



Electoral Area West and North Westside Governance and Services Study Committee

TERMS OF REFERENCE

EXECUTIVE SUMMARY

On October 7, 2021, the Honourable Josie Osborne, Minister of Municipal Affairs, advised that \$60,000 in restructure planning grants was approved to the Regional District of Central Okanagan (RDCO) for a governance and services study in the Electoral Area West.

On December 6, 2021 the RDCO Board approved the Municipal affairs proposed RDCO Electoral Area West – North Westside Governance and Services Study [terms of reference](#).

The purpose of the Governance and Services Study (“Study”) is to engage the public in an analysis of the current state of local governance and service delivery in the Electoral Area West with an emphasis on North Westside Communities.

As one component of the Study process, a local citizen-based Study Committee (“Committee”), will be formed. The Committee working with the consultant, ensures that the Study and engagement with the community are neutral and balanced. The composition of the volunteer Committee will be:

- 7-12 members, selected through an advertised call for members,
- appointed by the Board on the recommendation of the Electoral Area Director.

OBJECTIVE

To work with the consultant through the research and engagement elements of the Study work and engage the community on discussion of the Study findings. The Study Committee is to function as a neutral conduit for information to the community.

SCOPE OF WORK

The Study Committee (“Committee”), working with the consultant, ensures that the Study and engagement with the community are neutral and balanced. The composition of the volunteer Committee should be broadly representative of the various interests and localities in the Study area. This leaves options for the Committee to include diverse perspectives of the greater community (e.g., Westbank First Nation residents or Electoral Area residents outside of the fire service area).

The Study Committee will work with the consultant through the research and analysis elements of the Study work and in engaging the community in discussion of the Study

findings. Based on the Study's findings and community input, the Committee will make recommendations to the RDCO Board.

OUT OF SCOPE

Detailed technical and financial information on the impact of municipal incorporation. This analysis would be undertaken through an incorporation study.

MEMBERSHIP

The governance Study area encompasses Electoral Area West, with an emphasis on the North Westside communities. This leaves options for Committee membership to include diverse perspectives of the greater community (e.g., Westbank First Nation residents or Electoral Area residents outside of the fire service area).

Membership on this Committee shall include 7 – 12 members with broad representation of the various interests and localities in the Study area:

- The Electoral Area West Director in ex-officio and non-voting capacity
- 7-12 members, selected through an advertised call for members,
- appointed by the Board on the recommendation of the Electoral Area Director.

The Study Committee is a neutral fact-finding body, in place to ensure that the technical analysis is objective and thorough. Individual members should ensure that any expression of their personal opinions do not detract from the ability of the Study Committee to function as a neutral conduit for information to the community.

CHAIR

The Study Committee will select a chair and vice chair from among its membership.

APPOINTMENT AND TERM

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 in consultation with the consultant shall call meetings of the Committee as required.

All meetings will be held in open session and in a location accessible to the public according to the Regional District of Central Okanagan Board Procedure Bylaw No. 1278, 2010 and *Community Charter (s. 93)*.

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.

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 RDCO Corporate Services Department for record keeping.

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 anyway, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

Committee members will conduct themselves and the committee meetings in accordance with the RDCO Board Procedure Bylaw.

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 Electoral Area Director, as an ex-officio, non-voting member, does not have a vote.

Members who have abstained from voting 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 resolution prior to presentation to the Regional Board.

STAFF SUPPORT

The Corporate Services Department will provide staff support for the consultant as it relates to the Committee. Typical support functions include the following:

- distributing the Agenda Package as provided by the consultant to the Committee members a minimum of 72 hours prior to the meeting;
 - taking and preparing draft Minutes;
 - ensuring the final Minutes are filed as public record;
 - managing the files of the Committee, as necessary;
 - providing financial and service-related data to the consultant.
 - one (1) Ministry of Municipal Affairs staff will attend meetings as a resource to the consultant and the committee.
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