

# Regional District of North Okanagan

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## Committee and Growth Issues Working Groups Terms of Reference Version 6.0



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# Growth Issues Working Groups Terms of Reference

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## 1.0 Community Advisory Committee Terms of Reference

### *Purpose*

The purpose of the Community Advisory Committee is to provide recommendations to the Regional Growth Strategy Support Team on objectives, goals, strategies and priorities to be included in the Regional Growth Strategy. The recommendations formulated will be discussed from a triple bottom line perspective, exploring the social, environmental, and economic implications and impacts of recommended strategies.

### *Scope and Objectives*

The primary objective governing meetings and discussions is **the evaluation of growth issues recommendations based upon the Regional Growth Strategy's vision, goals, objectives and guiding principles.**

### *Establishment and Authority*

The role of the Community Advisory Committee is advisory. The Committee will provide the Regional Growth Strategy Support Team with comments and recommendations on priorities, objectives, goals, and strategies that may be considered for inclusion in the Regional Growth Strategy.

### *Composition*

The Community Advisory Committee will be comprised of the Working Group Chairs and the Regional Growth Strategy Coordinator. Any person appointed to the Community Advisory Committee shall serve in a voluntary capacity only, with no remuneration.

### *Organization and Procedures*

The position of Committee Chair will be elected by the Committee and approved by the Regional Board. The Committee Chair will implement the Community Advisory Committee mandate and procedures. The Growth Strategy Coordinator will relay the findings and recommendations to the Regional Growth Strategy Support Team, the Regional Growth Management Advisory Committee and the Regional Board.

The Community Advisory Committee shall meet, for 1-2 hours, monthly, bi-monthly, or as needed for the duration of the Working Group meeting schedule, with minutes provided for each meeting.

### *Organization, Procedures, and Selection Criteria*

Please refer to the **Working Groups Organization, Procedures and Responsibilities** for policies on *Media Interaction, Budget and Administrative Support*, additional *Procedures*, and additional *Duties and Responsibilities*.

## **2.0 Working Groups Organization, Procedures and Responsibilities**

### *Organization*

Each Working Group will be directed through the position of a Chair elected by the Working Group and approved by the Regional Board. Regional District staff will take on the role and responsibilities of the Chair until an elected Chair is appointed by the Regional Board.

The Working Group Chair, or Regional District staff prior to the appointment of a Chair, will implement the Working Group mandate and procedures, as well as serve as a member of the Community Advisory Committee. The Chair will relay Working Group recommendations to the Community Advisory Committee and, if requested, the Regional Board of Directors.

### *Procedures*

Each Working Group shall meet for three to five 3-hour sessions to discuss growth issue recommendations. An additional 3-hour session may be scheduled, focusing on the development and refinement of indicators. Although the goal of the Working Group discussion is consensus-building, when a vote is necessary, attendance of at least 50% of the members shall constitute a quorum.

All agenda items and minutes will be circulated to Working Group members prior to the next scheduled meeting. Once the Working Group has approved the meeting minutes, they will be forwarded to the Community Advisory Committee for information. Working Group minutes may also be circulated to the Regional Growth Management Advisory Committee, Inter-governmental Agency Committee, and Regional Board, as needed.

The duty of the Chair is to manage the meeting and, with the help of the Regional Growth Strategy Coordinator, to prepare the meeting agenda. The Chair may forward draft minutes of a meeting before approval of the Working Group if information discussed is timely for matters coming before the Community Advisory Committee, Inter-governmental Advisory Committee, Growth Management Advisory Committee or Regional Board of Directors.

The Regional District expects all participants to be respectful of one another and to offer input and suggestions that is relevant, constructive and productive. As such:

- Recommendations will be based on consensus, if possible, such that all attending Working Group participants will concur with the recommendation prior to a vote;
- Participants will commit to fully explore issues, searching for recommendations in a problem-solving and consensus-building environment;
- Each Working Group participant will recognize the educational and/or experiential qualifications of the other participants;
- Participants will respect the ideas, concerns, and opinions of others;
- Discussions will focus primarily on growth issue recommendations; and
- Everyone will have the opportunity to speak but only one person should speak at a time.

### *Media Interaction*

All media requests related to the Regional Growth Strategy will be directed to the Regional Growth Strategy Coordinator, who is responsible for all official media correspondence regarding the Regional Growth Strategy. Working Group participants will not interact with the media regarding the Regional Growth Strategy, Working Group discussions, deliberations, recommendations or decisions or on any Regional District of North Okanagan matter related to the Regional Growth Strategy. The Regional Board may rescind Committee or Working Group appointments if Working Group participant engage in media interaction as specified above.

### *Budget and Administrative Support*

The Regional Growth Strategy Coordinator shall provide administrative support for the each Working Group. Each Working Group will be provided with a budget of \$1000.00 to cover meeting incidentals. Any other budgetary requirements for the Working Group shall be presented to the Regional Growth Strategy Coordinator for consideration in the overall annual Regional Growth Strategy budget, and will be subject to the Regional District of North Okanagan budget review and approval process.

### 3.0 Working Groups General Selection Criteria

The Regional District will select the Working Group participants based on consideration of the following selection criteria:

- Broad representation of perspectives on growth issues;
- Expressed interested in Working Group participation with a background, previous or current involvement, and/or expertise pertaining to one of the eight growth issues;
- Representation of growth issue understanding, expertise and knowledge within the North Okanagan context;
- Representatives who can commit the time necessary to attend the majority of Working Group meetings (<75%), review information and options, and participate throughout the duration of the Regional Growth Strategy process;
- Representatives must devote the necessary time, prior to any Working Group meeting, to do requisite preparation, including completing any pre-meeting work books, reviewing provided information and developing recommendations that will be discussed at the Working Group meeting.
- Representatives who will review all necessary growth strategy information, strategies, policies, and options with the understanding those environmental, social, and economic impacts and the best interests of the community must be considered objectively;
- Representatives who are willing to work collaboratively and respectfully towards consensus-based recommendations, but will also accept majority decisions when consensus cannot be reached;
- Can take a positive, solution-oriented, respectful approach to problem-solving in a collaborative and cooperative team environment;
- Representation from a diverse group of not-for-profit and for-profit organizations, groups, or institutions that have a significant interest and expertise in any of the growth issues;
- Representatives from the Okanagan Indian Band and the Splotsin Nation;
- And, at least one staff representative from the Regional District of North Okanagan and /or member municipalities will sit on the Working Group.

If a Working Group participant is unable to fulfill the responsibilities outlined in the Working Group Terms of Reference or provide the time commitment required for process continuity, then that participant's involvement with the Working Group will be re-examined and continued participation will be decided by the Regional Board. The Regional Board has the right to remove a Working Group participant, at the Board's discretion, at any point throughout the Regional Growth Strategy process.

#### *Resignation, Absenteeism and Vacancies*

A participant may resign from the Working Group on presentation of written notice at a regular meeting of the Working Group. Any vacancy on the Working Group shall filled by the Regional Board through the appointment of a new member using the participant selection criteria.

## 4.0 WORKING GROUP TERMS OF REFERENCE

### 4.1 Economic Development Working Group

#### *Purpose*

The purpose of the Economic Development Working Group is to provide recommendations to the Community Advisory Committee on matters related to economic development goals, objectives and strategies as they apply to the vision, goals, guiding principles and objectives of the Regional Growth Strategy.

#### *Establishment and Authority*

The role of the Economic Development Working Group is advisory. The Working Group will provide the Community Advisory Committee, through the Working Group chair, with recommendations related to Regional Growth Strategy vision, goals, guiding principles and objectives.

#### *Composition*

The Economic Development Working Group will be composed of 8-12 members with expertise and experience in regional and local economic development matters. Any person appointed a Working Group shall serve in a voluntary capacity only, with no remuneration.

#### *Duties and Responsibilities*

For the matters noted above, the Economic Development Working Group will have the following defined responsibilities:

- To discuss issues, perspectives, interests and constraints that will inform economic development recommendations; and
- To advise the Community Advisory Committee on recommended regional economic development goals, objectives, strategies and indicators as related to the Regional Growth Strategy.

#### *Organization, Procedures, and Selection Criteria*

Please refer to the **Working Groups Organization, Procedures and Responsibilities** and **Working Groups Selection Criteria**.

## 4.2 Water Stewardship Working Group

### *Purpose*

The purpose of the Water Stewardship Working Group is to provide recommendations to the Community Advisory Committee on matters related to water and water-related goals, objectives and strategies.

### *Establishment and Authority*

The role of the Water Stewardship Working Group is advisory. The Working Group will provide the Community Advisory Committee, through the Working Group chair, with recommendations related to Regional Growth Strategy vision, goals, guiding principles and objectives.

### *Composition*

The Water Stewardship Working Group will be composed of 8-12 members with expertise and experience in regional and local water matters. Any person appointed a Working Group shall serve in a voluntary capacity only, with no remuneration.

### *Duties and Responsibilities*

For the matters noted above, the Water Stewardship Working Group will have the following defined responsibilities:

- To discuss issues, perspectives, interests and constraints that will inform water stewardship recommendations; and
- To advise the Community Advisory Committee on recommended regional water stewardship goals, objectives, strategies and indicators as related to the Regional Growth Strategy.

### *Organization, Procedures, and Selection Criteria*

Please refer to the **Working Groups Organization, Procedures and Responsibilities** and **Working Groups Selection Criteria**.

### 4.3 Environmental Policy and Natural Lands Working Group

#### *Purpose*

The purpose of the Environmental Policy and Natural Lands Working Group is to provide recommendations to the Community Advisory Committee on matters related to natural lands, open spaces and air, land and water pollution issues goals, objectives and strategies as they apply to the vision, goals, guiding principles and objectives of the Regional Growth Strategy.

#### *Establishment and Authority*

The role of the Environmental Policy and Natural Lands Working Group is advisory. The Working Group will provide the Community Advisory Committee, through the Working Group chair, with recommendations related to Regional Growth Strategy vision, goals, guiding principles and objectives.

#### *Composition*

The Environmental Policy and Natural Lands Working Group will be composed of 8-12 members with expertise and experience in regional and local natural lands, open spaces and air, land, and water pollution issues. Any person appointed a Working Group shall serve in a voluntary capacity only, with no remuneration.

#### *Duties and Responsibilities*

For the matters noted above, the Environmental Policy and Natural Lands Working Group will have the following defined responsibilities:

- To discuss issues, perspectives, interests and constraints that will inform natural lands, open spaces and air, land and water pollution recommendations; and
- To advise the Community Advisory Committee on recommended regional natural lands, open spaces and air, land and water pollution goals, objectives, strategies and indicators as related to the Regional Growth Strategy.

#### *Organization, Procedures, and Selection Criteria*

Please refer to the **Working Groups Organization, Procedures and Responsibilities** and **Working Groups Selection Criteria**.

#### **4.4 Urban Containment Working Group**

##### *Purpose*

The purpose of the Urban Containment Working Group is to provide recommendations to the Community Advisory Committee on matters related to urban containment goals, objectives and strategies as they apply to the vision, goals, guiding principles and objectives of the Regional Growth Strategy.

##### *Establishment and Authority*

The role of the Urban Containment Working Group is advisory. The Working Group will provide the Community Advisory Committee, through the Working Group chair, with recommendations related to Regional Growth Strategy vision, goals, guiding principles and objectives.

##### *Composition*

The Urban Containment Working Group will be composed of 8-12 members with expertise and experience in regional and local urban containment issues. Any person appointed a Working Group shall serve in a voluntary capacity only, with no remuneration.

##### *Duties and Responsibilities*

For the matters noted above, the Urban Containment Working Group will have the following defined responsibilities:

- To discuss issues, perspectives, interests and constraints that will inform urban containment recommendations; and
- To advise the Community Advisory Committee on recommended regional urban containment goals, objectives, strategies and indicators as related to the Regional Growth Strategy.

##### *Organization, Procedures, and Selection Criteria*

Please refer to the **Working Groups Organization, Procedures and Responsibilities** and **Working Groups Selection Criteria**.

## 4.5 Affordable Housing and Social Issues Working Group

### *Purpose*

The purpose of the Affordable Housing and Social Issues Working Group is to provide recommendations to the Community Advisory Committee on matters related to affordable housing and, potentially, other social issues, goals, objectives and strategies as they apply to the vision, goals, guiding principles and objectives of the Regional Growth Strategy.

### *Establishment and Authority*

The role of the Affordable Housing and Social Issues Working Group is advisory. The Working Group will provide the Community Advisory Committee, through the Working Group chair, with recommendations related to Regional Growth Strategy vision, goals, guiding principles and objectives.

### *Composition*

The Affordable Housing and Social Issues Working Group will be composed of 8-12 members with expertise and experience in regional and local affordable housing issues. Any person appointed a Working Group shall serve in a voluntary capacity only, with no remuneration.

### *Duties and Responsibilities*

For the matters noted above, the Affordable Housing and Social Issues Working Group will have the following defined responsibilities:

- To discuss issues, perspectives, interests and constraints that will inform affordable housing recommendations; and
- To advise the Community Advisory Committee on recommended regional affordable housing objectives, strategies and indicators as related to the Regional Growth Strategy.

### *Organization, Procedures, and Selection Criteria*

Please refer to the **Working Groups Organization, Procedures and Responsibilities** and **Working Groups Selection Criteria**.

## 4.6 Governance and Service Delivery Working Group

### *Purpose*

The purpose of the Governance and Service Delivery Working Group is to provide recommendations to the Community Advisory Committee on matters related to governance and service delivery goals, objectives and strategies as they apply to the vision, goals, guiding principles and objectives of the Regional Growth Strategy.

### *Establishment and Authority*

The role of the Governance and Service Delivery Working Group is advisory. The Working Group will provide the Community Advisory Committee, through the Working Group chair, with recommendations related to Regional Growth Strategy vision, goals, guiding principles and objectives.

### *Composition*

The Governance and Service Delivery Working Group will be composed of 8-12 members with expertise and experience in regional and local governance and service delivery issues. Any person appointed a Working Group shall serve in a voluntary capacity only, with no remuneration.

### *Duties and Responsibilities*

For the matters noted above, the Governance and Service Delivery Working Group will have the following defined responsibilities:

- To discuss issues, perspectives, interests and constraints that will inform governance and service delivery recommendations; and
- To advise the Community Advisory Committee on recommended regional governance and service delivery goals, objectives, strategies and indicators as related to the Regional Growth Strategy.

### *Organization, Procedures, and Selection Criteria*

Please refer to the **Working Groups Organization, Procedures and Responsibilities** and **Working Groups Selection Criteria**.

## 4.7 Transportation and Infrastructure Working Group

### *Purpose*

The purpose of the Transportation and Infrastructure Working Group is to provide recommendations to the Community Advisory Committee on matters related to transportation and infrastructure goals, objectives and strategies as they apply to the vision, goals, guiding principles and objectives of the Regional Growth Strategy.

### *Establishment and Authority*

The role of the Transportation and Infrastructure Working Group is advisory. The Working Group will provide the Community Advisory Committee, through the Working Group chair, with recommendations related to Regional Growth Strategy vision, goals, guiding principles and objectives.

### *Composition*

The Transportation and Infrastructure Working Group will be composed of 8-12 members with expertise and experience in regional and local transportation and infrastructure issues. Any person appointed a Working Group shall serve in a voluntary capacity only, with no remuneration.

### *Duties and Responsibilities*

For the matters noted above, the Transportation and Infrastructure Working Group will have the following defined responsibilities:

- To discuss issues, perspectives, interests and constraints that will inform transportation and infrastructure recommendations; and
- To advise the Community Advisory Committee on recommended regional transportation and infrastructure goals, objectives, strategies and indicators as related to the Regional Growth Strategy.

### *Organization, Procedures, and Selection Criteria*

Please refer to the **Working Groups Organization, Procedures and Responsibilities** and **Working Groups Selection Criteria**.

## 4.8 Agriculture and Food System Working Group

### *Purpose*

The purpose of the Agriculture and Food System Working Group is to provide recommendations to the Community Advisory Committee on matters related to agriculture and food system goals, objectives and strategies as they apply to the vision, goals, guiding principles and objectives of the Regional Growth Strategy.

### *Establishment and Authority*

The role of the Agriculture and Food System Working Group is advisory. The Working Group will provide the Community Advisory Committee, through the Working Group chair, with recommendations related to Regional Growth Strategy vision, goals, guiding principles and objectives.

### *Composition*

The Agriculture and Food System Working Group will be composed of 8-12 members with expertise and experience in regional and local agriculture and food system issues. Any person appointed a Working Group shall serve in a voluntary capacity only, with no remuneration.

### *Duties and Responsibilities*

For the matters noted above, the Agriculture and Food System Working Group will have the following defined responsibilities:

- To discuss issues, perspectives, interests and constraints that will inform agriculture and food system recommendations; and
- To advise the Community Advisory Committee on recommended regional agriculture and food system goals, objectives, strategies and indicators as related to the Regional Growth Strategy.

### *Organization, Procedures, and Selection Criteria*

Please refer to the **Working Groups Organization, Procedures and Responsibilities** and **Working Groups Selection Criteria**.