



BUILD KAMLOOPS JOINT WORKING GROUP TERMS OF REFERENCE

1. ESTABLISHMENT

- 1.1 The Build Kamloops Joint Working Group is established as a non-statutory body to assist and support the Build Kamloops Council Select Committee as of April 2025.
- 1.2 The Build Kamloops Joint Working Group replaces the Communications Working Group, the Community User Engagement Group, the Concept Development Working Group, and the Finance Working Group.

2. DEFINITIONS

2.1 In these Terms of Reference:

- a) "Community Charter" means the Community Charter, SBC 2003, c.26, as amended from time to time.
- b) "Council" means the municipal Council for the City of Kamloops.
- c) "Communications Manager" means the person duly appointed from time to time as the Communications Manager and any person delegated to assist in carrying out his or her duties under these Terms of Reference.
- d) "Select Committee" means the Build Kamloops Council Select Committee.
- e) "Joint Working Group" means the Build Kamloops Joint Working Group.

3. PARTICIPANTS

3.1 The Joint Working Group is a working and advisory group consisting of representatives from:

- Tourism Kamloops
- Kamloops Sports Council
- Kamloops Centre for the Arts Society
- North Shore Business Improvement Association
- Kamloops Central Business Improvement Association
- Kamloops Chamber of Commerce
- PacificSport Interior BC
- Tkemlúps te Secwépemc
- facility-specific local sport organizations, as needed
- community members, selected through a public application process, representing the community at large
- community members, selected through a public application process, with specific expertise as needed (i.e. architectural, land development, building construction, finance, etc)
- City of Kamloops staff (non-voting)

- 3.2 Representatives may be added as necessary to inform the design criteria and user needs of specific facilities.

4. ROLE AND RESPONSIBILITIES

- 4.1 The Working Group is to assist and support the Select Committee by, among other things:
- **Liaising and Gathering Input:**
 - Liaising with community groups and residents to bring a variety of perspectives to the Working Group discussions.
 - Gathering public input for matters within the Select Committee's mandate and reporting that information to the Select Committee.
 - Providing information and advice for the Build Kamloops Council Select Committee's consideration.
 - **Programming and User Needs:**
 - Providing user and community needs to the Select Committee.
 - Identifying high-level service requirements for each facility, including performance goals, operational needs, opportunities for growth, etc.
 - **Informing and Promoting:**
 - Informing communications strategies to keep the public informed on the Build Kamloops initiative.
 - Promoting public awareness and engagement in all matters to support the Build Kamloops Council Select Committee, including financial strategies.
- 4.2 The Working Group will assist and report to the Select Committee on any matters falling within its mandate, as and when requested.
- 4.3 The Working Group does not have any delegated authority of Council or the Select Committee, authority to speak on behalf of Council or the Select Committee, or power to authorize any actions on behalf of Council or the Select Committee.
- 4.4 Being a non-statutory body without delegated authority, no action of the Working Group will be binding on the City, unless Council specifically approves the action.
- 4.5 The Working Group, in carrying out its role and responsibilities, must do so in accordance with all applicable federal and provincial laws as well as City bylaws, policies, procedures and in accordance with the Elections BC Act.

5. MEETINGS

- 5.1 The Communications Manager will chair the Working Group and is responsible for scheduling the meetings and coordinating attendees. The Working Group shall meet, at a minimum, four (4) times per calendar year or on an as-needed basis.
- 5.2 Task Forces of Working Group members and/or City staff may be created as needed to support specific tasks or objectives. Task Forces will report to the Working Group. The Build Kamloops Joint Working Group Terms of Reference will apply to all Task Forces.
- 5.3 Members of the Select Committee will be considered liaisons to the

Working Group and may attend its meetings.

- 5.4 The Communications Manager will assign a staff person to record a summary of any topical discussion points raised at a meeting, as and when needed. Meeting summaries will be forwarded to the Select Committee.