



# TERMS OF REFERENCE

## *Provincial Advisory Committee to the CLBC Board of Directors*

November 16, 2016

The [Community Living Authority Act](#) requires CLBC's Board of Directors to establish a Provincial Advisory Committee. These Terms of Reference set out the Committee's purpose and how the Committee will conduct its work.

### 1. Purpose

The Provincial Advisory Committee provides information and advice to the CLBC Board. To fulfill this purpose, the Committee:

- ♦ Ensures two-way communication between Community Councils and the Board by acting as a link to the Board on both successes and concerns identified by Community Councils that have provincial implications for CLBC and those it serves
- ♦ Recommends improvements to policy and practice for Board and CLBC staff consideration to enhance the quality of life for people served by CLBC

The Board may also request the Provincial Advisory Committee to examine particular issues that are of importance to CLBC.

### 2. Membership

- ♦ The Provincial Advisory Committee is made up of a single member from each Community Council who must be either a self-advocate or family member
- ♦ Council members, who are nominated by their Council, apply in writing to become a Provincial Advisory Committee representative
- ♦ Provincial Advisory Committee members are appointed by the CLBC Board of Directors
- ♦ Members are appointed for up to two years, but may be re-appointed for up to two additional years

### 3. Responsibilities of Members

- ♦ Committee members serve as volunteers and are requested to:
  - Be knowledgeable about CLBC and its service delivery approach
  - Attend Committee meetings and activities
  - Bring forward provincial issues identified by their Community Council
  - Communicate the results of the work of the Provincial Advisory Committee to their Community Council
  - Read minutes and documents sent for meetings, complete work they take on, and stay up to date with email and other correspondence
  - Work collaboratively with other Committee members
  - Know these Terms of Reference
- ♦ CLBC's code of conduct, values, policies and principles apply to Committee members

- ◆ Members must make clear as soon as possible any situation that is, could become, or may be perceived as a conflict of interest (meaning the member has a personal interest in an issue before the Committee)
- ◆ Members represent all individuals and families that CLBC serves
- ◆ To protect personal privacy, Committee members will follow the [Freedom of Information and Protection of Privacy Act](#) and keep confidential anything the Committee agrees must be kept confidential
- ◆ Members will notify the Committee chair if they cannot attend a meeting. If a member misses two consecutive meetings, they may be replaced on the Committee

#### 4. The Committee Chair

- ◆ Every two years, the chair will be elected by members of the Committee, and be subject to Board approval
- ◆ The chair will:
  - Help develop an agenda for each meeting and conduct meetings in a businesslike manner.
  - Ensure everyone's voice is heard when issues are discussed
  - Monitor how well the Committee works as a group and discuss this with members

#### 5. Schedule

- ◆ The Committee will meet four times a year including an annual meeting with the Board, CLBC's senior management team, CLBC Managers, and Community Council Chairs to discuss shared issues
- ◆ The meeting schedule will be determined at the beginning of each year

#### 6. Decision Making

- ◆ Where possible Committee decisions are based on consensus
- ◆ Members will listen to all viewpoints to ensure issues have been fully discussed
- ◆ If consensus cannot be reached in a reasonable period of time, issues requiring a formal decision will be decided by a simple majority of the members, if there is a quorum.
- ◆ Each Committee member will have one vote on issues that require a vote
- ◆ By agreement of a majority of members, the chair may table issues until the next meeting

#### 7. Linkage to the Board

- ◆ CLBC Board will appoint at least two Board members to attend the Committee's meetings. These members will not have a vote.
- ◆ At least two Board members will provide the Provincial Advisory Committee with updates on the Board's work and report the Committee's work to the Board

The Committee will send minutes to the Board after each meeting outlining topics discussed and any recommendations

#### 8. Provincial Advisory Committee Recommendations

- ♦ From time to time, the Provincial Advisory Committee discusses issues that Community Councils believe have provincial implications for CLBC and the people it serves.
- ♦ The Committee will send any recommendations made as a result of these discussions to the CLBC Board for its consideration

## 9. Communication and Record Keeping

- ♦ An agenda and supporting material will be sent to the Committee two weeks prior to the meeting
  - ♦ Meeting minutes will include attendance, the agenda and key discussion points that reflect decisions and any recommendations made
- Minutes will be approved by members within one month of the last meeting, and placed on the Provincial Advisory Committee website

## 10. Members' Expenses

- ♦ Expenses to attend meetings or take part in Committee activities will be paid following CLBC's policy

## 11. Support for the Committee

CLBC will support the committee by:

- ♦ Assigning a staff member to serve as a staff link and provide support on policy and practice issues. Other CLBC staff members will be available as needed at meetings
- ♦ Arranging support for self-advocate Committee members at and between meetings. This includes needed support such as sign language interpretation, Braille translation, transportation, etc.
- ♦ Where required, assigning a staff member to meet with a committee member before the Provincial Advisory Committee meetings to review and discuss the agenda and supporting materials
- ♦ Preparing and distributing minutes
- ♦ Sending the agenda and supporting materials for upcoming meetings
- ♦ Scheduling meetings and making travel arrangements
- ♦ Providing necessary support services including typing and other clerical work
- ♦ Providing an orientation and supporting materials on the purpose of the Provincial Advisory Committee and its Terms of Reference

## 12. Presentations to the Provincial Advisory Committee

- ♦ The Committee may choose to receive verbal or written submissions on provincial issues that concern its areas of responsibility

## 13. Evaluation of the Committee

- ♦ The Committee will ensure an annual self-evaluation takes place at the end of the calendar year
- ♦ At each meeting, members will review how well they think the Committee is working as a group and make any needed changes to how they conduct business
- ♦ The Board will review the work of the Committee from time to time and may make changes to these Terms of Reference when needed

## 14. Changing the Terms of Reference

- ♦ The Committee may suggest changes to these Terms of Reference. All changes require Board approval.

## 15. How to Contact the Committee

The Provincial Advisory Committee can be contacted by any of the following means:

- ♦ Email: [CLBCInfo@gov.bc.ca](mailto:CLBCInfo@gov.bc.ca)
- ♦ CLBC website: [www.communitylivingbc.ca](http://www.communitylivingbc.ca)
- ♦ Phone: 604-664-0101
- ♦ Toll free number: 1-877-660-2522
- ♦ Mail: 7th Floor, 1200 West 73rd Avenue, Vancouver, BC, V6P 6G5
- ♦ Fax: 604-664-0765