

January 24, 2022

**REGIONAL DISTRICT OF NANAIMO**  
**Electoral Area F Governance and Services Study Committee**  
**Terms of Reference**

**PURPOSE**

The Electoral Area F Governance and Services Study Committee (Study Committee) is a neutral, objective fact-finding body responsible for working with a study consultant (Consultant) appointed by the Regional District of Nanaimo (RDN) to help guide the Electoral Area F Governance and Services Study (Study) process, based on the attached terms of reference for the Study.

The Consultant will lead the Study, working closely with the Study Committee. The Study Committee has a number of roles: assisting the Consultant with public engagement, having regular meetings to discuss progress, assisting the Consultant with communications and reviewing education and awareness materials for clarity and completeness, reviewing and providing feedback on the Study report and providing recommendations to the Board.

The Study Committee will:

- Ensure the public is notified about the time and location of Study Committee meetings;
- Provide input and advice to the Consultant on the best methods to engage the public and stakeholders;
- Ensure the Study and community engagement are neutral, balanced and inclusive;
- Ensure that adequate information is provided to community members to enable them to provide informed feedback;
- Participate in community engagement activities;
- Remain objective and unbiased while overseeing the process of the community education and participation in the Study, and avoid reflecting preferred outcomes;
- Provide timely comments and advice on informational and educational materials, consultation synopsis and report recommendations, based on member knowledge and expertise.
- Receive the draft final report developed by the Consultant, which will provide the findings and outcomes from public and stakeholder engagement processes, to review for completeness and provide suggestions and feedback.
- The Study Committee may make recommendations to the RDN Board, based on a summary of the public sentiment in each community, the content of the final report and the Study Committee's work with the Consultant.

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## **MEMBERSHIP**

The Study Committee is an advisory committee and will be appointed by the RDN Board in accordance with the RDN Procedure Bylaw and RDN practices.

The composition of the Study Committee will be broadly representative of the various backgrounds, interests and localities in the Electoral Area F Study area. The Committee will have 7-11 members, residing within Electoral Area F, selected through a publicly advertised call for members and appointed by the RDN Board.

The Electoral Area Director will serve as a member of the Study Committee in an *ex-officio* (non-voting) capacity. As an *ex officio* member of the Study Committee, the Electoral Area Director will provide an important link between the Study Committee and the RDN Board, ensuring the Study process is carried out in an open and transparent manner.

Membership on the Study Committee will end at the completion of the Study, when the final Study report is received by the RDN Board. Membership is voluntary and there will be no remuneration for participation.

## **STUDY COMMITTEE MEETING PROTOCOLS**

Study Committee meetings are open to the public.

A schedule of meetings will be determined by the Study Committee and the Consultant.

The Study Committee will select a Chair and Vice-Chair from its membership.

Meetings will be run by the Chair, or the Vice-Chair in the Chair's absence.

A quorum of the Study Committee will be comprised of not less than half of appointed Study Committee members.

Minutes of Study Committee meetings will be taken by RDN staff.

Study Committee meetings will adhere to procedures outlined in the RDN Procedure Bylaw No. 1754.

All Study Committee members are equal and have equal opportunity to contribute at meetings, as well as responsibility to respect the opinions of others.

Committee members should see themselves as process managers, not decision-makers, and therefore favour consensus where possible as the method of moving the Study process forward. The Committee has no financial or contractual authority.

Expression of personal opinions, including on social media platforms, should not detract from the ability of the Study Committee to function as a transparent, neutral conduit for information to the community about the Study.

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## **COVID-19 SAFETY PROTOCOLS**

All Study Committee meetings and public engagement activities relating to the Study will operate in compliance with provincial COVID-19 public health orders and RDN safety protocols.

## **CONFIDENTIALITY**

Study Committee members will respect the confidentiality of community members who share information with them, including any information deemed “personal” as defined in the *Freedom of Information and Protection of Privacy Act*.

## **REMOVAL OF COMMITTEE MEMBER**

The Electoral Area Director or RDN staff may recommend to the Board that an appointed member of the Study Committee be removed if the member undermines the functionality of the Study Committee or disregards the Study Committee Terms of Reference.

## **ROLE OF RDN STAFF**

RDN staff will assist with meeting logistics, attend Study Committee meetings in an observational role, take minutes, and act as a resource to the Study Committee as needed.

## **AMENDMENTS TO TERMS OF REFERENCE**

These Terms of Reference may be amended by the RDN Board.