



WELLS GRAY COUNTRY SERVICES COMMITTEE TERMS OF REFERENCE

1. ESTABLISHMENT

- 1.1. The Board has established the Wells Gray Country Services Committee (“the Committee”) as an advisory committee to provide advice and make recommendations to the Thompson-Nicola Regional District Board of Directors (“the Board”) regarding specified services and matters related to Electoral Area “A” (Wells Gray Country).

2. MANDATE

- 2.1. The mandate of the Committee is to:

- (a) Provide advice and recommendations concerning TNRD services in Electoral Area “A” (Wells Gray Country), as identified below:
 - i. Cemeteries;
 - ii. Community Parks;
 - iii. Economic Development and Tourism;
 - iv. Grants-in-Aid Services;
 - v. Streetlights; and,
 - vi. Vavenby Community Hall.
- (b) Provide advice and recommendations to the Board on any matters that have been specifically referred to the Committee by the Board.
- (c) Make recommendations to the Board to advocate to senior levels of government regarding issues of importance to Electoral Area “A”.
- (d) Discuss and share information regarding any other local area issues related to livability in Electoral Area “A”.

3. MEMBERSHIP

- 3.1. The Committee shall consist of seven (7) voting members:

- (a) The Director for Electoral Area “A” (Wells Gray Country);
- (b) The individual appointed as the Alternate Director for Electoral Area “A” (Wells Gray Country)
- (c) Five (5) individuals residing or owning property within Electoral Area “A” (Wells Gray Country), one (1) representing each of the following areas:
 - i. Birch Island
 - ii. Blackpool
 - iii. East Blackpool
 - iv. Upper Clearwater
 - v. Vavenby

- 3.2. The Director for Electoral “A” (Wells Gray Country) shall be the Chairperson and the person appointed as the Alternate Director for Electoral “A” (Wells Gray Country) shall be the Vice-Chairperson of the Committee.

4. TERMS OF APPOINTMENT

- 4.1. The Director will appoint Committee Members chosen from expressions of interest received through a public process administered by TNRD staff.
- 4.2. Committee Members shall be appointed for two (2) year terms.
- 4.3. Three (3) committee members shall be appointed for terms ending December 31, on years ending with even numbers, and two (2) committee members shall be appointed for terms ending December 31, on years ending with odd numbers.
- 4.4. In the event of a vacancy arising from any cause other than the expiration other than a term, the Director will appoint another individual for the remainder of the term.

5. EXPENSES

- 5.1. Committee members will be entitled to expenses as per the TNRD Board expense policy.

6. STAFF SUPPORT

- 6.1. One (1) TNRD staff person will be assigned to administer the Committee who will be present for each meeting. TNRD staff will work with the Committee Chair to organize, prepare and distribute an agenda, and take minutes.
- 6.2. The Committee cannot direct TNRD staff, however all constructive feedback and input from the Committee is welcomed and will be taken into consideration.

7. PROCEDURES

- 7.1. The Committee shall meet a minimum of four (4) times per year, or as otherwise convened at the call of the Committee Chair.
- 7.2. All Committee meetings are open to the public, except where the Committee is considering an item where, in accordance with Section 90 of the Community Charter, the exclusion of the public is permitted. Before a meeting or part of a meeting is closed to the public, the Committee must carry a resolution stating the meeting is to be closed and the paragraph within section 90 of the Community Charter pursuant to which the meeting is to be closed.
- 7.3. Recommendations from the Committee to the Board will be forwarded to the Board for consideration at a Regular Board Meeting.
- 7.4. Minutes of all Committee meetings will be recorded and provided to the Committee Chair for signature. Minutes will be provided to the Board for information at a Regular Board Meeting. Signed minutes will be posted on the TNRD's website for public viewing with the exception of any meetings closed to the public under section 90 of the Community Charter.
- 7.5. Where external groups are requesting local representation from the Committee, the Director can appoint a member of the Committee to participate and report back to the Committee. For clarity the representative is a representative of the Committee, not a representative of the TNRD and cannot commit the TNRD to any action. They may bring back information to the Committee for discussion and recommendation to the TNRD Board of Directors.
- 7.6. Where external groups are requesting local representation from the TNRD, the TNRD will designate the appropriate individual for participation.