

## Appendix 3 – Bringing an issue of concern to the Provincial Advisory Committee

From time to time, Community Councils identify issues they believe have the potential to impact individuals, families, service providers and communities provincially who are served by CLBC. However, before a Community Council decides to share an issue of concern with the Provincial Advisory Committee through their representative, they should discuss the issue with their Integrated Services Manager. This will help ensure the issue is not being dealt with through another CLBC project or process.

If a Council determines there is an issue that is not currently being addressed and may have implications across the province, these steps should be followed:

- Step 1 - Describe the issue
- Step 2 - Identify possible ways to address the issue
- Step 3 - Forward the completed form (below) to the Executive Director of Communications and Stakeholder Relations



The form below can be used by Councils to organize their thoughts on the issue they wish to submit.

### Step 1 - Describe the issue

Description of the issue and how it impacts policy and / or practice

--

### Step 2 - Possible ways to address the issue

Possible ways to address the issue for consideration by the Provincial Advisory Committee

--

### **Step 3 - Forward the completed form to the Executive Director of Communications and Stakeholder Relations**

The Community Council Chair should send the completed form (Steps 1 and 2) to the Executive Director of Communications and Stakeholder Relations (staff liaison to Community Councils and Provincial Advisory Committee) at [Randy.Schmidt@gov.bc.ca](mailto:Randy.Schmidt@gov.bc.ca). The Executive Director will include the issue on the agenda of the next Provincial Advisory Committee meeting.

### **What happens at the Provincial Advisory Committee meeting?**

Depending upon the issue, the Executive Director of Communications and Stakeholder Relations may conduct needed research, provide information materials, or arrange for resource people to attend the meeting to support discussion of the issue. The Provincial Advisory Committee will discuss the issue raised by the Council and determine whether further research is needed or a recommendation(s) will be made to the Board or CLBC Management and staff for consideration.

Provincial Advisory Committee decisions are made with input from the Executive Director of Communications and Stakeholder Relations and from two members of the CLBC's Quality and Service Committee who attend all Provincial Advisory Committee meetings on behalf of the CLBC Board of Directors.

### **Responsibilities of the Provincial Advisory Committee member who represents the Council that brought the issue forward**

Every Community Council is represented at the Provincial Advisory Committee by either a self-advocate or a family member. At the meeting, the Council member should be prepared to:

- Provide additional background information on the issue
- Answer questions about the Council's discussion on the issue
- Participate in the discussion and decision-making process

### **Action taken by the Provincial Advisory Committee**

Once the Provincial Advisory Committee has discussed the issue, the Chair of the Provincial Advisory Committee will inform the Community Council in writing of the Committee's response, including whether a recommendation was made for consideration by the CLBC Board or CLBC Management and staff. The Integrated Services Manager and Director of Regional Operations will be copied on this correspondence.

The Chair of the Provincial Advisory Committee, supported by the Executive Director of Communications and Stakeholder Relations, will:

- Continue to monitor the status of the issue brought forward, and any associated recommendation(s)
- Provide regular updates to the Community Council that brought the issue forward
- Notify all Council Chairs and members, the Provincial Advisory Committee, Integrated Services Manager, Supervisors of Administrative Services and Directors of Regional Operations by email once the issue has been addressed