



## **TERMS OF REFERENCE**

### **Committee-of-the-Whole**

### **Regional Priorities**

#### **Purpose**

The Committee of the Whole (COTW) of the regional board is a standing committee formed to consider policy matters and advocacy related to region-wide governance and services.

#### **Objective**

The COTW is to inquire, receive information, and make recommendations to the Regional Board on matters relating to regional priorities, policy, and services.

#### **Composition**

The COTW is comprised of thirteen (13) voting members made up of all Regional Board Directors as follows:

- Westbank First Nation (1)
- Electoral Area East (1)
- Electoral Area West (1)
- City of Kelowna (6)
- City of West Kelowna (2)
- District of Peachland (1)
- District of Lake Country (1)

The Chair and Vice-Chair of the standing committee is the Chair and Vice-Chair of the Regional Board

#### **Scope**

The committee may consider and make recommendations to the Board on any of the following regional items:

- Truth and Reconciliation;
- Service establishment or reviews;
- Region wide governance, programs or initiatives;
- Amendment or establishment of new policies;
- Advocacy initiatives to senior levels of government regarding policy issues related to strategic priorities.

The Committee may invite staff, consultants, organizations, and delegations to participate in a committee meeting as authorized by the Chair and included as an item on a meeting agenda.

#### **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.

### **Appointment and Term**

The Committee is a Standing Committee subject to direction from the Chair of the Regional Board based on their discretion and upon annual review.

### **Meetings**

The COTW standing committee will meet a minimum of four times per year on meeting dates set annually. Additional meetings may be scheduled upon request of the Chair.

### **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 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 Corporate Services 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 a minimum of 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 to receive for information.

### **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.

### **Code of Conduct**

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

### **Communications**

The Chair of the Committee is the spokesperson 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 chief spokesperson. Where necessary and practical, the Committee Chair and CAO confer to determine the most appropriate representative to speak.

### **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.

### **Remuneration**

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

### **Resources and Support**

**Chief Administrative Officer (CAO)** – all reports submitted by staff for the COTW standing committee are approved by the Chief Administrative Officer (CAO) following a review of the agenda with the Chair.

**Corporate Services** staff will provide administrative and secretarial support for the committee, including:

- Draft meeting agendas and distribute the agenda packages to COTW members;
- Attend meetings and draft minutes for review and approval at a subsequent meeting;
- Schedule delegations for committee meetings and coordinate presentations;
- Receive correspondence and manage the files of the committee;
- Maintain a list of outstanding issues for COTW action;
- Coordinate and schedule Reports to the Board arising from COTW recommendations;
- Post notices of committee meetings in the regular posting places, including the Regional District office and at [www.rdco.com](http://www.rdco.com);
- Add approved minutes to a Regional Board agenda to receive for information;

Corporate Services ensures 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.