

## TERMS OF REFERENCE

### Sunshine Coast Regional District Ports Monitors (POMO) Committee

#### 1. Purpose

- 1.1 The purpose of the Sunshine Coast Regional District Ports Monitors (POMO) Committee is to:
- a. Provide the SCRD with input on operations issues related to ports;
  - b. Provide input to long term ports planning;
  - c. Act as on-the-ground eyes and ears for the SCRD;
  - d. Communicate information ports related information to and from community stakeholders.

#### 2. Duties

- 2.1 POMO will:
- a. Meet bi-annually to review and provide feedback on information provided by staff, committee members and other stakeholders;
  - b. Communicate ports related information to and from community stakeholders.
  - c. Participate in educational workshops regarding the ports function.
- 2.2 The Committee exists at the pleasure of the SCRD Board and may be continued, dissolved, or altered based on a review of its effectiveness after each two years period.

#### 3. Membership

- 3.1 POMO is comprised of the following members:
- a. Nine representatives – including one each from Gambier Harbour, West Bay, Eastbourne, Keats Landing, Halkett Bay, Port Graves, Vaucroft, Halfmoon Bay and Hopkins Landing. Experience with ports facilities and effective communication and community connection skills are preferred;
  - b. Members shall be appointed for a term of two years.
- 3.2 Regional District staff will be assigned to serve in a technical and leadership capacity. The role of staff may include:
- a. establishing the agenda;
  - b. providing information and professional advice;

- c. facilitating and/or co-chairing meetings;
  - d. writing reports and recommendations to the Board;
  - e. bringing such matters to the committee's attention as are appropriate for it to consider in support of Regional District Board direction;
  - f. serving as one of the communication channels to and from the Board; and
  - g. providing advice to the Board that may be at variance to a committee recommendation.
- 3.3 The Chair and Vice Chair shall be elected by the Committee at the first meeting of each year. The Chair shall be entitled to vote;
- 3.4 A Director may be appointed to serve in a liaison capacity and shall be a non-voting member. An alternate Director may be appointed to attend meetings during the absence of the Director. The role of the Director may include:
- a. bringing such matters to POMO's attention as are appropriate for it to consider in support of Regional District Board direction;
  - b. serving as one of the communication channels to and from the Regional District Board.

#### **4. Operations**

- 4.1 POMO will meet on a bi-annual basis;
- 4.2 A majority of the voting members of the committee, as listed in section three will constitute a quorum.
- 4.3 All Committee meetings must be open to the public except where the committee resolves to close a portion of it pursuant to Section 90 of the *Community Charter*.
- 4.4 The authority of the Committee is limited as follows:
- a. POMO does not have the authority to bind the SCR D in any way, nor engage or otherwise contact third parties, consultants, organizations or authorities in a manner which may appear to be officially representing the SCR D.
  - b. POMO may communicate with external organizations and agencies to collect information and make inquiries.
  - c. Where POMO wishes to express opinions or make recommendations to external organizations and agencies, it must first obtain authorization from the SCR D Board.
- 4.5 Committee members are encouraged to:
- a. attend and participate in meetings of the Committee

- b. share experiences and ideas while maintaining an open mind to others' perspectives
  - c. report back to the Regional District staff
  - d. be able to dedicate approximately 5 hours per month to the work of the Committee
- 4.6 Members who are absent for two consecutive regularly scheduled meetings will be deemed to have resigned their position unless the absence is because of illness or injury or is with the leave of the SCRD Board.
- 4.7 In carrying out its mandate, the Committee will work towards conducting operations in a way that:
- a. improves the economic, environmental and social well-being for present and future generations;
  - b. encourages and fosters community involvement;
  - c. enhances the friendly, caring character of the community;
  - d. maintains an open, accountable and effective operation;
  - e. preserves and enhances the unique mix of natural ecosystems and green spaces in the SCRD;
  - f. is consistent with the goals and objectives of the SCRD's strategic plan; and
  - g. recognizes advisory committees are one of many channels that the Regional Board may utilize to obtain opinions and advice when making decisions.
- 4.8 The SCRD will provide a recording secretary whose duties will include:
- a. distributing agendas to the Committee members in advance of the meeting
  - b. preparing minutes of all meetings using SCRD standard practices
  - c. forwarding the minutes to the Committee Chair for review prior to submitting to the Planning and Community Development Committee
  - d. forwarding the approved minutes to the Planning and Community Development Committee for further consideration and approval.
- 4.9 Unless otherwise provided for, meetings shall be conducted in accordance with the rules of procedure set out in the SCRD Procedures Bylaw No. 474.
- 4.10 Committee members are subject to the Conflict of Interest legislation outlined in Section 100 – 109 of the *Community Charter*. The terms "Council" and "Committee" shall be interchangeable for the purpose of interpretation of these sections.
- 4.11 Committee members must respect and maintain the confidentiality of the issues brought before them.

- 4.12 Committee members serve without remuneration but may be eligible to have reasonable expenses reimbursed in accordance with the SCRD Policy on Committee Volunteer Meeting Expenses.

## 5. Reference Documents

- 5.1 SCRD Procedure Bylaw No. 474
- 5.2 *Community Charter*, Section 100 – 109 – Conflict of Interest
- 5.3 *Community Charter*, Section 90 – Open/Closed Meetings

Approval Date:	February 23, 2017	Resolution No.	080/17 Rec. #9
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	