



COLUMBIA SHUSWAP REGIONAL DISTRICT

Electoral Area 'C' Governance Study Committee Terms of Reference - May 2016

INTRODUCTION

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.

PURPOSE

The Governance Study Committee (Committee) guides the Governance Study (Study) process to ensure the Study and community engagement are neutral and balanced. This includes the following tasks:

- To oversee the preparation of an interim (draft) Governance Study report and analysis of community governance issues;
- To oversee the local process of community discussion and debate to ensure that the process is inclusive and to ensure that adequate information is provided to enable members of each community to make informed decisions about potential changes to local government structure;
- To remain objective and unbiased while the committee oversees the process of the governance study and community participation;
- To provide a final governance study report, providing a synopsis of both the governance and service findings and a summary of the outcomes from the public engagement process.

Following completion of the study, the study committee will convey the study findings to the CSRD Board and a copy of the study will be provided to the Ministry of Community, Sport and Cultural Development through program staff. The Committee may make recommendation to the Board based on the summary of the public sentiment in each community, including whether an incorporation study is warranted. The CSRD Board will consider the study findings and Committee recommendation and determine how to proceed.

In supervising the work of the consultant and managing the overall study process, the Committee is responsible for ensuring that the study report completed by the consultant meets the requirements outlined in the RFP and in these terms of reference.

MEMBERSHIP

The composition of the volunteer Committee should be broadly representative of the various interests in the Area C Governance Study area. The Committee will have 10-12 members, residing within Area C, including the Electoral Area Director in an ex-officio (non-voting) capacity member of the Committee.

The Committee will select a Chair and a Vice-Chair. The Committee will select a Recording Secretary from among its membership (the position of Recording Secretary may be on a rotational basis).

The Committee is a Select committee in accordance with the Local Government Act and will be appointed by the Board at the recommendation of the Electoral Area Director and CSRD staff.

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

Committee members will serve on the Committee until completion of the governance study project or not later than December 31, 2017.

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

DECISION MAKING

The Committee has no financial or contractual authority.

COMMITTEE MEETING PROTOCOL

Committee meetings are open to the public.

A schedule of meetings will be determined by the Committee in conjunction with the selected Consulting firm.

Meetings will be run by the Chair, or the Vice-Chair in the Chair's absence.

A quorum of the Committee will be comprised of not less than half of appointed Committee members.

Minutes of the meetings will be taken and copies delivered to the Columbia Shuswap Regional District.

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

The Committee is an objective fact-finding body; individual members of the Committee should ensure that any expression of their personal opinions do not detract from the ability of the committee to function as a neutral conduit for information to the community.

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

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.

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.

The official voice between the community and the CSRD is through the Electoral Area Director in consultation with the Committee Chair.

RESOURCES

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

AMENDMENTS TO TERMS OF REFERENCE

These Terms of Reference may be amended by the Board, as necessary.