

Purpose and Terms of Reference

The principal purpose of the Governance Review Citizens Advisory Committee (GRCAC) is to provide input and guidance to staff, consultants, and Council regarding public and stakeholder engagement during the Governance Review. A secondary purpose will be to offer comments on educational materials, consultation synopsis, and report recommendations, based on member knowledge and expertise.

Specifically, the Committee will undertake the following activities:

1. Provide input on the topics to be included in the Governance Review (*Add, Oct 5/15, Council*);
2. Provide input and guidance on educational and communications methods; review and comment on communications materials prepared by the consultant;
3. Provide input and guidance on engagement methods; review and comment on plans for selected engagement activities; and participate in engagement activities;
4. Provide input and guidance on educational materials prepared by the consultant;
5. Provide input and comment on the synopsis of community input prepared by the consultant;
6. Discuss preferred recommendations;
7. Review and comment on report (recommendations) prepared by the consultant; and
8. Evaluate the effectiveness of communications, public engagement processes, and educational materials, as well as the completeness of the synopsis of the public engagement processes, and the draft report.

Other Matters:

9. There are thirteen members on the Committee. Seven* members constitute a quorum for all meetings;
10. The Chair and Vice Chair are elected from the Committee as a whole;
11. All meetings are open to the public;
12. All agendas and minutes of meetings will be posted to the District's website;
13. The Committee will meet at the call of the Chair, initially bi-weekly, until such time as the report on the Governance Review Initiative is approved by Council. Thereafter, the Committee will be disbanded;
14. Achieving consensus is the preferred form of decision-making;
15. Part 11 of Bylaw 9321 (A bylaw to Regulate the Proceedings of the Council and Council Committees) governs the proceedings of the Committee; and
16. Members will conduct themselves with respect for fellow members and remain objective. If and when necessary, members will declare a conflict of interest and refrain from providing advice or recommendations that may result in gain for the member individually, or the organization it represents.

(* As approved by Council October 03, 2016)