



Thornhill Sewer Steering Committee

Terms of Reference

BACKGROUND

The Regional District of Kitimat-Stikine (RDKS) recently completed a Thornhill Sewer Masterplan document that outlines the high-level options and benefits / risks of each option for long term planning of sewer service in the Thornhill community. In order to develop the next steps of taking this high-level concept to a detailed plan that can form a new service, the RDKS will need input from community members to select the option that best balances cost, risk, environmental concerns and schedule moving forward.

PURPOSE

The Committee, with assistance of a qualified consulting firm and Regional District Staff support, shall advise and make recommendations to the Regional District concerning the feasibility study for the provision of Sewer service in Thornhill. Committee scope includes:

- Determining challenges and benefits of the various potential solutions
- Identifying and evaluating options of the service
- Determining service area boundary (which properties are deemed to benefit from the service and that will be taxed)
- Developing Capital and operating budgets
- Determining taxation impact
- Proposing an Implementation timetable
- Assisting in supporting the public consultation process
- Reporting back to their community with updates on the project and to gain feedback
- Assisting in the elector assent process
- Any other matters which may be referred to it by the Regional District, which may include volunteer recruitment.

The Committee shall not advise and make recommendations to the Regional District concerning the operation and maintenance of the Sewer service.

The Committee shall fulfill its obligations by reporting to the Regional District Board.

The Committee shall be advised in writing of any decisions made by the Regional District Board based on advice and recommendations submitted to the Regional District Board by the Committee.

TERM OF COMMITTEE

The Committee will serve until otherwise directed by the RDKS Board.



MEMBERSHIP

Electoral Area 'E' Director shall be ex-officio member;

In addition to the ex-officio member, the Committee shall consist of a minimum of 3 and a maximum of 7 members and may be made up of representatives from:

- Kitselas First Nation.
- Not less than 3 private residents of Electoral Area 'E'.

Committee members will be appointed by the RDKS Board.

GOVERNANCE AND PROCEDURES

Meetings are conducted in accordance with the RDKS Board Procedure Bylaw.

The Committee shall meet as needed, but generally on a monthly basis, except July, and have special meetings as required. The meetings will be conducted during RDKS regular office hours Monday to Friday from 8:30 a.m. to 4:30 p.m., except for days the RDKS has Board meetings or workshops.

The agenda will be finalized in consultation between RDKS staff, and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process.

Minutes will be included in the Regular RDKS Board Agendas for the Board's information.

Committee meetings are open to the public, however only committee members have speaking and voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request.

QUOROM

A quorum is a majority of the Committee membership, one Committee member more than 50%, and is required to conduct Committee business.

CHAIR

A member of the committee shall be selected as a Chairperson (Chair).

The Chair, if present, must preside at Committee meetings. If the Chair of the Committee meeting is not present, the RDKS Liaison or designate shall call the meeting to order and shall call for an Acting Chair to be nominated and selected by resolution.

The Chair holds the following responsibilities:

- Facilitates the meeting by identifying the order of proceedings and speakers according to the published agenda
- Maintains decorum and ensures fairness and accountability
- Assists RDKS Liaison when possible or requested
- Assumes responsibility of signing or authorizing documents arising from Committee activities.



- Ensures that each member is given the opportunity to speak on a matter if they wish
- Determines the outcome of a vote on a matter
- Spokesperson for the Committee during public consultation
- Undertakes recruitment to fill vacancies

DECISION MAKING AND AUTHORITY

The committee is an advisory committee of the RDKS Board and has the authority to provide advice and recommendations to the RDKS Board but is not a decision-making committee.

The Committee will strive for consensus. In the absence of consensus, a recommendation will be determined by a simple majority of members present. All recommendations and advice are to go to the Regional District Board in the form of a report for approval.

Recommendations, input, feedback and advice made by or from the Committee or Committee members to the Regional District will not be binding. All major recommendations must be voted on by the Committee and approved by the Regional District Board.

RESOURCES

The Director of Works & Services or designate will be the non-voting RDKS Liaison for this Committee. Other RDKS staff and consultants may attend meetings as required.

Minutes and agendas are prepared and distributed by the Corporate Services Department.

Committee members will serve on a volunteer basis.

CODE OF CONDUCT

It is expected that each member will conduct themselves in the best interest of residents within the proposed service area. Committee members are expected to be respectful towards each other and work cooperatively. Should a Committee member violate the RDKS Code of Conduct and act outside of the Terms of Reference, the Committee may vote to remove the member which will be forwarded to the RDKS Board for consideration. The RDKS Board will make the final decision regarding the removal.

Conflict of Interest:

Committee members who have or perceive a conflict of interest with a topic being discussed shall declare the conflict, describe the nature of the conflict, leave the room prior to any discussions and shall refrain from voting.

Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of twelve (12) months following their term(s).

Professionalism:



Committee members are expected to act in accordance with all Regional District policies.

Committee members are expected to devote the necessary time and effort to prepare for meetings, arrive at meetings on time and provide feedback consistent with the Committee's mandate. Any Committee member who is absent for three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee.

Confidentiality:

Committee members will respect the confidentiality of community members that share information with them, including any information deemed "personal" as defined in the Freedom of Information/Protection of Privacy Act.

CONTACT WITH THE MEDIA:

The Chief Administrative Officer or Director of Administration will provide assistance and / or guidance to the Chair of the committee in responding to the media.

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