



## **EASTERN LAKESHORE REGIONAL PLANNING TEAM (RPT 6) TERMS OF REFERENCE: Operating Guidelines**

**Eastern Lakeshore Regional Planning Team (RPT 6) voting partners:**

**Durham College; Fleming College; Loyalist College  
Durham Catholic DSB; Durham DSB; Kawartha Pine Ridge DSB; Peterborough Northumberland  
and Clarington Catholic DSB; Trillium Lakelands DSB**

**Role of the Regional Planning Team:**

**The ELRPT shall direct the design and implementation of the activities, forums and dual credit programs within the established geographical area. Members of the ELRPT will work together to ensure that the yearly plan addresses the needs of the area secondary school students, fits within the goals of each institution and stays within the policy framework as articulated by the provincial School College Work Initiative. Any changes to these Terms of Reference will be brought forward to the ELRPT for discussion and voting for approval.**

### CHAIR/CO-CHAIR POSITIONS

- The preference of the committee is a co-chair model with representation from one College and one School Board.
- A staggered start is recommended for the co-chairs so there is always one new and one experienced person acting in the roles
- These two positions are tied to the person and not the institution he/she represents
- Refer to the SCWI Succession Planning Guide for descriptions of the Role of Chair

### FINANCIAL SERVICES INSTITUTION (FSI)

- The Financial Services Institution will serve for 3 years, with options for renewal for additional terms upon mutual agreement of ELRPT and the FSI. A nominal stipend of minimum \$5,000 will be provided to the FSI from the ELRPT administrative allocation. At the beginning of the final year as FSI, if required, the transition to a new institution should start to happen.

### ADMINISTRATIVE and FINANCIAL SERVICES COORDINATOR (AFSC)

- The FSI is responsible for the hiring of the Administrative and Financial Services Coordinator, in consultation with the Co-Chairs of the ELRPT.
- Refer to the SCWI Succession Planning Guide for descriptions of the role of AFSC

### LENGTH OF TERM

- Three-year terms for all positions (Co-Chairs and Financial Services Institution), renewable for additional terms, as mutually agreed and voted upon by the ELRPT.

### SIGNING AUTHORITY

- As per SCWI policy, only one co-chair will have signing authority.
- Signing authority for the RPT will rest with the longest serving co-chair.

### NOMINATIONS, ELECTIONS AND VOTING

- Nominations can come from any of the ELRPT partners
- Voting Process – One confidential ballot per each of the 8 partners
  - In the event of a tie
  - Nine votes will be cast: one vote per partner and one vote by the CODE Liaison. The CODE Liaison vote will only be counted in the event of a tie.
  - The Ministry Representative and the Financial Services Coordinator will oversee the voting process.
- Interested nominees for positions of Co-Chair/Financial Services Institution will submit an email to the group stating the following in 250 words or less:
  - General background
  - Experience/expertise in SCWI
  - Why he/she would like the position