

## **PURPOSE AND MANDATE**

The purpose of the Project Advisory Committee (PAC) is to provide the Village with advice and insight on key issues and challenges related to the Community Hub. The Community Hub is envisioned as an essential asset for the broader Lytton community and therefore, the PAC provides guidance to the Lytton Village Council on key elements required to ensure the Community Hub effectively meets the needs of all residents. The PAC is a working group and as a result, meetings will be held in an informal setting to facilitate information sharing and discussion.

## **GOVERNANCE AND MEMBERSHIP**

For the PAC, the Village will:

- Schedule all committee meetings and ensure members are informed of meeting details.
- Communicate the topics for which they seek advice ahead of the meeting.

The Village is seeking representation from:

- Cook's Ferry Indian Band
- Nicomen Indian Band
- Lytton First Nation
- Thompson Nicola Regional District
- Village of Lytton
- Skuppah Indian Band
- Siska Indian Band
- Kanaka Bar Indian Band

One or two members are requested to attend from each local government. The Mayor and the Chief Administrative Officer will be members of the PAC.

Meetings will be hosted on a rotating basis by different committee members, with the hosting member serving as Chair for that meeting. If the hosting member does not wish to act as Chair, the Mayor will chair the meeting.

The PAC is not a decision-making body. It is anticipated that each member will contribute insights into the Community Hub's ongoing development and encourage support from their respective local government and community. If a member is unable to attend, an alternate may attend in their place.

## **ROLES and RESPONSIBILITIES**

The hosting member acting as Chair is responsible for facilitating discussions during the meeting.

Village representatives will share advice provided by the PAC with Mayor and Council and will report back any actions taken.

The role of the PAC members fall into two categories:

- 1) Attendance at Meetings:
  - a. Be available and prepared to fully participate in meetings



- b. Provide advice to the Village.
- 2) Community Consultation and Outreach:
- a. Assist the Village with the distribution of information within their communities
  - b. Assist the Village with setting meetings, community feedback sessions and other 'in-community' activities
  - c. Generally, serve as ambassadors for the project within their community, seeking opportunities to provide information, gather input.

## **MEETINGS**

The PAC will operate informally, without formal agendas, minutes, or procedural requirements. Meetings will focus on topics communicated by the Village for advisory purposes.

Meetings will be scheduled by the Village of Lytton and held on an as-needed basis. Details will be shared with all members in advance.

## **CODE OF CONDUCT**

All members of the committee must agree to uphold the Village of Lytton Code of Conduct Policy 2023-01.

## **COMPENSATION**

The Village will provide compensation to committee members as follows:

- 1) For attendance at meetings - \$50 per meeting