

## **Regional Partnership Committee on Poverty – *draft* Terms of Reference**

***Acknowledgement*** - The Regional Community Partnership Committee acknowledges the traditional, ancestral, and unceded territories of the Syilx (Okanagan) Peoples, on which we work and gather.

### **Function and Objectives**

The Regional Partnership Committee on Poverty (RPCP) acts as a consultative body for the Central Okanagan Wellness and Poverty Strategy Development project. The Committee supports a community development and assets-based approach, which builds on the work of existing initiatives throughout the region (such as: Central Okanagan Community Wellness Analysis, Journey Home Strategy, Community Child Care Needs Assessment, Regional Transportation Plan) to meet the growing needs of those living in poverty within the Central Okanagan.

### **Mandate**

The Committee works with Regional District of the Central Okanagan and United Way staff to:

1. Guide, review and approve priority topics and actions related to the development of a Central Okanagan Wellness and Poverty Strategy and accompanying Evaluation and Implementation Plan;
2. Participate in community forums and discussions related to strategy development, and on working groups or other sub-groups of the committee;
3. Collaborate in determining the content for community engagement activities, and organizing and participating in the community forums;
4. Engage as a primary liaison and champion between local government and/or leadership and the strategy development process;
5. Support ongoing engagement with stakeholders across sectors and communities in the Central Okanagan; and
6. Collaborate within their respective community to identify priority community-specific actions for strategy implementation.

### **Composition of the Council**

The Committee is led by two Co-Chairpersons who work with Regional District of the Central Okanagan and United Way staff to develop agendas, work plans, actions and priority strategies to bring to the Committee.

Members of the Committee shall include managers/directors from each of the participating municipal governments, First Nations, the local health authority, not-for-profit agencies serving people living in poverty, persons with lived or living experience, the business sector and representatives from the Central Okanagan Poverty Reduction Committee. All members shall reside within the region of the Central Okanagan.

Composition of the Committee shall include geographic representation from all partnering communities on the Central Okanagan Wellness and Poverty Strategy project, as well as representation and expertise

related to frequently underserved or under-represented groups or communities (for example: newcomers to Canada, LGBT2QS, people with disabilities, Indigenous, rural communities, single parent households etc).

## **Terms of Office**

Committee members and co-chairs will be selected through a formal application process co-led by Regional District of the Central Okanagan and United Way according to specific skills, knowledge, expertise and related background required for the Central Okanagan Wellness & Poverty Strategy project. Terms will be for one year and members will serve without remuneration.

If someone is no longer able to represent their organization on the Committee, it is the responsibility of the Committee and not the individual or their organization to choose a new representative. A Committee member may resign at any time upon sending written notice to the Co-Chairpersons of the Committee.

## **Frequency of Meetings and Expectations of Committee Members**

The Committee will meet monthly, or on an as needed basis.

To remain a Committee member in good standing, all members will be expected to attend a minimum of 9 out of 12 meetings, be an active participant in at least one of the working groups or sub-committees, and take an active role in organizing and supporting the community engagement activities in their area.

Individuals cannot send a substitute in their place without the approval of one of the Co-Chairpersons of the Committee, and this approval process is only for one meeting (i.e. not on-going) and does not count in terms of the requirement that Committee members attend 9 out of 12 meetings.

A quorum is required for decision-making. All members of the Committee shall vote when required, including the Co-Chairpersons.

Committee discussions and documents may sometimes be of a complex and sensitive nature, and confidentiality is assumed, unless indicated otherwise.

## **Review of Terms of Reference**

The Terms of Reference will be reviewed annually.

## **Conflict of Interest**

A conflict of interest occurs when a Committee member participates in a discussion or decision-making about a matter that may result in a financial or other benefit to that member or to someone with whom the member has a relationship, regardless of the size of the benefit. At the commencement of any discussion item, the member will declare their conflict of interest regarding that agenda item.