



A Select Committee of the Town of Golden: -CBT Community Funds Local Selection- Terms of Reference

Effective February 15th, 2012

Select Committees of Council are established under the authority of Section 142 of the *Community Charter*. Membership must include at least one individual from Council. It is the general purpose of select committees to consider or inquire into any matter and to report its findings and recommendations to the council for determination. Committee terms are typically finite, and their purposes succinct and task oriented.

1. Purpose of the Committee

- 1.1 The Committee adjudicates and determines the successful applications annually submitted to the Columbia Basin Trust's (CBT) *Community Initiatives* and *Affected Areas Programs* for the years 2011 – 2015.

Utilizing a self defined process using adjudication criteria that it has developed and refined, and adhering to contractual and process requirements set out by the CBT and agreed to by the Town of Golden and its administrative partners, the committee collaboratively through either or both democratic and consensus-based determinations, corroborate which applicants best meet the determinants for funding.

- 1.2 The Committee forwards its determinations for annual funding, including supporting rationale to the Town Council of Golden and the Columbia Shuswap Regional District for information.
- 1.3 The Committee undertakes this role in partnership with the administrative delivery partner of the Town of Golden, if applicable.

2. Background

Consistent with its basin-wide process for delivering community benefits under the Community Initiatives and Affected Areas Programs, the CBT has signed a general contribution agreement with the regional district. While some regional districts in the basin have administered the Programs internally, the CSRD has in turn agreed the Town of Golden shall to act as the delivery partner for Program funds applicable to Golden and Electoral Area 'A'.

The Town of Golden also in turn contracts a partner to tactically administer the Programs on its behalf undertaking such tasks as advertising, coordinating, record keeping, contract management and reporting.

As a mechanism to ensure objectivity, non-prejudicial evaluative benchmarks, and accountability of the adjudication component of the annual grant cycle, the select committee of council has a broad spectrum of members representing the geographic area. Moreover, political influence is both subtly present by representation yet limited in council having delegated its authority for final funding determinations to the committee.

3. Key Roles

The Committee shall annually:

- 3.1 Ensure its adjudication principles and process adheres to the CBT's contractual conditions regarding implementation of the Programs.
- 3.2 Ensure its adjudication criteria and processes ensure the fair, equitable, and dynamic evaluation of applications.
- 3.3 Undertake the receipt, study, evaluation, collaborative adjudication, and consensual or democratic determinations for successful applications to the Programs.
- 3.4 Assist the administrative delivery partner in implementation of the program.
- 3.5 Ensure through and with the administrative delivery partner the provision of reports to the Town of Golden and CSRD as per the CBT Contribution Agreements.

4. Term

The term of the Committee shall commence January 1st, 2011, terminating upon the sooner of:

- February 28th, 2016;
- delivery to Town Council of the final report for 2015; or,
- a resolution of the Town Council of Golden.

5. Committee Structure and Membership

- 5.1. The membership of the Committee will consist of seven (9) members including:
 - 5.1.1.1. One Council Member (and an identified alternate);
 - 5.1.1.2. The Electoral Area Director (with an identified alternate);
 - 5.1.1.3. Two members of the Board of the Golden District Community Foundation;
 - 5.1.1.4. Five members of the community at large; and,
 - 5.1.1.5. Any alternates for non-politically appointed members.
- 5.2 Of the five community at large members, at least one must be a resident of the Town of Golden, and at least one must be a resident of Electoral Area "A".
- 5.3 A Town of Golden staff liaison shall be appointed as secretary and administrative assistant to the Committee.
- 5.4 Committee membership should represent a cross-section of stakeholder groups (i.e., local administration, business community, social agencies and authorities, environmental groups, cultural and educational organizations, youth, seniors and the like).
- 5.5 Appointments to the Committee shall be effective until its disbandment and may include alternates, with such appointments to be re-allocated, reviewed, or rescinded by Council in the event of resignations, absence of a member from more than three consecutive meetings without good cause, or for any other reasonable determination.
- 5.6 Notwithstanding (5.5) the committee may undertake to publicly solicit for members to replace those with intent to resign at any time, though new appointments must be determined by council.

6. Remuneration

Committee members shall serve without remuneration. Committee expenses shall be undertaken by the Town of Golden.

7. Committee Covenants

7.2 Members of the Committee shall undertake their responsibilities on an impartial and objective basis. Any member whose personal or financial interest could be in conflict with the subject matter being discussed should immediately disclose this information. Members with a conflict of interest will not participate in any discussion or recommendations unless this is a conflict of interest shared by all Golden and/or Area "A" residents.

7.3 The Committee must not reveal the scope or nature of its recommendations to any applicant or member of the public until such time as Town Council has granted approval to do so.

8. Meeting Procedures

8.1 General Conduct

8.1.1 All committee meetings will be conducted in an orderly and business-like manner abiding generally by Town of Golden Procedural Bylaw No. 1124, 2004, as amended or replaced from time to time.

8.1.2 Meetings will be open to the public unless otherwise posted as a closed meeting, necessary during deliberations over funding applications.

8.1.3 Quorum shall consist of a majority of all the Committees members;

8.1.4 The order of the business will be indicated in the Agenda prepared by the Chairperson and the staff liaison. Any additions or changes in the prepared Agenda may be requested by a committee member and must be approved by majority vote of the committee members present at the meeting.

8.1.5 All committee meetings shall commence at the stated time.

8.1.6 The conduct of meetings shall enable members of the committee to consider information presented, weigh evidence related thereto, and make informed decisions in a democratic, consensually driven environment. Each member shall have one vote and will respect the following rules of meeting conduct:

- Promise of informality. Group discussion is important; everyone participates;
- Provide honest, open opinions;
- Agree to disagree; consensus may not always be achieved;
- Promise to stay on track and on topic; and
- Promise of anonymity; names are not associated with comments.

8.2 Identification of Positions and Meeting Frequency

The Committee will establish each year, a schedule of meetings, as well as the positions of Chair and Vice Chair.

- 8.3 **Time, Place, and Notification of Meetings**
Dates, times, and places of the meetings shall be established if possible, at the first annual committee meeting. Once established, notice of these meetings will be posted at the Public Notice Posting Place and a schedule will be given to each member of the committee.
- 8.4 **Minutes**
The Town of Golden staff liaison will prepare the minutes of all committee meetings. The minutes shall be made available to the public, committee members and Council, subject to s. 90 of the *Community Charter*. Preparation and approval of the minutes shall follow the Council Procedures Bylaw No. 1124, 2004, as amended or replaced from time to time.
- 8.5 **Development of Agenda**
The Chairperson in collaboration with the staff liaison shall prepare an Agenda for each Regular Meeting.
- 8.6 **Delivery of Meeting Materials**
Prior to the meeting a copy of the Agenda will be delivered by e-mail or available for pick up from the main reception desk at the Town Hall. Copies of communications and other documents and exhibits, which are available and pertinent to the meeting, will also be available. Committee members shall become familiar with the Agenda and supporting materials prior to the meeting, and shall obtain any additional information that may be necessary to make well-informed decisions.
- 8.7 **Attendance at Meetings**
Attendance at all meetings will be necessary for all committee members. In situations where a particular member cannot attend a meeting, the Town will forward the member a copy of the meeting notes. The committee member is responsible for informing staff if he or she will be absent at the next meeting. Frequent non-attendance or absence from three consecutive meetings by a committee member will be reviewed by Council and may warrant a replacement being sought.
- 8.8 **Meeting Facilitator**
The Chair shall preside at all meetings of the committee, maintain order, and ensure that rules of the committee are followed. An alternate Chair will be selected by the members of the committee in the event of an absence.