
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 of fostering "good lives in welcoming communities" for people with developmental disabilities. 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:

- ♦ Improve awareness of and support for inclusion and full participation of people with developmental disabilities in community
- ♦ Improve understanding of local issues within the larger community, which may include the removal of barriers to inclusion
- ♦ Improve the ability of the community to include and informally support people with developmental disabilities to live "good lives in welcoming communities"
- ♦ Improve the identification of province wide barriers to inclusion and citizenship for people with developmental disabilities

Examples of activities Community Councils may consider engaging in to achieve these objectives are:

- ♦ Identifying community interests, needs and strengths
- ♦ Identifying needs and capacity of families and people with developmental disabilities
- ♦ Participating with community, self-advocates and families in identifying and responding to gaps in capacity to include and informally support people with developmental disabilities
- ♦ Providing information and advice to CLBC on responding to gaps in funded services
- ♦ Educating or bringing information to community members on disability related issues
- ♦ Assisting self-advocates to take leadership roles and participate in community engagement activities
- ♦ Identifying and celebrating successes with inclusion and citizenship in community
- ♦ Networking with or engaging community agencies, ministries, and members from within and from outside the disability sector
- ♦ Identifying provincial issues that impact individuals, families, service providers and communities served by CLBC

2. Membership

- ♦ Councils will consist of 7 to 15 voting members. The actual number will be determined by each Council
- ♦ Membership consists of the following:
 - Self-advocates, family members, will be 50% plus 1 of the Council membership
 - At least one self-advocate
 - At least 25% of the Council members will be people from community including business people
 - Service providers may make up to 25% of the Council membership

- Representation from the aboriginal community and representation which reflects the cultural diversity within each community
- ◆ 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
- ◆ The nomination committee will recommend new members to the Community Council for appointment by the CLBC Board
- ◆ All members must sign and be guided by the Community Council code of conduct
- ◆ A member may not serve more than three two-year terms in a row (maximum six years in a row)
- ◆ Members of the Community Council will elect a chairperson and vice chairperson on an annual basis. A service provider cannot hold the position of chair or vice chair person

3. Responsibilities of Members

- ◆ 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
- ◆ CLBC's code of conduct, values, policies and principles apply to Council members
- ◆ Members will make clear as soon as possible any situation that is, or could become, a conflict of interest
- ◆ Members represent the interests of all individuals and families CLBC serves
- ◆ 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
- ◆ 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
- ◆ An agenda and supporting material will be sent to Council members one week prior to the meeting

4. Responsibilities of the Council Chair

- ◆ Each year, the chair will be elected by members of the Council
- ◆ The chair will be responsible to:
 - Lead the development of an agenda for meetings and manage meetings effectively. Ensure everyone's voice is heard when issues are discussed
 - Lead the Council in monitoring how well the Council works as a group

5. Schedule

- ◆ The Community Council will meet often enough to complete its work as determined by the Council
- ◆ 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
- ◆ Meeting locations may rotate to accommodate the members from different communities
- ◆ In addition to regular meetings, the Council chair and vice chair will be requested to attend an annual meeting with the CLBC Board and management and Advisory Committee

6. Communication

- ♦ 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
- ♦ Councils will maintain a webpage about their activities on CLBC's website
- ♦ 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
- ♦ CLBC will support the collection and sharing of success and learning between Councils
- ♦ Once a year Council chairs and vice-chairs will meet with the Advisory Committee, Board and senior staff to enhance the working relationship between Councils and the CLBC Board of Directors

7. Decision Making

- ♦ Where possible Council decisions will be 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 will be decided by a simple majority vote of members if there is a quorum, using Robert's Rules of Order.
- ♦ 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 Advisory Committee and Board approval

9. Linkage to the Board

- ♦ Community Council annual work plans and the annual reports will be sent to the CLBC manager and summarized for the information of CLBC's Board of Directors
- ♦ Each Council will have one representative who sits on the Advisory Committee. Members apply in writing, with the recommendation of their Community Council to become an Advisory Committee Representative; the Board makes all appointments
- ♦ Council members who sit on the Advisory Committee will provide two-way communication between Councils and the CLBC Board

10. Record Keeping

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

11. Members' Expenses

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

12. Support for the Council

- ♦ CLBC's Community Planning and Development (CPD) manager will serve as the primary CLBC staff link to provide information, technical advice and support to the Council and the Council chair. The manager will work to develop an effective working relationship with the Council and support members' participation in CLBC's strategic initiatives. The CPD manager will attend all Council meetings and the Quality Service manager will be available as needed.
- ♦ CLBC staff will support Community Councils by:
 - Providing needed information on a regular basis

- Engaging in dialogue on Council recommendations
- Reporting on the implementation of recommendations brought forward by Councils
- ◆ Administrative staff will support the Council by:
 - 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
- ◆ The CLBC Board will assign a staff person with dedicated time to maintain a close link among the Community Councils, the Advisory Committee and the Board
- ◆ A Community Relations Specialist will liaise with the CPD manager and Community Council chairs and may invite Council members to meetings with MLAs or municipalities
- ◆ CLBC's Communications department will provide communication templates for Council use
- ◆ Self-advocate Council members will receive needed technical support to help them participate on the Council. Additional support, if needed, may be provided between meetings by someone in the member's community
- ◆ Use of the allocated budget to fund Council activities will be determined by the Council and the CLBC manager at the beginning of the fiscal year
- ◆ New members will receive an orientation to the purpose and roles of the Community Council and the unique characteristics of their community
- ◆ Members will receive a manual to assist them in conducting and evaluating their work
- ◆ Members will have opportunities for skill development in the area of community engagement
- ◆ Chairs and vice chairs will have opportunities for skill development in leading effective Councils
- ◆ Subject to available funding, members may also attend workshops, conferences and other training events related to Council's work
- ◆ Councils are requested to provide feedback annually in March using the format provided by CLBC to the CLBC Director of Regional Operations on the effectiveness of the support they receive from CLBC staff

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

- ◆ 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/
- ◆ **Email:** info@communitylivingbc.ca
- ◆ **Phone:** 604-664-0101
- ◆ **Toll free number:** 1-877-660-2522