

POLICY

SECTION	ADMINISTRATION POLICIES
POLICY	2.14
SUBJECT	SELECT, STANDING OR ADVISORY COMMITTEE AND COMMISSION TERMS OF REFERENCE POLICY
ADOPTED	April 8, 2025

POLICY STATEMENT

The qathet Regional District is committed to promoting responsible conduct, respectful communication and acceptable behaviour within its appointed committees and commissions.

PURPOSE

The Select, Standing or Advisory Committee and Commission Terms of Reference Policy will ensure that consistency is maintained and expectations upheld by the public, Directors and staff appointed to committees and commissions.

SCOPE

This policy applies to all individuals forming part of qathet Regional District committees and commissions.

POLICY/GUIDELINES

The *Local Government Act (LGA)* enables the Board to create and appoint members to select committees. The *LGA* also enables the Chair to create and appoint members to standing committees. The Board also has the powers to establish by bylaw, local community commissions.

RESPONSIBILITY/AUTHORITY TO ACT

Best practice is to establish terms of reference for each committee or commission so that the members know and fully understand where they should be directing their energies but more importantly, how the members are to act responsibly and

respectfully. The *Community Charter* stipulates that the Board may only exercise its authority by resolution or bylaw. Staff will provide for approval by the Board or Chair, draft text regarding terms of reference for each select, standing or advisory committee or commission proposed to be created. This information will be supplied through a staff report.

Before creating a committee, the Board or Chair shall be apprised of budget, financial and operations implications that will be impacted. These factors will be included in the staff report and highlight how much staff support is required to organize and administer committees (agenda preparation, minute taking, publication of same, meeting scheduling, any necessary advertising, recruitment, attendance, technical support, etc.).

PROCEDURES

The template attached as Appendix “A” shall be the guide for developing select, standing or advisory committee or commission terms of reference. Being a guide, some of the headers and content are discretionary.

The following points are not discretionary and must be embedded in all select, standing or advisory committee or commission terms of reference:

1. Members will conduct meetings in accordance with the Board Procedure Bylaw in effect at the time; including any additional overriding procedures contained within this policy.
2. Members will carry themselves in an exemplary manner respecting the qathet Regional District Workplace Discrimination and Bullying and Harassment Policy in effect at the time, and any iterations thereof.
3. Members will observe the qathet Regional District Code of Conduct in effect at the time, and any iterations thereof, and measure their actions accordingly.
4. Members will adhere to the qathet Regional District Anti-Racial Discrimination and Anti-Racism Policy, and carry themselves accordingly.
5. Members shall comply with WorkSafeBC regulations regarding a safe workplace.
6. Members shall comply with Provincial legislation or regulations and/or qathet Regional District policy or resolution, failure to do so may lead up to, and include, removal from the committee.
7. A quorum shall consist of a majority of the eligible voting members.
8. The Chair is explicitly responsible for the conduct of members and the public displayed at meetings and ensuring that a responsible and respectful decorum is maintained and in a manner of civility.
9. As a representative of qathet Regional District, it is incumbent upon the appointed Director to demonstrate leadership and intervene when necessary and coach/mentor those who err, relief to those aggrieved, and assurance to all that the dignity of persons and the public process will be preserved.

At their pleasure, the Board may also exercise any additional assigns so long as they do not contravene the Board's legislative authority and powers.

Appendix “A”

TERMS OF REFERENCE TEMPLATE

Terms of Reference (ToR) describe the purpose and structure of a project, committee, meeting, negotiation, or any similar collection of people who have agreed to work together to accomplish a shared goal.

ToR show how the scope will be defined, developed, and verified. They should also provide a documented basis for making future decisions and for confirming or developing a common understanding of the scope among stakeholders. In order to meet these criteria, success factors/risks and restraints should be fundamental keys.

Each committee should have a ToR that, at a minimum, describes the purpose, scope and authority of the committee. The purpose of the committee is the most important section of this document and unless you have a very good reason, one should not proceed to create a committee without a clearly defined purpose.

Typically the ToR is a written roadmap for the committee and contains clear and specific information on how the committee is organized, what the committee is trying to achieve, who the members are, and when they meet. A clear and understandable ToR is the first step to a successful committee.

Below are typical sections of a ToR document. Each section needs to be customized to the unique needs of the committee. More formal committees usually need more formal information and instructions.

Committee Terms of Reference

Name

Official name of the committee or working group. Can be standing, ad hoc (special project) or advisory (related to another board, committee or project).

Members

Roles / Responsibilities (e.g. chair, secretary, treasurer, report to the board). Identify various groups that will be represented on the team (i.e. members of the public, specific community agency or organization representatives, management employee, bargaining unit employee, individual from human resources, individual representing diversity, individual representing healthy workplaces, individuals from satellite offices, etc...) Membership and appointment. Who can be a member (e.g. committee members, staff, co-opted members, number of members, etc.)?

Term of Membership

What are the terms of membership? How and when are they appointed? What is the duration of the appointment (e.g. min. 4 year terms)? It is recommended that a few team members overlap from year to year to ensure knowledge transfer and consistency.

Formation Details

Discuss context of team - how, why and when was the committee or sub-group formed? What is their main purpose? Is the team responding to a priority in the organization's business plan? Are you responding to employee survey results? Is it in response to an external organization?

Purpose

Describe the purpose of the committee or sub-group (what the committee or sub-group will do, why it was created).

Goals:

1. Primary
2. Secondary
3. Others

Deliverables

Identify specific outputs required/requested from the committee or sub-group. Some examples may be to; support a priority identified in the organization's business plan, respond to concerns identified through employee survey results, raise awareness of the value of recognizing employees.

Scope / Jurisdiction / Authority

What are the bounds of responsibility and authority of this committee or sub-group? What do they need to address and what is outside their area of concern? What can they decide on and what needs group/board input? What is within their scope of authority and what is considered outside their scope of authority? Functions & delegated

authority. Specify the role and purpose of the committee or sub-committee. Specify limits to their authority i.e. are they advisory only? Specify when they can make decisions or take action without the specific approval of the board.

Guidance from the Board / Lead Group

Initial direction and suggestions from the board and/or larger group.

Resources and Budget

Identify the resources required to meet the various objectives of the team – people, equipment, materials, rooms, funds, skills.

Governance

Decision-making technique. For example; consensus, 2/3 majority vote. Relationships of authority within the group and with the greater organization. What is considered a quorum? Relationships of authority within the group and with the greater organization. Who does the team report to – senior management team, a specific committee, the board? Meeting procedures (if applicable), quorum, communication between meetings.

Frequency of Meetings

How often will the sub-committee meet?

Record of Meetings

Details about agendas and minutes (how these will be distributed, available online, who prepares them, etc.). How will minutes be recorded? Who will be responsible for taking these?

Reporting Mechanism

How will they report to the committee/board? Oral or written reports? By whom? How frequently?

Additional Notes

- Relationships to other committees.
- Make linkages to any specific corporate policy and/or government initiative that pertain to this team. For example; Employee Recognition Policy, Corporate Human Resource Plan, Performance Management Policy, Employee Survey Results Report, Department Business Plan, Healthy Workplace Policy.
- How communications outside of meetings will be conducted, e.g. phone or email.
- Where shared information, such as plans and contact information, will be stored.
- Related policies / bylaws.
- History of the committee.
- Schedule of meetings and/or other important timelines.
- Information about specific committee projects.