



## Chetwynd Public Library Advisory Committee

### Terms of Reference

#### 1. Purpose/Scope

1.1 The general mandate of the Chetwynd Public Library Advisory Committee (the “Committee”) will include, but not be limited to the following:

- a. To provide recommendations, advice, input and feedback to the Board of the Peace River Regional District from a stakeholder perspective at key milestones during the planning and development process for the design and construction of the multi-purpose Chetwynd Public Library (the “Project”).
- b. Key milestones for recommendation to the Board include but are not limited to;
  - i. Contracts and Agreements approval (if required by PRRD Procurement Policy)
  - ii. Finalization of floorplan and amenities;
  - iii. Scope changes;
  - iv. Budget overages.

#### 2. Principles

2.1 The activities of the Committee will reflect the following principles related to the Project:

- a. The Project must meet the objectives and timelines of the Peace River Regional District.
- b. The Project must be completed within budget.
- c. The financial implications of decisions related to the Project must be balanced with the opportunities related to construction of a major community facility intended to service the residents of the District of Chetwynd and surrounding region for the long-term.
- d. The process of completing the Project will encourage effective relationships, partnerships with others and community involvement.

#### 3. Membership

3.1 The Peace River Regional District Board of Directors appoints members to the Committee upon written recommendation from the Chetwynd Public Library Board, the District of Chetwynd, and the Peace River Regional District. The membership will include the following:

- a. Two (2) representatives from the Chetwynd Public Library Board
- b. The Peace River Regional District Electoral Area ‘E’ Director
- c. The District of Chetwynd Mayor or one (1) Member of Chetwynd Council
- d. One (1) Staff Person (Manager) of the current Chetwynd Public Library

\*This list is not exclusive and may be amended or added to at the discretion of the Regional Board.

3.2 A Chair shall be elected by the membership each calendar year.

3.3 The PRRD CAO or designate will be the senior staff liaison to the Board of Directors at the Peace River Regional District for this Committee.

3.4 Other Regional District staff, District of Chetwynd staff and consultants will attend meetings as required in an advisory support role.



3.5 The spokespersons for this Committee will be the PRRD Electoral Area E Director and Committee Chair.

#### **4. Objective**

- 4.1 The Committee is advisory and all recommendations (not limited to recommendations at key milestones identified above) will be forwarded to the Peace River Regional District Board for approval.
- 4.2 The Committee will adhere to the legislative and regulatory requirements of the *Local Government Act*, any applicable bylaws, and other requirements.
- 4.3 The primary objective of the Committee is to support the Regional District's efforts in the investigation and construction of a new public library space in Chetwynd.
- 4.4 Changes to the project budget will be recommended to the Board of the Peace River Regional District.

#### **5. Procedures**

- 5.1 The term of the Committee is for the duration of the Project. Upon completion of the Project, the Committee is automatically disbanded.
- 5.2 Meetings will be scheduled on an ad-hoc basis as requested by Staff or the Committee Chair.
- 5.3 Members are expected to attend all meetings. If unable to attend a meeting, an alternate is not required.
- 5.4 Communications will be through the CAO of the Peace River Regional District or designate.
- 5.5 The Committee will liaise with other stakeholders where appropriate.

#### **6. Meetings**

- 6.1 Meetings will be at the call of the Chair or when requested by the CAO of the Peace River Regional District or designate.
- 6.2 Copies of the agenda and minutes of the previous meeting will be circulated to the Committee members and Council members in advance of the next meeting.
- 6.3 The decision process is to be consensus based.
- 6.4 Decisions at key milestones must go before the Peace River Regional District's Board of Directors. If some members disagree with the Committee's recommendations or activities, decisions will be recorded in the meeting minutes.
- 6.5 Decisions, input, feedback and advice made by or from the Committee or Committee members to the project team will not be binding upon the Peace River Regional District or Regional District Board.
- 6.6 Executive and secretarial support for the Committee will be provided by the Peace River Regional District.
- 6.7 A quorum is established when 50% +1 members are present.

#### **7. Code of Conduct**

- 7.1 Advisory Committee members shall:
  - a. Declare a conflict of interest if he or she has a direct or indirect pecuniary interest in a matter under consideration;



- b. Also declare a conflict if he or she has some other, non-pecuniary type of interest that places the member in a conflict position (e.g. bias). This could include any benefit obtained by relations, close friends or associates of the member.
- c. Be respectful towards each other and work cooperatively.
- d. If there is a conflict of interest, it will be up to the member to remove himself or herself from the discussion and decision. However, where a conflict is not recognized by an individual, the Peace River Regional District may exercise its prerogative to excuse the member from the meeting and/or restrict their access to pertinent information.
- e. Committee members serve at the pleasure of the Peace River Regional District's Board of Directors. The Board of Directors may amend these terms at its discretion.

Date Committee Established		Board Resolution #	
Date TOR Approved by Board	November 24, 2016	Board Resolution #	RD/16/11/38 (24)
Amendment Date	July 22, 2021	Board Resolution #	RD/21/07/19
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