



COLUMBIA SHUSWAP REGIONAL DISTRICT

Electoral Area LOCAL ADVISORY COUNCIL Terms of Reference

INTRODUCTION & PURPOSE

The Columbia Shuswap Regional District (CSRD) is the local government for its seven (7) unincorporated electoral areas. It 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), or regional (such as solid waste management, which is provided to the entire regional district).

To assist the Electoral Area Director (EA Director) in assessing the delivery of existing services, considering new services, as well as advising/consulting on local concerns, a Local Advisory Council (LAC) is established.

The LAC's purpose is to provide local input to the EA Director on CSRD services and community issues.

OBJECTIVES OF THE LOCAL ADVISORY COUNCIL

1. To provide feedback to the EA Director who is the representative of the community at large.
2. To consider information in an open, transparent forum.
3. To provide advice or opinions that are independent from the CSRD staff and elected officials.

MEMBERSHIP

The LAC will be comprised of up to **nine (9)** residents of the Electoral Area and will be selected by the EA Director. Expressions of interest for volunteers to serve on the LAC will be advertised in accordance with the CSRD Public Notice Bylaw and through CSRD social media platforms.

The LAC aims to meet monthly. Meetings may be cancelled or rescheduled at the discretion of the EA Director. Members will serve for a period of one (1), two (2), or three (3) years as determined by the EA Director.

A member may be removed by the EA Director if the member undermines the functionality of the group or regularly oversteps their boundaries with respect to their role on the LAC or disregards

the protocols identified within the Terms of Reference. Should a member no longer wish to participate, they can submit written notice in the form of a letter or email to the EA Director.

Membership is voluntary. There will be no remuneration for participation, other than for the recording secretary who will receive a \$25 per meeting honorarium. This is for:

- scheduling LAC meeting dates and times in consultation with the EA Director;
- arranging community facility bookings for meetings; and
- providing the EA Director with any required discussion notes.

AUTHORITY

The LAC has no financial or contractual authority. It advises the EA Director on issues of interest and concern to rural residents and property owners.

The LAC does not have the authority to communicate on behalf of the EA Director or the CSRD. The official voice between the community and the CSRD is through the EA Director, not the LAC members.

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

PROTOCOL

Meetings will be held at the discretion of the EA Director.

Discussion notes from the meetings may be documented at the request of the EA Director and delivered directly to the EA Director.

LAC 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. Members are equally responsible for listening to and respecting the views of others.