TERMS OF REFERENCE

CENTRAL CARIBOO JOINT COMMITTEE

Membership

Membership on the Central Cariboo Joint Committee (the Committee) is the Cariboo Regional District Directors for electoral areas "D", "E", "F", "J" and "K" as well as all members of the City of Williams Lake Council.

Purpose

The Committee will consider issues that affect, or have the potential to affect, the greater central Cariboo and, where applicable, Chilcotin areas. Items referred to the Committee must be received and considered prior to either the Cariboo Regional District Board or the City Council taking action.

Meetings

At the last meeting of each year, the Committee will establish a meeting schedule for the following year. In general the Committee will meet approximately monthly except in July, August and December. The meetings will be held in the Cariboo Regional District Boardroom at 5:00 pm. Preparation of agendas and minutes for the meetings will be shared equally between the Cariboo Regional District and the City. Cariboo Regional District staff will prepare agendas and minutes for the first half of the year and City of Williams Lake staff will prepare agendas and minutes for the last half of the year.

Procedure

Once the Committee has reached a decision on a matter before it, the resultant resolution will be forwarded to the appropriate parent body that has the legal authority to carry out the resolution, if it is related to an existing function. In the event the parent body chooses not to endorse a recommendation from the Committee, that body will refer the matter back to the Committee for further consideration.

If the item is new or general in nature such that it does not relate to an existing function, both bodies may be requested to endorse the resolution. In such cases, the resolution will specify whether the Cariboo Regional District or the City of Williams Lake are charged with taking action on the resolution.

Items that cannot be resolved in a timely fashion by the Committee, it may be referred to a future Committee meeting or may be referred directly to the appropriate parent body without a Committee recommendation.

When an item comes before either the Regional District Board or the City Council that has not yet been referred to the Committee, but that reasonably falls within the purview of the Committee, the only resolution that shall be passed shall be one of referral to the Committee.

Co-Chairs

There shall be two co-Chairs of the Committee, one being the Mayor of the City of Williams Lake and the other being a Regional District Director for electoral area "D", "E", "F", "J" or "K". The co-Chair from the Regional District shall be elected by the five (5) eligible electoral area directors annually.

Stakeholder Votes

Items brought before the Committee will be considered on a stakeholder basis. Stakeholders are defined as those making a financial contribution to a service, function or proposal and may also be defined by limited specific geography of a discussion. (Topic examples provided for clarity: i) stakeholders in the sub-regional Central Cariboo Recreation and Leisure Services function includes electoral areas "D", "E", and "F" and the City, ii) stakeholders for general discussion of economic development or relationships with First Nations would include all Committee members.)

The Committee agendas and minutes shall identify the appropriate stakeholders participating in each item. The agenda will also note whether the matter requires ratification by the City, the Regional District, or both.

Quorum

Meeting quorum shall consist of at least four (4) members of City Council and for the Cariboo Regional District Area Directors; quorum shall be based on the majority of stakeholder participants for each item on the agenda. Therefore, if a particular item only requires a vote from areas D, E and F, a quorum would consist of at least 2 of the 3 stakeholders. If an item requires a vote from areas D, E, F, J and K, a quorum would consist of at least 3 of the 5 stakeholders.

Decision Making Process

The Committee will work to achieve consensus on items that come before it; however, items will not be unduly delayed. Where consensus is not reached, Committee resolutions will be passed based on the majority of the participating stakeholder electoral area directors and the majority of the city council members voting in favor of a proposed resolution. This structure allows for directors or councilors of either party to be recorded in the minutes as opposed to a resolution.

Code of Conduct

All business conducted during Joint Committee meetings will be conducted with appropriate respect and decorum. All Joint Committee members will treat one another, staff and the public with dignity and respect. Members shall refrain from abusive conduct, intimidating or demeaning behaviour, personal charges or verbal attacks upon the character or motives of other Members, staff or the public. Members will prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand. Cell phones and blackberries should be turned off during meetings.

Delegations

Requests to appear before the Joint Committee as a delegation must be received in writing a minimum of 1 week in advance of a meeting and must be accompanied by a brief written summary of the topic for inclusion on the agenda if the delegation is approved. Approval of the two Co-Chairs is required in advance of a delegation being placed on the agenda. Approved delegations will be provided with a maximum of 10 minutes to make their presentation followed by a brief question and answer period. Delegations will be advised at the time of scheduling that no decision of any requests will be made at the meeting at which they make their presentation. A maximum of 2 delegations will be permitted at any meeting.

Agenda Distribution

Meeting agendas will be distributed or made available electronically on the Friday prior to the meeting. The agenda will be reviewed and approved by the Co-Chairs in advance of the Friday deadline for distribution.

Late Items

Late items will first be approved by the Co-Chairs for inclusion on a late agenda. At the meeting, the late items will first be presented to the Committee for consideration of whether or not to accept the item for discussion. Late items will only be considered with the agreement of a majority of both the members of Council and Electoral Area Directors present at the meeting.

Communications

Where a matter is deemed to be of sufficient interested to affected residents to warrant a news releases advising of its outcome, regardless of which parent body endorses the Committee resolution, press releases will be joint releases prepared in such a manner as to ensure reasonable and equitable coverage and quotations by both the Regional District and City.

In cases where a matter before the Committee does not commit either party to use of financial or other resources, but is deemed by the Committee to be of general interest to the public in a timely manner for information purposes only, a joint news release of the Committee recommendation may be issued upon approval from the Mayor as the representative of the City and the Regional District Chair as the representative of the Board.

In response to requests from groups and organizations, the Committee may also provide joint Letters of Support, signed by the co-chairs, prior to endorsement by the parent bodies, in situations that do not include a commitment of financial or other resources.

In order to improve communications with Committee members for matters within the mandate of either party by virtue of agreements between the parties that do not require further Committee deliberation, such as the awarding of construction contracts or capital

project milestone updates, notification will be provided via email to all Committee members prior to the issuance of a public announcement.