



Terms of Reference
Intergovernmental Working Group
Regional District of Central Okanagan and Westbank First Nation

1. Introduction

This Terms of Reference (TOR) outlines the mandate, objectives, composition, responsibilities, and procedures for the Intergovernmental Working Group (IWG) established between the Regional District of Central Okanagan (“RDCO”) and Westbank First Nation (“WFN”). The IWG's primary goal is to collaboratively develop a functioning inclusive governance model that ensures meaningful WFN representation on the RDCO Board of Directors through a voting seat.

2. Mandate

- The mandate of the IWG is to:
- Develop a project scope, timelines, and deliverables for the creation of an inclusive governance model;
- Collaborate to create a governance model that is acceptable to both the RDCO, WFN, and the provincial Ministry of Municipal Affairs; and
- Ensure meaningful and equitable representation of WFN on the RDCO Board of Directors.

3. Objectives

The IWG aims to:

- Foster mutual understanding, respect, and cooperation between the RDCO and WFN;
- Develop a governance model that includes a voting seat for WFN on the RDCO Board;
- Ensure the governance model aligns with the principles of inclusivity, equity, and mutual benefit; and
- Present the final governance model for approval by both governments and the provincial Ministry of Municipal Affairs.

4. Composition

The IWG shall comprise equal representation from both the RDCO and WFN. Members will include:

- The WFN Director of Operations and the RDCO Chief Administrative Officer;
- Directors of Finance from WFN and RDCO;
- RDCO Corporate Services / WFN Legal Counsel;
- Communications representatives from WFN and RDCO;
- RDCO Indigenous Advisor;
- Ministry of Municipal Affairs Senior Planning Analyst, in an *ex officio* capacity, as a liaison to the Province of British Columbia;
- Any other observers or advisors deemed necessary by the IWG.

Each party will appoint their representatives and alternates. Representatives should have decision-making authority or be able to represent their respective governments' positions.



5. Responsibilities

5.1 Responsibilities of the IWG:

- Develop a detailed project scope, timelines, and deliverables;
- Engage in regular meetings to discuss and develop the governance model;
- Facilitate community consultations and stakeholder engagement sessions, as required;
- Draft and review proposals, documents, and reports related to the governance model;
- Ensure transparent communication and information sharing between the parties; and
- Provide progress updates to the respective governments and the Ministry of Municipal Affairs.

5.2 Responsibilities of Members:

- Attend and actively participate in all IWG meetings and activities;
- Represent the interests and perspectives of their respective governments;
- Communicate IWG activities and decisions back to their respective governments; and
- Collaborate in good faith and maintain a respectful and constructive dialogue.

6. Procedures

6.1 Meetings:

- The IWG will meet no less than once per month, or as needed, with meetings scheduled in advance;
- Meetings will be co-chaired by one representative from the RDCO and one representative from WFN;
- Agendas and supporting documents will be distributed at least one week before each meeting; and
- Minutes will be recorded and circulated within one week after each meeting.

6.2 Decision-Making:

- Recommendations will be made by the IWG to the appropriate governing bodies for endorsement and implementation, pursuant to the attached Appendix A.
- Decisions on recommendations made by the IWG will be made by consensus. If consensus cannot be reached, decisions will be deferred to a later meeting for further discussion; and
- In exceptional cases where consensus cannot be reached after multiple discussions, a mutually agreed-upon mediator may be engaged to facilitate a resolution.

6.3 Reporting:

- The IWG will provide regular written progress reports to the RDCO, WFN, and the Ministry of Municipal Affairs; and
- A final report, including the proposed governance model, will be submitted for approval by both governments and the Ministry.



7. Resources and Support

The RDCO and WFN will jointly provide necessary resources and support for the IWG, including administrative support, meeting venues, and funding for external expertise or consultation if required.

8. Timelines

The IWG will develop a detailed timeline outlining key milestones and deadlines for the project. This timeline will be reviewed and updated as necessary to reflect progress and any adjustments needed.

9. Amendments

This Terms of Reference may be amended by mutual agreement of the RDCO and WFN. Any amendments will be documented in writing and signed by authorized representatives of both parties.

NOTE – the Electoral Area Services Committee endorses items for RDCO Board/WFN Chief & Council approval

