

SAVARY ISLAND MARINE ADVISORY COMMITTEE
TERMS OF REFERENCE
June, 2018

1 Role and Status

- 1.1 To assist with the management and future development of the Savary Island marine services and associated facilities including the dock, barge site and parking lot (Lot 40).
- 1.2 To act as an advisory committee to the Regional Board.

2 Composition and Membership

- 2.1 The committee shall consist of
 - a) 3 (or 5) regular voting members who must
 - (i) own property on Savary Island; and
 - (ii) be 18 years or older; plus
 - b) Non-voting members:
 - (i) Regional District Electoral Area A director
 - (ii) Marine Services Wharfinger
- 2.2 The majority of voting members must reside within the Powell River Regional District and, whenever possible, at least one voting member shall be a permanent resident of Savary Island.
- 2.3 Individuals who have an interest in a business that regularly operates from the dock or who may otherwise be in a conflict of interest are excluded from the committee.
- 2.4 Regional District staff will provide advice and act as a resource to the committee.

3 Committee Appointments

- 3.1 The Regional District will advertise applications for membership in the local Powell River newspaper and through postings on Savary Island. Members will be selected in consultation with the Savary Island Committee.
- 3.2 The Regional Board will appoint initial regular members upon completion of the selection process.
- 3.3 Subsequent regular appointments will be made at the December Board meeting.

4 Term of Office

- 4.1 All members will be appointed for staggered two-year terms based on historical record. Members appointed as a result of a resignation will be for the remainder of the resigned member's term.
- 4.2 All subsequent regular appointments will be for terms of 2 years.
- 4.3 Members may be re-appointed at the option of the Regional Board.

5 Regular meetings

- 5.1 The committee will meet at least quarterly. More frequent meetings will be scheduled as required to deal with specific issues.
- 5.2 Committee meetings will be open to the public except when dealing with issues related to land acquisition, personnel or legal matters.
- 5.3 The committee will maintain a record of all meetings.

6 General Responsibilities and Duties

- 6.1 The committee shall:
 - a) review applications and make recommendations on hiring a Marine Services Wharfinger
 - b) prepare draft annual operating budget for submission to Regional District (budgeting schedule to be provided by RD)
 - c) work with Regional District in preparing policies, procedures and regulations to address public safety and liability concerns
 - d) recommend other policies, procedures and regulations regarding dock use and operations
 - e) develop long term upgrading and capital works plan, in consultation with RD staff
 - f) review tenders for capital projects
 - g) address public suggestions and complaints
 - h) undertake regular consultations with Island landowners and residents regarding dock operations and capital plans. These consultations may be in the form of official public meetings to be held on Savary Island during the summer months; website communications or other broad consultation methods that can reach a representative group of landowners.
 - i) meet regularly with the Marine Services Wharfinger to consider dock operations and public issues
 - j) ensure the Marine Services Wharfinger carries out a risk management program consistent with Regional District and liability insurer requirements
 - k) forward a record of all meetings to the Regional District office
 - l) meet, as required, with Regional District staff and elected officials

7 Committee Expenses

- 7.1 Committee members will serve without remuneration.
- 7.2 Costs of copying and circulating materials for agendas and miscellaneous expenses will be financed through the Savary Island Public Marine Transportation Facilities Service budget.

8 Committee Procedures

- 8.1 The committee shall operate in accordance with the following procedures:
 - a) **Meeting Schedule**

The committee will meet at least quarterly with dates and location to be determined by committee members. Additional meetings may be scheduled as required to deal with current business.

b) **Agenda Preparation**

The Chair will prepare the agenda. Members are to contact the Chair at least one week in advance of the meeting to advise of items they would like included on the agenda. Wherever possible, information will be circulated in advance by e-mail or fax.

c) **Minutes**

Minutes will be recorded for each meeting and a copy submitted to the Regional District office. Minutes of the prior meeting will be circulated as part of the agenda package and adopted at the following meeting.

d) **Election of the Chair**

The Committee will elect a chair annually at the time a new member is appointed.

e) **Decision Making**

The objective will be to make decisions by consensus. If a consensus cannot be reached, a majority vote will prevail.

f) **Attendance**

Members are expected to regularly attend the meetings. Absence from 3 consecutive meetings without notification to the Chair and without reasonable cause will be grounds for a member to be removed from the committee.

g) **Quorum**

A quorum will consist of a majority of the property owner members of the committee.