



# **Hazard, Risk and Vulnerability Analysis (HRVA)**

## **Sub-Regional Committees**

### **Terms of Reference**

#### **1. PURPOSE AND SCOPE**

The Regional District of Okanagan-Similkameen (RDOS) is coordinating a regional Hazard, Risk and Vulnerability Analysis (HRVA) project. The purpose of the Sub-Regional Committees is to provide community and subject matter expert input to the project.

To participate on Sub-Regional Committees, individuals must meet the following criteria:

- a. Hold knowledge or experience with land, waters and people within their community acquired through personal or professional experience.
- b. Willing and able to attend five (5) meetings from fall 2025 through winter 2026.

#### **2. ROLES AND RESPONSIBILITIES**

All those participating on the Sub-Regional Committees will be responsible for the following:

- a. Attend all scheduled sessions.
- b. Contribute meaningfully to the HRVA project through round table conversations and surveys.
- c. Provide feedback on draft reports and materials pertaining to their community and/or area of expertise.

#### **3. AUTHORITY**

Sub-Regional Committee members will provide information and recommendations to the Project Team. Final decision-making authority for the content of specific community reports rests with the appropriate Chief and Council, Mayor and Council or RDOS Chair and Board.

#### **4. APPOINTMENT AND TERM**

The term of the Sub-Regional Committees will correspond with the length of the project, which is expected to extend to December 2026. Committee members should be prepared to participate throughout the full term.

The Project Team, in consultation with the appropriate Chief and Council, Mayor and Council or the RDOS Chair and Board may, at any time, remove any member of the committee. Any member of the committee may resign at any time upon sending a written notice to the Project Team.

Committee members who attend meetings outside of their work duties will be provided with an honorarium in recognition of their contribution. Eligible participants will receive payment in the amount of \$250/half day or \$500/full day following each meeting via direct deposit or cheque.

## **5. MEETING PROCEDURES**

- a. Meetings will be held five (5) times from fall 2025 through winter 2026.
- b. Each meeting will be chaired by the Project Team.
- c. Specific meeting dates and times will be determined by the Project Team in consultation with committee members.
- d. Committee members will provide advance notice to the Project Team if they are unable to attend a meeting.
- e. Committee members will follow the [RDOS Code of Conduct](#) and ensure a productive and respectful meeting environment.