



## North Westside Provincial Restructure Planning Grant Committee

### TERMS OF REFERENCE

#### INTRODUCTION

In support of a request from the North Westside Communities Association for a governance review, the Chair of the Regional District of Central Okanagan (“RDCO”) has established a standing committee named the “*North Westside Provincial Restructure Planning Grant Committee*” (“Committee”).

#### OBJECTIVE

The objective of the Committee is to provide input and recommendations in support of a Regional District of Central Okanagan Provincial Restructure Planning Grant.

#### SCOPE OF WORK

To achieve this objective, the Committee will undertake the following activities:

- Liaise with the Ministry of Municipal Affairs to determine what requirements must be met in making an application for a Provincial Restructure Planning Grant;
- Inform and make recommendations to the Regional Board pertaining to this objective.

#### MEMBERSHIP

Membership on this Committee shall include:

- Four (4) representatives from the Regional Board:
  - Vice Chair Milsom,
  - Director Carson,
  - Director Bartyik, AND
  - Chair Given as ex-Aficio
- One (1) representative from the North Westside Communities Association:
  - Ms. Callie Simpson
- Staff Liaison:
  - Brian Reardon, CAO
  - Marilyn Rilkoff, Deputy CAO

#### CHAIR

The Chair of the Committee shall be Vice Chair Milsom.

## **APPOINTMENT AND TERM**

In the event of a vacancy occurring during the course of work of the Committee, the vacancy may be filled for the remainder of the term by the Board Chair or an appointee made by the Chair.

The Committee will cease to exist when the Regional Board receives a final recommendation and deems their work to be completed.

## **MEETING PROCEDURES**

The Chair shall call meetings of the Committee as required.

Unless otherwise authorized by Division 3 of Part 4 of the *Community Charter* or Regional District of Central Okanagan Board Procedure Bylaw No. 1278, 2010 all meetings will be held in open session and in a location accessible to the public.

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.

The order of business is to be as set out in an agenda package to be provided to the committee members in advance of the meeting date. A copy of the agenda shall be forwarded to the Committee at least three (3) complete working days prior to the meeting date.

Minutes of the meetings will be prepared by staff and then signed by the Committee Chair. Originals of the minutes will be forwarded to the Corporate Services Department for safekeeping.

Committee members have a responsibility to make decisions based on the best interests of the Regional District-at-large.

## **CONFLICT OF INTEREST**

Committee members must abide by the conflict of interest provisions of the *Community Charter*.

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.

## **COMMUNICATIONS**

The Chair of the Committee shall be the spokesperson for all matters referred to, and resolutions made by the Committee.

## **VOTING**

All members of the Committee, including the Chair, vote on every question unless they have declared a conflict and left the meeting. The Board Chair, as ex-Aficio does not have a vote.

Members who do not indicate how they vote, or have left the meeting without declaring a conflict, are counted as having voted for the question.

If the votes are equal for and against, the question is defeated.

## **REPORTING TO THE REGIONAL BOARD**

Recommendations of the Committee must be adopted by Committee motion prior to presentation to the Regional Board.

The Committee Chair will report to the Regional Board on behalf of the Committee.

The Corporate Services Department will ensure Committee agendas and minutes are prepared and forwarded as required.

## **BUDGET**

The routine operations and any special project initiatives of the Committee will be funded by allocations within the Board budget.

## **STAFF SUPPORT**

The Corporate Services Department will provide staff support for the Committee. Typical support functions include the following:

- organizing and preparing the Agenda, in conjunction with the Committee Chair;
- distributing the Agenda Package to the Committee members a minimum of three (3) days prior to the meeting and posting a public notice;
- taking and preparing draft Minutes;
- ensuring the final Minutes are filed as a public record;
- managing the files of the Committee, as necessary;
- maintaining a list of outstanding issues for Committee action;
- in conjunction with the Chair, drafting committee reports to the Regional Board;
- providing financial information as necessary; and
- providing the position of Regional District staff on issues discussed by the Committee.

Approved by the Board Chair: January 2021

Endorsed by the Board: January 14, 2021