



# COLUMBIA SHUSWAP REGIONAL DISTRICT

## Electoral Area 'A' LOCAL ADVISORY COMMITTEE Terms of Reference

### INTRODUCTION & PURPOSE

The Columbia Shuswap Regional District is the local government for its unincorporated electoral areas and provides residents and property owners within its boundaries with a variety of services as authorized by the Local Government Act and its Letters Patent. These services may be local (such as fire suppression where only those within a service area contribute and receive the service), sub-regional (such as mosquito control, transit, recreation where the service is shared with another jurisdiction) and regional (such as solid waste management which is provided to the entire regional district) in nature.

To assist the Electoral Area Director (EAD) in assessing delivery of existing services, considering new services as well as advising/consulting on local concerns, a Local Advisory Committee (LAC) is established for an additional two-year period for the years 2017 and 2018.

The Local Advisory Committee's purpose is to provide local input to the Electoral Area Director on service delivery and community issues that are the responsibility of and can be provided by the Columbia Shuswap Regional District.

### OBJECTIVES OF THE LOCAL ADVISORY COMMITTEE

1. To function as a conduit/liaison for issues, concerns, ideas, and views raised by Area A residents;
2. To gauge the magnitude of those issues, concerns, ideas and views raised by Area A residents;
3. To assist the EA Director in consideration of those issues, concerns, ideas, and view of Area A residents so these matters can be addressed appropriately;
4. To provide feedback to the Area Director that is representative of the community at large.
5. To consider information in an open, transparent forum.
6. To provide advice that is independent from the CSRD staff and elected officials.

## **MEMBERSHIP**

The Local Advisory Committee is a select committee in accordance with the Local Government Act and, as such, the Electoral Area Director is a member of the Local Advisory Committee.

The Local Advisory Committee will be comprised of up to **nine (9)** residents of Electoral Area 'A' and will be appointed by the Board of Directors of the Columbia Shuswap Regional District at the recommendation of CSRD staff and the Electoral Area Director. Expressions of interest for volunteers to serve on the committee will be advertised in the local newspaper and on the CSRD website.

The EA Director may recommend to the Board that an appointed member of the LAC be removed if that LAC member undermines the functionality of the group process or regularly oversteps their boundaries with respect to their role on the LAC, or disregards the protocols identified within the Terms of Reference.

Local Advisory Committee members will serve for a two-year term commencing in January, 2017. Members may reapply for up to two consecutive terms.

The Committee will elect a Chair at the first meeting in each year.

The Committee will appoint a Secretary at the first meeting in each year.

Membership is voluntary and there will be no remuneration for participation.

## **LOCAL ADVISORY COMMITTEE DECISION MAKING**

The Local Advisory Committee has no financial or contractual authority, but advises the Electoral Area Director on issues of interest and concern to rural residents and property owners.

The Local Advisory Committee does not have the authority to communicate on behalf of the Electoral Area Director or the CSRD.

## **LOCAL ADVISORY COMMITTEE PROTOCOL**

An annual meeting schedule shall be prepared at the first meeting of each year.

Meetings may be cancelled at the discretion of the Electoral Area Director.

The Chairperson will set the agenda in consultation with the Director and the CSRD Corporate Administration and act as a facilitator of the discussion during the meeting. The Chair can also be an active participant during the discussion.

Local Advisory Committee members who wish to bring up a topic for the agenda will present the topic to the Chair, Director and Corporate Administration one week prior to the scheduled meeting, along with an outline of the topic for the Committee discussion, as it pertains to the Director's role as a CSRD Board member. Alternately, a Committee member may Serve a Notice of Motion of the agenda topic for inclusion of the next Committee Meeting agenda.

Minutes of the meetings will be recorded by the appointed Secretary for submission to the Columbia Shuswap Regional District as required by the CSRD Procedure Bylaw No. 6548.

Meetings will adhere to procedures outlined in the CSRD Procedure Bylaw No. 5648 (Robert's Rules of Order).

All Local Advisory Committee members are equal and have equal opportunity to contribute at meetings, as well as responsibility to respect the opinions of others.

Local Advisory Committee members will respect the confidentiality of community members that share information with them, including any information deemed "personal" as defined in the Freedom of Information/Protection of Privacy Act.

Local Advisory Committee members are encouraged to actively participate in the discussions and use their experience, education, and insight to speak freely about any issues or opportunities to be considered.

It is intended that Local Advisory Committee members participate by giving voice to the community. Members are equally responsible to listen and understand the views of others.

The official voice between the community and the CSRD is through the EA Director and not the Local Advisory Committee members.

## **RESOURCES**

One Committee member will be appointed by the Committee to be responsible for taking minutes of each meeting and submitting same to the Columbia Shuswap Regional District.

November 17, 2016