



REGIONAL DISTRICT OF NORTH OKANAGAN

TERMS OF REFERENCE

Greater Vernon Cultural Plan Implementation Advisory Team

AN ADVISORY AND WORKING GROUP OF THE GREATER VERNON ADVISORY COMMITTEE

ENDORSED BY THE BOARD OF DIRECTORS ON:

April 18, 2016

PURPOSE:

Greater Vernon Cultural Plan Implementation Advisory Team (IAT):

1. to provide a framework for public/community participation in the implementation of the Greater Vernon Cultural Plan, 2016 (GVCP); and
2. to provide input and recommendations on the implementation of the Cultural Plan to the Greater Vernon Advisory Committee.

Overall, the IAT shall work together to satisfy the following roles and responsibilities:

- Remain aware of and committed to advancing the objectives and strategies within the GVCP.
- Regularly review and prioritize implementation strategies that are the responsibility of the IAT.
- Provide recommendations to the Greater Vernon Advisory Committee, on implementation priorities of the GVCP, on or before August 30 of each year.
- Where appropriate, develop community Action Teams, who will act as working groups to implement a specific strategy (or strategies) within the GVCP and report directly to the IAT.
- Support the Regional District in effective public communication and education regarding the GVCP and its implementation.

Action Teams:

- to implement a strategy/strategies to advance one or more objectives contained with the cultural plan. Upon completion the action team disbands.

<p>SCOPE:</p>	<p>The scope of the IAT is to lead the community-driven components of the Greater Vernon Cultural Plan implementation, and provide recommendations to the Greater Vernon Advisory Committee, which will be considered in decision making to the maximum extent possible.</p>
<p>DEFINED RESPONSIBILITIES:</p>	<p>IAT Members:</p> <ol style="list-style-type: none"> 1. Attend regular meetings. 2. Recommend an alternate representative for appointment, in the event of a conflict with a scheduled meeting time. 3. Participate in action teams, where appropriate. 4. Allow the Regional District to post your name and organization on the project website. <p>Action Team Members:</p> <ul style="list-style-type: none"> • Meet on an ad hoc basis – once solution is reached, the action team disbands. • Chair of each Action Team attends the IAT committee meetings to report on progress, need for more resources etc.
<p>COMPOSITION:</p>	<p><u>Implementation Advisory Team</u></p> <p>The Greater Vernon Cultural Plan Implementation Advisory Team will be comprised of up to 12 voting members as follows:</p> <ul style="list-style-type: none"> – One (1) Downtown Vernon Association representative – One (1) Chamber of Commerce representative – One (1) Community member at-large – One (1) First Nations representative – One (1) Youth representative – One (1) School District 22 representative – One (1) Arts Council representative – One (1) Heritage representative – Two (2) Community arts programming representatives – Two (2) Conservation and exhibition representatives <p>Members shall continue to serve on the IAT until such time an alternate representative has been appointed.</p> <p>The IAT will also include the following support representatives:</p> <ul style="list-style-type: none"> – One (1) GVAC representative – Regional District staff representative – City of Vernon staff representative

	<p>The support representatives shall be non-voting members and will be responsible for reporting activities and recommendations from the IAT to the GVAC.</p> <p>The IAT may include additional support representatives, including but not limited to:</p> <ul style="list-style-type: none"> – District of Coldstream staff representative – Others as required <p>Action Team (ad hoc)</p> <p>Action Team members are recruited by the IAT based on their ability and commitment to implement specific strategies. Consideration will be given to the member’s skills, experience, contacts and resources.</p>
<p>APPOINTMENTS:</p>	<p>Appointments shall be selected by the GVAC and forwarded as a recommendation to the Board of Directors.</p>
<p>CHAIR AND VICE CHAIR:</p>	<p>The IAT shall, at its first meeting of each year, elect a Chair and Vice Chair from amongst its members who shall serve until the end of that calendar year. In the absence of the Chair and Vice Chair, the IAT members in attendance may elect, from among themselves, an Acting Chair for that meeting.</p>
<p>COMMITMENT:</p>	<p><u>Implementation Advisory Team</u></p> <p>Term: The IAT member term is two (2) years. In order to provide continuity, half of the members of the IAT will be up for reappointment each year.</p> <p>Number of Meetings: Regular meetings of the IAT will be held every two months, however special meetings over and above regular meetings may be called by the Chair in consultation with Regional District staff.</p> <p>Timing & Location of Meetings: Meeting times will be determined by the IAT. It is anticipated that meetings will be approximately one and a half hours in length. The location of IAT meetings will be determined by the Chair in consultation with the IAT.</p> <p><u>Action Team</u></p> <p>Action teams are created ad hoc, or may include already established committees in the community. Meetings are held as frequently as determined necessary by the Action Team members, and once the strategy/strategies are implemented, the action team disbands.</p>

<p>REPORTING:</p>	<p>The IAT is a working and advisory group to the GVAC and recommendations and general discussion from the IAT, including pros and cons on that discussion, shall be forwarded to the GVAC for consideration.</p>
<p>REMUNERATION:</p>	<p>IAT member positions are deemed voluntary.</p>
<p>OTHER:</p>	<p>1. RECORD OF MEETINGS</p> <p>1.1 The assigned secretary (RDNO staff) will be responsible for preparation of the records (minutes) for all IAT meetings.</p> <p>1.2 Records and all documents shall be forwarded to the GVAC to be received for information.</p> <p>2. CONDUCT OF MEMBERS AT MEETINGS</p> <p>IAT members are expected to be respectful of one another and to offer input and suggestions that are relevant, constructive and productive.</p> <p>Recommendations to GVAC will be based on consensus (majority of members). Where consensus does not exist, leading opinions will be noted.</p> <p>2.1 Members should be committed to being an active member of the IAT.</p> <p>2.2 Members will respect the ideas, concerns and opinions of others.</p> <p>2.3 Everyone will have an opportunity to speak, but only one person shall speak at a time as determined by the Chair.</p> <p>For clarity, these Terms of Reference do not delegate any authority or corporate powers to the IAT.</p>