



PURPOSE AND MANDATE

The purpose and mandate of the Project Advisory Committee (PAC) is to provide the Village with objective advice and insight on key issues and challenges related to the Construction and Operations of the Community Hub. The Community Hub is conceived as an asset for the broader Lytton Community and the PAC will give advice to Lytton Village Council, through the Chair, on essential elements required to ensure it meets the needs of the broader community.

GOVERNANCE AND MEMBERSHIP

For the Community Hub, 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 advisor is requested to be appointed from each local government.

In addition, the Advisory Committee will be chaired by the Mayor of the Village of Lytton.

While not a formal decision-making body, it is envisioned that each advisor from their local government will provide input into the Community Hub's ongoing development and will be able to provide support from the local government they represent, if required.

If the appointed advisor is unable to attend a meeting, an alternate may attend in their place.

ROLE OF THE CHAIR

The Chair is responsible for the following:

- Chairing the meetings;
- determining the agenda for PAC meetings;
- sharing the advice of the PAC with Lytton Village Council;
- reporting back to the PAC regarding the actions taken based on their advice.

ROLE OF THE MEMBERS

Members of the PAC shall do the following:

- provide objective advice to the PAC Chair
- be available and prepared to fully participate in meetings.



MEETING AGENDAS

The Chair determines the agenda for PAC meetings.

MEETING NOTICES, FREQUENCY, AND INVITATIONS

All meetings will be held at the call of the Chair. Meetings will largely be held by videoconference on an as-needed basis at the discretion of the Chair. Meetings will be posted on the Village's communication channels and will be open to the public.

DELIBERATIONS AND REPORTS

Advice from the PAC is provided to the Chair. The PAC is encouraged to reach a consensus in providing advice, whenever possible. Minutes of discussions will be kept and will be made available upon request.

CODE OF CONDUCT

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

REVIEW

The Chair will regularly review the mandate, activities, and terms of reference of the PAC to ensure that they continue to meet ongoing needs. Recommendations for improvement will be considered on an ongoing basis.