

# TERMS OF REFERENCE

## Community Councils

Revised: September 2021

CLBC has established Community Councils across BC to ensure that adults with developmental disabilities, families, community members and service providers play a partnership role in achieving CLBC's vision. These Terms of Reference set out the Councils' purpose, and how the Councils will conduct their work.

### 1. Purpose

As a community extension of CLBC, the purpose of the Community Councils is to work collaboratively with community partners to support community inclusion, citizenship, and full participation of people with developmental disabilities. In partnership with CLBC, Community Councils will initiate and support activities to:

1. Work with the Integrated Service Manager and staff to achieve common goals. This includes planning activities and initiating partnerships that build awareness and strengthen inclusion for people with developmental disabilities.

It also includes providing information and advice to the Integrated Service Manager on current issues and plans, including those policies, projects or practices related to inclusion.

2. Build education strategies and projects that strengthen community inclusion by gathering ideas and feedback from individuals with developmental disabilities and families.
3. Work together to share concerns and successes, as well as identify province-wide barriers to inclusion and citizenship for people with developmental disabilities that require action and change.

This includes bringing trends and issues forward to local and provincial CLBC staff and the Provincial Advisory Committee as appropriate.

4. Provide opportunities for individuals and families to connect, share information and learn about resources in their community.

### 2. Membership

1. Councils will consist of 7 to 15 voting members. The actual number will be determined by each Council. Should membership fall below this number, the Chair and ISM will inform the Executive Director, Communications and Stakeholder Relations to develop interim plans.
2. Membership consists of the following:
  - o Adults who qualify for CLBC supports and family members, will be 50% plus 1 of the Council membership
  - o At least one self-advocate
  - o At least 25% of the Council members will be people from community including business people
  - o Service providers may make up to 25% of the Council membership

- Representation from Indigenous communities and representation which reflects the cultural diversity within each community
3. A nomination committee comprised of Community Council members will be established by each Council, as needed, to carry out recruitment and nomination for new members.
  4. Authority to appoint or re-appoint Community Council members lies with the Board of Directors which has delegated this authority to the Directors of Regional Operations.
  5. All members must sign and be guided by the Community Council code of conduct.
  6. Each Council member is appointed to three two-year terms. In exceptional circumstances, a member may be reappointed to the council after completing three terms and stepping off the committee for at least one year.
  7. Members of the Community Council will elect a chairperson and vice chairperson for a term of two years. A service provider cannot hold the position of chair or vice chair.

### 3. Responsibilities of Members

1. Council members serve as volunteers and are requested to:
  - Be knowledgeable about CLBC's service delivery approach.
  - Attend Council meetings and activities.
  - Read minutes and documents sent for meetings, complete work they take on, and stay up to date with email and other correspondence.
  - Know these Terms of Reference.
  - Work collaboratively with other Council members.
2. CLBC's code of conduct, values, policies and principles apply to Council members.
3. Members will make clear as soon as possible any situation that is, or could become, a conflict of interest.
4. Members represent the interests of all individuals and families CLBC serves.
5. To protect personal privacy, the Council will follow the Freedom of Information and Protection of Privacy Act and keep confidential anything the Council agrees must be kept confidential.
6. Members will notify the Council chair if they cannot attend a meeting. If a member misses three consecutive meetings, they may be replaced on the Council.
7. An agenda and supporting material will be sent to Council members one week prior to the meeting.

### 4. Responsibilities of the Council Chair

The Council Chair:

1. Provides leadership to the Community Council and works closely with the CLBC Manager to ensure meetings run effectively and that the agenda and discussions are consistent with expectations set out in the TOR.
2. Encourages members to participate and facilitates discussions that help the Council to address its work plan goals.

3. Is the official spokesperson for the Community Council.
4. Participates in provincial discussions (or designates an alternate member to do so) including:
  - Annual joint meeting with other Council Chairs, the CLBC Board of Directors, Provincial Advisory Committee members and CLBC management

## 5. Schedule

1. The Community Council will meet often enough to complete its work as determined by the Council.
2. To facilitate maximum attendance, the Council meeting schedule will be determined at the beginning of each year allowing for the flexibility of a change in dates to ensure a quorum.
3. Meeting locations may rotate or use remote technologies to accommodate the members from different communities.

## 6. Communication

1. The Community Council will establish an annual work plan in April/May and develop an annual report by the end of March for the information of the CLBC Board.
2. Councils will provide updated information to support a region specific webpage about their activities on CLBC's website.
3. Councils are encouraged to share information about local innovation, practice and activities with other Councils and the broader community through the CLBC website, community meetings or the CLBC newsletter.
4. CLBC will support the collection and sharing of successes and learnings between Councils.
5. Once a year Council chairs (or their delegate) will meet with the Provincial Advisory Committee, Board and senior staff to enhance the working relationship between Councils and the CLBC Board of Directors.

## 7. Decision Making

1. Where possible Council decisions will be based on consensus.
2. Members will listen to all viewpoints to ensure issues have been fully discussed.
3. If the chair feels complete agreement cannot be reached in a reasonable period of time, issues will be decided by a simple majority vote of members at the meeting if there is a quorum.
4. Each Council member will have one vote on issues that require a vote.

## 8. Changing Council Terms of Reference and Guidelines

Councils can suggest changes to these Terms of Reference but they require input from Provincial Advisory Committee and Board approval.

## 9. Linkage to the Board

1. Each Council will have one representative who sits on the Provincial Advisory Committee. Members apply in writing, with the recommendation of their Community Council to become an Advisory Committee Representative; the Board makes all appointments.
2. Council members who sit on the Provincial Advisory Committee together with Board liaisons will provide two-way communication from Councils and the CLBC Board.
3. Once each year, Community Council Chairs meet with the Board of Directors, Provincial Advisory Committee members, Indigenous Advisory Committee members, Integrated Service Managers and CLBC's senior management team.

## 10. Record Keeping

1. Minutes will be approved by members at the following meeting of the Council.
2. Meeting minutes will include attendance, agenda, key discussion points that reflect decisions and any recommendations made.
3. Approved minutes will be posted to the Council's website.

## 11. Members' Expenses

Expenses to attend council meetings will be paid following CLBC policy.

## 12. Support for the Council

A CLBC integrated service manager will serve as the primary CLBC staff link to provide information, technical advice and support to the Council and the Council chair.

## 13. Presentations to the Community Council

The Council may choose to receive verbal or written submissions on issues that concern the Council's areas of responsibility.

## 14. Evaluation of the Council

Councils complete an annual self-evaluation at the end of the fiscal year. The Council will ensure an annual self-evaluation takes place.

## 15. How to Contact the Council

Local Community Council contact information can be found:

- ◆ **CLBC website:** [www.communitylivingbc.ca](http://www.communitylivingbc.ca)
- ◆ **Email:** [CLBCInfo@gov.bc.ca](mailto:CLBCInfo@gov.bc.ca)
- ◆ **Phone:** 604-664-0101
- ◆ **Toll free number:** 1-877-660-2522