, business licencing; untidy premises; fire protection; land use planning;
- Advocacy initiatives to senior levels of government regarding issues of importance to electoral areas.

The Committee may invite staff, organizations, and delegations to participate in a committee meeting as authorized by the Chair and included as an item on the meeting agenda. These include, but are not limited to, representatives from service providers and agencies such as:

- Regional Canadian Mounted Police (RCMP)
- Ministry of Transportation and Infrastructure (MOTI)
- Interior Health Authority
- Electoral Area Community Associations*
- BC Ambulance Service
- School District(s)

*EA Directors may bring forward a request to the committee for a resolution to include a community association as a delegation at a future meeting.

5. Truth and Reconciliation

The RDCO acknowledges the responsibility to update its governance under the United Nations Declaration on the Rights of Indigenous Peoples UNDRIP, and the Truth and Reconciliation Commission Calls to Action.

Local governments and Indigenous governments working together take actions that support meaningful reconciliation, including how best to collaborate in government-to-government relationships and participate in decisions that affect our communities.

The RDCO is committed to working with the syilx / Okanagan governments on how best to collaborate in government-to-government relationships. Taking actions such as inviting syilx / Okanagan governments to participate in making decisions that affect our communities supports meaningful reconciliation.

6. Meetings (Frequency)

The EAS committee will meet a minimum of six times per year on meeting dates set annually. Additional meetings may be scheduled upon resolution of the committee.

7. Meeting Procedures

All committee meetings will follow the procedures found in the Regional Board Procedure Bylaw as amended from time to time.

Meetings must be open to the public and held in the Woodhaven Boardroom at 1450 KLO Road. A meeting which has been in session for three (3) hours from the time the meeting was convened will be adjourned unless the Board or Committee resolves to extend the meeting by a majority vote of the members present.

Unless otherwise authorized by the Committee, the public shall only address the Committee when they are a scheduled delegation on the Committee meeting agenda.

A majority of the Committee shall represent a quorum. A meeting will not proceed if a quorum cannot be achieved. Members must make a reasonable effort to notify the staff liaison at least two (2) working days before the meeting if they are unable to attend.

The order of business is to be set out in an agenda package, provided to the Committee members, and posted for the public 72 hours in advance of the meeting. Items for the agenda, including presentation materials, must be forwarded to Corporate Services at least seven working days prior to the meeting date.

Minutes of the meetings will be prepared by staff and signed by the Committee Chair. Originals of the minutes will be forwarded to the Corporate Officer for record keeping and a copy provided to the Regional Board for their information.

7.1 Conflict of Interest

Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion.

The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

7.2 Code of Conduct

Committee members must adhere to the Regional Board Code of Conduct and Respectful Workplace policies and as amended.

7.3 Communications

The Chair of the Committee is the spokesperson to the Regional Board for all matters referred to and resolutions made by the Committee. For technical or operational matters, or in cases where an initiative is still at the staff proposal level, the Chief Administrative Officer (CAO) or a senior staff member is the appropriate spokesperson. Where necessary and practical, the Committee Chair and CAO confer to determine the most appropriate representative to speak.

7.4 Voting

All Committee members, including the Chair, vote unless they have declared a conflict and left the meeting. Members who do not indicate their vote, are counted as having voted in favour of the recommendation. If the votes are equal for and against, the recommendation is defeated.

7.5 Remuneration

Remuneration will be in accordance with the Regional District of Central Okanagan Board Remuneration Bylaw No. 1421 and as amended.

8. Resources and Support

The **RDCO CAO** will assign a staff **committee liaison** to serve as the principal point of contact for committee members, and work with the Chair of the committee to coordinate agenda items.

Corporate Services staff will provide legislative and administrative support for the committee ensuring the committee agendas and related material is distributed to all committee members and posted for the public prior to the meeting, and that the agendas and minutes of each meeting are available as an official record.

Westbank First Nation may provide a **WFN committee liaison** to provide support to Westbank First Nation's appointee.

*** END OF TERMS OF REFERENCE ***

Department	Date Approved	Notes
Corporate Services/Chair	January 17, 2023	V1
Corporate Services/Chair	February 07, 2023	V2 Updated by Chair: clarified Mandate; added Alternate; added agenda template
Corporate Services/Chair	February 14, 2023	V3 Updated by Chair. Clarified Composition, Added WFN committee liaison to Resources and Support.



**ELECTORAL AREA SERVICES COMMITTEE
STANDING AGENDA**

**Meeting Date @
Time @
Woodhaven Board Room
1450 K.L.O. Road, Kelowna, BC**

1. CALL TO ORDER

Chair to call the meeting to order.

As an open meeting, a live audio-video feed is being broadcast and recorded on rdco.com.

2. LAND ACKNOWLEDGEMENT

The RDCO acknowledges our presence on the traditional, ancestral, and unceded $tr\acute{x}w\acute{u}la?x^w$ (land) of the syilx / Okanagan people who have resided here since time immemorial. We recognize, honour, and respect the syilx / Okanagan lands upon which we live, work, and play.

3. ADOPTION OF MINUTES

4. DELEGATIONS

Representatives from staff, organizations, and delegations may be invited to provide information on electoral area issues by resolution of the committee, ie: MOTI, School District., Community groups.

5. FINANCIAL PLAN

Electoral Area budget review, electoral area grants, and items related to annual financial planning.

6. LOCAL AREA SERVICES

Electoral area service updates, for example, statistics on planning/building activity, progress status on capital projects, and items related to local services.

7. ADVOCACY

Electoral area initiatives identified by the committee requiring external agency action or support.

8. ADJOURN