Electoral Area "D" Services & Boundary Configuration Committee

Operational Guidelines

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Purpose and Scope of the Committee

The committee is responsible for working with a consultant and Regional District project manager to *guide* the research, analysis and public discussion based on the attached terms of reference for the study. 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 and credible conduit for information to the community.

This includes the following tasks:

- guide the preparation of a study including analysis of community issues, by a consultant with BC local government expertise;
- guide the local process of community discussion and debate of the implications of servicing improvement and boundary options;
- promote a process that is inclusive and provides appropriate information to enable members of the communities to make informed decisions;
- maintain objectivity and a perspective that is unbiased and does not reflect preferred outcomes while overseeing the study and community participation processes;

Committee Operational Guidelines

I. Committee Structure

The committee structure and the level of formality by which meetings and tasks are considered and planned will depend upon the unique needs of the participants and communities undertaking the study process. The Regional District Manager of

Legislative Services will provide advice to the committee on process and conduct as well as legislative and reporting requirements.

Chair
The Chair's role is to ensure that order and respectful conduct is maintained throughout committee meetings, that all items on a meeting agenda are addressed, and that the study process as a whole transpires in a timely and orderly manner. The Regional District Procedure Bylaw is in effect for all committees. A vice-chair may also be appointed to act in the absence of the Chair.

The committee must also ensure that it is able to address committee business and not get side-tracked by endless debate. The Chair will play a positive role by maintaining order and ensuring that the committee is able to complete its tasks, but at the same time being sensitive to the need for public participation at particular times.

The Chair should introduce the agenda at the beginning of each meeting and communicate clearly to the members of the community who are in attendance the time when there will be opportunities for questions and feedback.

Recording Secretary
Regional District staff will assume this role. The availability of committee meeting agendas, minutes, and video recordings for examination by interested members of the public increases the transparency of the study process. Minutes and Agendas will be made available at the Regional District corporate office, the Area "D" Office and on RDOS Regional Connections. The minutes will not be expansive; they will simply record the general topics of discussion and any specific items agreed upon.

Treasurer
The committee will be working with a consultant, holding public meetings, and presenting information in various formats, which are all tasks that will incur costs to be covered by a provincial grant administered by the Regional District. Additional funds, if required, may be committed by the Electoral Area Director. Regional District staff will track these costs and a budget will be posted and maintained on the RDOS Regional Connections site.

Spokesperson
The Chair is generally the spokesperson for the committee.

Ex-Officio members
The Electoral Area Director, and their alternate are ex officio members of the committee. The study process is intended to be community-led, and an ex-officio

member will participate in an advisory capacity rather than a decision-making capacity. Ex-officio members will assist the committee and the Regional District to ensure that the process is carried out in an open and transparent manner.

ii. Committee Meetings

Meetings will be conducted in accordance with Regional District policies and bylaws

Each committee member needs to know and understand the Regional District Code of Ethics Policy, the Conflict of Interest Policy, and Harassment, Discrimination and Bullying Policy. Persons appointed by the Regional District to a board, committee, commission, panel, task force, or other body are asked to sign the Member Statement agreeing to adhere to the policies. Committee members must carefully review the policies and consider them during committee meetings and in their interaction with the public and RDOS staff and directors.

As a general principle, the open meeting rules of local governments apply and, as this a regional district advisory committee, the Regional Procedure Bylaw will apply as it does to other committees.

All meetings will be open to the public

Open meetings contribute to an inclusive study process. An open process ensures that the community can focus on the results of the study rather than on the study process. This will enable the community to make informed decisions about incorporation based on sound and factual information.

All meetings will be open to the public to provide transparency of the study process. The evaluation of consultant proposals, which may be include proprietary information, would be a reasonable exception and will be conducted in camera, and then reported out in public after a decision is made by the RDOS Board of Directors.

The committee should ensure that the public are notified about the time and location of meetings. At a minimum, the committee should announce the date and place of the next meeting at the end of each meeting. Developing a regular meeting schedule at specific days and times can also facilitate public involvement in the process.

Opportunity for public involvement and questions

As community interest in the study process is expected to be high, the committee may wish to consider routinely providing an opportunity at the end of each meeting for questions/comments from the members of the public who are in attendance. For the first few meetings, it is suggested that the committee accept written questions to the committee with answers to be provided by a specified time (e.g., within one month or two weeks). All communications, correspondence, questions & answers will be posted on the RDOS Regional Connection page routinely.

Once the consultant has developed a work plan with the assistance of the committee, the committee can explain to the public when various topics will be addressed and the related opportunities for public involvement and questions. Information meetings dedicated to answering questions from members of the community can also be scheduled midway and at the end of the process.

Build an Agenda
An agenda will be prepared by the recording secretary and distributed along with relevant documentation to each committee member prior to each meeting. The agenda will be posted at the entrances to the meeting room or on a board in clear sight for members of the community who are in attendance when meetings are held in person. A copy of the agenda will be made available on the Regional District Regional Connections site in advance of online and in person meetings.

Decision-making
The committee will strive towards consensus on all major issues; however, if full consensus cannot be reached, a simple majority vote is required in accordance with legislation and the Regional District Procedure Bylaw. Generally, committee members should view themselves as process managers, not decision-makers, and therefore favour consensus rather than votes as the method of working and moving the process forward.

iii. Open and Inclusive Communications

The business of the committee should be conducted in an open, respectful and inclusive manner between committee members, between the committee and the public, and with the local government.

Information should be made available to all members of the committee concurrently, whether it is provided by the consultant or RDOS administration. Concurrently

generally means being forwarded by email, fax, mail, or drop-off at a specific pre-determined location within a 36-hour period.

Minutes, agendas, and agenda items will be forwarded by email, to each committee member in advance of the meeting.

Minutes and agendas will be available at the RDOS Corporate Office, the Area "D" office, and on RDOS Regional Connections. Committee members may post these documents on community bulletin boards or other publicly accessible locations if desired.

iv. Committee Tasks

The following is a rough guideline of the order of tasks to be completed:

1. Review the draft request for proposal (RFP) for procuring a consultant with local government expertise. The RFP will have been developed by RDOS administration in conjunction with the Ministry.
2. Review committee orientation materials. Set the committee structure and calendar for future meetings.
3. Review proposals and provide recommend to the RDOS Board for a consultant based on the Regional District evaluation matrix and Ministry staff comments.
4. Meet with the selected consultant and provide feedback on consultant's proposed work plan.
5. Provide recommendation to the Board for adoption of the consultant's work plan and budget.
6. Provide recommendation to the RDOS Board at the completion of the study.