



Terms of Reference

COMMUNITY INFRASTRUCTURE & SERVICES SELECT COMMITTEE (CISSC) Terms of Reference

PURPOSE:

To review and provide advice to Council through the District Administrator and Committee of the Whole (Policies and Priorities Committee) on matters regarding:

- } Provision and maintenance of trails, roads and parks;
- } Special Events;
- } Leisure Services;
- } Issues of Public safety including the Fire Master Plan & Emergency Services Response Plan;
- } Any other related matter as referred to the Committee by Council; and
- } Financial implications of any of the above.

CAO (Chief Administrative Officer) OR DESIGNATE:

The CAO (and/or his/her designate shall be in attendance at these committee meetings and be responsible for:

- } Providing committee members with all the relevant and available background on matters referred to the committee by Council;
- } Responding to the questions of committee members (within legislation and the policies and bylaws of the District); and
- } Update Committees on Council business and results of Committee recommendations.

ROLE OF THE COMMITTEE:

- } The committee meetings will be advisory in nature and meet to discuss matters referred to the Committee by Council and provide recommendations to the Committee of the Whole (Policies and Priorities Committee); and
- } May refer an item to the CAO (and/or his/her designate) for more information or clarification; and
- } Identify Emerging issues for Council's Direction.

ROLE OF THE CHAIR:

- } Arrange and/or cancel bookings for meeting place venues;
- } Ensure the committee meeting has a quorum;
- } Ensure that a recording secretary for the meeting has been appointed;
- } During discussion keep members on agenda topics;
- } Provide all members with a reasonable opportunity to express their points of view;

- } Ensures committee minutes, reports, or recommendations are forwarded to the CAO in a timely manner;
- } Shall arrange for him/her and/or delegate of the Committee to attend the Committee of the Whole (Policies and Priorities Committee) Meetings to which their committee has forwarded a report/or recommendation to;
- } Attend Policies and Priorities Committee meetings as required; and
- } Advise committee members of any meeting date changes or cancellations.

ROLE OF THE RECORDING SECRETARY:

- } Take the minutes of the Committee Meeting;
- } Ensure that the minutes are legibly recorded;
- } Ensure that the minutes are provided to District Administration for inclusion on the agenda for the next Committee for approval;
- } Ensure that the minutes, once approved by the Committee and signed by the Committee Chair, are provided to District Administration for referral to the next meeting of Council to be received.

REQUIREMENTS:

1. Appointments to the Committee shall be made annually or at the discretion of Mayor and Council. The Committee shall consist of up to nine(9) and no fewer than five(5) voting members.
2. Members shall consist of residents and non-residents property owners and shall be appointed for a two-year term. Appointments shall be staggered to minimize turnover in any one year.
3. No committee member shall serve more than two consecutive years as Chair.
4. The Committee shall appoint a Chair and a Vice Chair in January of every year. The Vice Chair will act as Chair in the Chair's absence.
5. If any member of the Committee shall be or has been absent from three consecutive regular meetings in a twelve month period without leave of the Chair, the Council may declare the office of such absent Committee member to be vacant.
6. Committee members shall provide advance notification to the Chair if they are unable to attend a Committee meeting.
7. Staff resource persons may attend, however they do not have voting rights.
8. No committee member has the power to pledge the credit of the municipality or commit the municipality to any particular action.

9. The committee members will nominate a recording secretary for the Committee. The meetings shall be recorded in sufficient detail (including recommendations and/or a listing of options with a preferred alternative) to enable all Council members to be conversant with the recommendations/action items required whenever a report appears before the Committee of the Whole (Policy and Priorities Committee).
10. No member of the Committee shall give specific direction to any staff member at the committee meetings. The responsibility for giving specific direction to staff shall reside with the CAO.
11. All recommendations arising from the Committee meeting shall be referred to the CAO for review prior to final consideration by the Committee of the Whole (Policies and Priorities Committee).
12. All management reports going to the Committee will be sent first to the office of the CAO by the respective department head and will be initialed by the CAO to signify that these reports have been seen by the CAO. The CAO shall endorse the report or may wish to submit a separate covering memo to the report indicating why he/she is unable to endorse it.
13. The agenda, along with agenda items will be prepared by Municipal staff and circulated to all members of the Committee and Members of Council as per the terms in the Council Procedure Bylaw.
14. The Committee and its members are only empowered to perform duties on behalf of the District as stipulated in these Terms of Reference.
15. The public has the right to attend any portion of the Committee meetings.
16. The Chair and/or delegate of the Committee should attend the Committee of the Whole (Policies and Priorities Committee) Meetings to which their Committee has forwarded a report and/or recommendation.
17. The Committee shall approve their Committee's minutes at the following Committee meeting by a majority vote of the Committee.
18. The Mayor shall appoint a Council Member to act as liaison to an Advisory Committee who will be a non-voting member of the Committee.

PROCEEDINGS:

1. The Committee may meet once a month if required. The Committee Meetings are not to be scheduled on a date that conflicts with Council Meetings, Committee of the Whole (Policies and Priorities Committee Meetings), the Advisory Planning Commission meetings or Fire Practice Evening.
2. Meeting procedures shall be conducted in a fair and orderly manner. Council's Procedure By-Law and the most recent edition of Roberts Rules of Order will be employed.
3. A quorum for the Committee shall be one more than half of the total number of Committee Members, one of whom must be the Chairperson or Vice-Chairperson.
4. The Protocol is to vote, but consensus is encouraged.

REPORTING PROTOCOL:

2. Each report (including all recommendations of the Committee) should be forwarded through the CAO (and his/her designate) to the Committee of the Whole (Policies and Priorities Committee) by the chair of the Committee at least six days prior to the Committee of the Whole Meeting. The chair or his/her designate of the Committee shall attend any meeting of the Committee of the Whole (Policies and Priorities Committee) to which their committee has forwarded a report.
3. Whether or not the District Administration agrees with the committee recommendations, these should not be altered in any way by the Administration. The District Administration may forward a separate report on any matter to the Committee of the Whole (Policies and Priorities Committee) and/or Council, with a copy forwarded to the Committee Chair.
4. The Council, through its Administration, shall advise the Committee of the disposition of their issues by Council.

CONFLICT OF INTEREST:

1. If a member of the Committee attending a Committee meeting, considers that he or she is not entitled to:
 - (a) participate in the discussion of the matter; or
 - (b) vote on a question in respect of a matter because the member has a direct or indirect, pecuniary interest in the matter or for any reason including acting as an agent or consultant for an applicant, the member must declare this and state the general nature of which the member considers this to be the case.

2. After making the declaration, the member:
 - (a) must immediately leave the meeting or that part of the meeting during which the matter is presented and under consideration.
 - (b) must not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter; and
 - (c) must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

3. When the declaration is made:
 - (a) the minute taker must record the member's declaration and the reason for it; and
 - (b) the person presiding at the meeting must ensure the member is not present at the meeting at the time of discussion or voting on the matter.