

Rural Community Program Advisory Committee
Terms of Reference
(May 5, 2009)

Name

This committee will be known as the Rural Community Program Advisory Committee (the "Committee").

Purpose

The purpose of the Committee will be to review, provide advice and feedback on the direction of the Rural Community Program and its activities.

Mandate

The mandate of this Committee is to act as a review panel and sounding board for the Rural Community Program, provide feedback on development of the programs operating ground rules, and provide advice on on-going stakeholder communications, programs and preventive social services in rural communities it serves. The FCSS philosophy is based on a belief that self-help contributes to a sense of integrity, self-worth and independence. The programs developed are intended to help individuals in their community to adopt healthy lifestyles, thereby improving the quality of life and building the capacity of communities to prevent and /or deal with crisis situations should they arise.

Delegated Authority

The Committee is an advisory committee to the Rural Community Program and does not have any delegated authority.

The Committee has no authority to direct staff and any recommendations requiring implementation, reports or staff actions must first be considered by the CDSS Board of Directors and the Rural Community Program Director before any action can be taken.

Committee Composition

The membership of the Committee will be comprised of 3 Village Councillors, 3 County Residents and 1 City of Camrose Non-profit Organization Representative.

Only members of the Committee may vote on any issue.

Decision Making / Recommendations

Member majority voting will determine decisions and recommendations. Member's are encouraged to support the voted upon recommendation by using the 70 to 100 rule (if members are not at least 70% opposed to the decision or recommendation they agree to support it 100%).

Communications

In order to maintain the integrity of the process and the cooperative spirit, the Committee will be expected to communicate as a team. Issue negotiations should occur within the Committee's meetings, not through the media or outside public forums. Summary minutes will be prepared following each meeting. Once the Committee has approved the minutes they will be posted on the Rural Community Programs webpage and be open to public access.

Meetings and Attendance

Meeting will be held quarterly throughout the CDSS funding year (January 1 – December 31), frequency may vary. Meeting frequency, dates and times will be established by the Advisory Committee on an on-going basis. The majority of Committee members (minimum of 4) should be in attendance in order to carry on Advisory Committee business. The Advisory Committee may determine further details on attendance policies.

Alternates

The Advisory Committee is fairly small and should maintain a fair degree of flexibility on meeting scheduling. There is therefore no system for alternates. This should also allow for progress in a timely fashion without the need for as much backtracking. Alternates can be selected should an Advisory Committee member need to be absent for an extended period of time or need to withdraw all together.

Compensation

Membership on the Advisory Committee is voluntary, with no salary or stipends attached to it.

Time Frame

The Committee's mandate will continue for the life of the Rural Community Program.