

## **TERMS OF REFERENCE**

### **NORTH CARIBOO JOINT ADVISORY COMMITTEE**

#### **Membership**

Membership on the North Cariboo Joint ADVISORY Committee (the Committee) is the Cariboo Regional District Directors for electoral areas “A”, “B”, “C”, and “I” as well as all members of the City of Quesnel Council.

#### **Purpose**

The Committee will consider issues that are part of services shared between the Cariboo Regional District and the City of Quesnel. The Committee is advisory to the Cariboo Regional District Board and City of Quesnel Council, and has no delegated decision-making authority.

#### **Meetings**

At the last meeting of each year, the Committee will establish a meeting schedule for the following year. The Committee will meet monthly except in July, August and December. The meetings will normally be held in the City of Quesnel Council Chambers at 5:30 pm. Scheduled meetings may be cancelled or rescheduled with the approval of both Co-Chairs.

#### **Co-Chairs**

There shall be two Co-Chairs of the Committee, one being the Mayor of the City of Quesnel, or designate, and the other being a Regional District director for electoral area “A”, “B”, “C”, or “I”. The Co-Chair, and alternate, from the Regional District shall be elected by the four (4) electoral area directors annually.

#### **Quorum**

Meeting quorum shall consist of at least four (4) members of city council and at least three (3) of the Regional District directors from Electoral Areas “A”, “B”, “C” and “I”)

Committee members must notify the two Co-Chairs, and the staff person that is responsible for preparing the agenda, when they are unable to attend a Committee meeting, giving at least 72-hour notice before the agenda is published, or as soon as reasonably possible.

Committee members are permitted to attend Committee meeting(s) via electronic means as long as no more than two Committee members are attending via electronic means. The Chair of the meeting must attend in-person to Chair the Committee meeting(s). Committee members cannot attend Special Closed (In-Camera) meeting(s) via electronic means.

## **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 electoral area directors and the majority of the Quesnel city council members present voting in favour 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.

In the event of a tie between the four electoral area directors the resolution will go forward to the appropriate governing body (Cariboo Regional District or City of Quesnel) for consideration of endorsement.

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. 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.

Items that cannot be resolved in a timely fashion by the Committee, 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 Quesnel 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.

## **Code of Conduct**

All business conducted during Committee meetings will be undertaken with appropriate respect and decorum. All 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. Smart phones should be turned off during meetings.

It is expected that members of the Committee attend the meeting until its completion and the full agenda is dealt with. If a member of the Committee has another commitment that limits full attendance then the Co-Chair must be notified at the start of the meeting to ensure that quorum is preserved.

## **Delegations**

Delegation requests to appear before the Committee must be speaking, or presenting information, that is in relation to the Committee's purpose. Requests to appear before the Committee as a delegation must be received in writing a minimum of one 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 15 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 three (3) 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 Agenda 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 approve the late item as an addition to the Agenda. 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 interest to affected residents to warrant a media release advising of its outcome, regardless of which parent body endorses the Committee resolution, media releases will be joint releases prepared in such a manner as to ensure reasonable and equitable coverage and quotations by both the Cariboo Regional District and the City of Quesnel. Media releases will not be issued until the applicable resolution has received the endorsement of the responsible parent body.

In cases where Committee decisions are discussed via media interviews, or on social media prior to receiving endorsement of the responsible parent body, it shall be emphasized that the decision is a joint recommendation and requires endorsement of the parent body. All media interviews and social media comments are to remain respectful of the Joint Committee process.

In response to requests from groups and organizations, the Committee may also provide joint Letters of Support, signed by both 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.

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