



Terms of Reference and Structural Overview

UPDATED MAY 2010

**BC RURAL NETWORK
Terms of Reference
A STRUCTURAL OVERVIEW**

May 2010

The BC Rural Network was formed in 2004 to enhance the capacity of rural British Columbia to develop responses to rural and remote community issues.

1. OBJECTIVES

The BCRN aims to build stronger rural and remote communities and organizations in BC by promoting better understanding of rural issues across all jurisdictions, and developing responses to rural issues. The BCRN aims to achieve this objective by:

- 1.1. Acting as a coordinating body for the dissemination of information, tools, and resources of importance to rural and remote communities in British Columbia,
- 1.2. Acting as a catalyst to build linkages between communities, rural organizations, and policy-makers who work on issues of importance to rural and remote communities in British Columbia.
- 1.3. Improving awareness of the current work of existing rural groups and organization in BC by providing a forum for rural and remote communities and organizations to voice concerns and issues, and learn from each other.

2. DEFINED GOALS

- 2.1. To increase the community capacity building knowledge base in rural communities in British Columbia.
- 2.2. To increase the ability of rural communities to share and apply best practices and lessons learned.
- 2.3. To increase the engagement of, and partnerships between rural communities in British Columbia.
- 2.4. To increase awareness of activities, organizations, and best practices in other parts of Canada.
- 2.5. To enhance communication of rural issues among stakeholders and between stakeholders and government.
- 2.6. To manage province-wide, collaborative projects that address the goals as stated above.

3. OPERATING PRINCIPLES

- 3.1. To make decisions primarily by consensus.
- 3.2. To recognize four levels of governments: Federal, Aboriginal, Local (municipal and regional district), and Provincial.
- 3.3. To ensure that our process is transparent, open, and respectful of membership, and inclusive and responsive to membership input.
- 3.4. To use clear language in all written documentation, and where specialized terms are used, to provide a clear and accessible glossary of terms.
- 3.5. Business will be carried out in accordance with a Code of Conduct:
 - Treat others with respect
 - If unclear, ask for clarification
 - Everyone is to have an equal opportunity to speak

- Listen actively; think about what others are saying
 - Members accept that the concerns and goals of others are legitimate
- 3.6. The Terms of Reference will be reviewed at least once a year, and amended as required.

4. ENTITY

CURRENT STRUCTURE:

- 4.1. The BC Rural Network is a registered non-profit society
- 4.2. The BC Rural Network (BCRN) has entered into an agreement with the Fraser Basin Council (FBC) to act as Secretariat and manage funds for BCRN.
- 4.3. The Fraser Basin Council takes direction and instruction on BCRN from the BC Rural Network Board of Directors.
- 4.4. Fraser Basin Council will sit as ex-officio on the Board of Directors

5. GENERAL MEMBERSHIP

Membership is open to:

- 5.1. All organizations that serve a rural constituency, and/or whose mandate is concerned with issues of interest and relevance to rural citizens and communities, including non-profit organizations, governments, and businesses.
- 5.2. Members of executive and legislative branches of government, including provincial, federal, municipal and regional.
- 5.3. Government employees and elected officials can be members, but do not vote.
- 5.4. Any individual from the community at large with an interest in rural community issues.
- 5.5. Membership will aim to be inclusive of, but not limited to:
 - Aboriginal,
 - Environmental interests,
 - Francophone,
 - Governments (not including federal/provincial),
 - Health,
 - Persons with disabilities,
 - Resource industries, utilities,
 - Seniors,
 - Visible minorities,
 - Women,
 - Youth.

6. BENEFITS OF MEMBERSHIP

- Receive BCRN e-list and print newsletter
- Access BCRN webinar hosting services
- Participate in on-line issue forums
- Provide input into BCRN priorities and responses to issues and policies
- Contribute to research agenda and priorities
- Receive discounted admission to BCRN conferences & events

7. MEMBERSHIP TYPES AND FEES

The BC Rural Network will utilize a sliding membership fee structure, based on membership category. Membership is renewed annually, on April 1.

- A. Individuals membership- \$35
- B. Corporate/organization membership \$150 + \$25 for each additional associate member. Corporate/organizational membership provides member benefits for up to five staff.

8. MEMBER RESPONSIBILITIES

BC Rural Network members will:

- a) Provide direction on key priorities for the Network
- b) Agree to bring all appropriate, relevant, and publicly available information forward to develop a common information base from which to work
- c) Identify areas where available information needs to be shared
- d) Listen to the opinions of others and strive to understand them
- e) Strive to educate themselves on the issues
- f) Attend scheduled meetings, forums and conferences
- g) Identify where additional information is needed
- h) Appoint Board of Directors

9. BOARD OF DIRECTORS

9.1 The BC Rural Network Board of Directors is appointed by the general membership and from the general membership.

9.2 The BC Rural Network Board of Directors will consist of up to 12 Members:

1 member from each of 6 regions:

- a) Cariboo Chilcotin,
- b) Kootenay,
- c) South Coast, Vancouver Island & Gulf Islands,
- d) Thompson Okanagan,
- e) Peace Omineca,
- f) Northwest.
- g) One seat on the Board of Directors is designated for an Aboriginal representative.
- h) Two seats on the board of directors are designated for youth representatives.
- i) Up to 2 representatives of the federal and/or provincial governments may be invited to join the Board of Directors in an ex-officio observer capacity, as agreed to by the Board.
- j) Up to one representative of the Fraser Basin Council, referred to as the Secretariat, will sit on the Board as a director.

9.3 Notwithstanding the provisions of 9.3, the board will strive to reflect a diversity of interests as described in 5.4.

- 9.4 The general membership may recommend additional directors to reflect 5.4. Following each AGM, the Board will review current Board membership, review suggested nominees, take into account the recommendations, and then select the people to stand as directors.
- 9.5 Board of Directors representatives are appointed for a 2-year term, to a maximum of two consecutive terms, on a staggered cycle, to ensure stability and continuity.
- 9.6 In order for the Board of Directors to achieve quorum, at least 6 members must be present, consisting of at least 3 regional members.
- 9.7 When a Director misses 2 consecutive meetings without regrets, the remaining directors may take corrective action to review or replace the absent director.
- 9.8 When a Board of Directors position becomes vacant, the directors will approach members representing the appropriate interest and/or geographical criteria to select a replacement.
- 9.9 The Board of Directors will select its own Executive of up to 4 officers, for a one year term, to be renewed annually.
- 9.10 The Board of Directors will adhere to the operating principles of the BC Rural Network, as detailed in (3).

10. BOARD OF DIRECTORS RESPONSIBILITIES TO MEMBERS

- 10.1 The Board of Directors will aim to implement the direction and priorities provided by members at the annual forum and/or through other communication vehicles i.e. regional forums, electronic discussion boards.
- 10.2 The Board of Directors has a responsibility to maintain contact with its membership through timely and appropriate workshops, forums, newsletters, website, and annual conferences.
- 10.3 The Board of Directors will identify and engage the services of persons with the necessary expertise to respond to information needs and contractual obligations, subject to budgetary restraints.
- 10.4 The Board of Directors will ensure that any contractual obligations of the BC Rural Network are carried out in a timely and responsible manner.

11. BOARD OF DIRECTORS DECISION MAKING PROCESS

- 11.1 The objective is to reach consensus.
- 11.2 Consensus will be defined as general agreement on a conclusion, or conversely, no substantial disagreement with that conclusion. The parties involved may not agree with every aspect, but taken as a whole, a decision based on consensus satisfies the major interest and concerns to the extent that the members can all support it.

12. BOARD OF DIRECTORS DISPUTE RESOLUTION

- 12.1 The Directors will work to identify the underlying issues and work towards a solution in a respectful and positive environment.

- 12.2 The Directors will seek compromise, alternatives, and clarification of information needed.
- 12.3 The Directors will commit to arriving at the best possible solution.
- 12.4 If no consensus solution can be reached, a written description of the interests and/or issues that are not accommodated will be recorded in the public record. The question at issue will then be put to a vote by Board of Directors at a meeting where quorum is present, with a majority decision.

14. APPENDIX A

BC Rural Network Founding Group Board of Directors 2006/07

NAME	ORGANIZATION
Arcand, Maryanne	Healthy Eating Active Living (HEAL) of Northern BC
Botti, Jerry	Community Futures Association of BC
Collins, Bev	Pacific Community Network Association
Dessureault, Diane	Association des Francophones et Francophiles du Nord-Ouest
Gerow, Ray	Aboriginal Business Development Centre
Horn, Helen	BC Farm Womens Network
Hughes, Brandon	Canadian Rural Partnership
Williams, Cordelia	Community Futures Association of BC
Parks, Ellie	BC Community Economic Development Network
Wallin, Gail	Fraser Basin Council
Welsh, Dana	Columbia Basin Trust
LeBourdais, Maureen	BCRN Coordinator

15. APPENDIX B

BC Rural Network Board of Directors 2010-11

NAME	ORGANIZATION	SECTOR	REGION	TERM	PHONE	EMAIL
Botti, Jerry Chair	Community Futures Association of BC	COMMUNITY DEVELOPMENT	NORTHWEST	March 31/11 (2 nd term)	250-845-2522	jbotti@cfnadina.ca
Smith, Neil Vice Chair	Mt Waddington Regional District	GOVERNMENT	SOUTH COAST, VANCOUVER ISLAND & GULF ISLANDS	March 31/12	250-956-3301	nsmith@rdmw.bc.ca
Hughes, Brandon	Canadian Rural Partnership	FEDERAL	SOUTHERN INTERIOR	March 31/11	250-499-9562	brandon.hughes@telus.net
Hemphill, Jessie	Gwasala nak wax daxw	ABORIGINAL, YOUTH	SOUTH COAST, VANCOUVER ISLAND & GULF ISLANDS	March 31/12	250-949-5774	ccp@gwanak.info
Archer, Laura	Individual	YOUTH	KOOTENAY	March 31/12	250-344-2939	lj_archer@hotmail.com
Jensen, Kim	BC Cancer Agency Prevention Programs	HEALTH	SOUTHERN INTERIOR	March 31/11 (1 st term)	250-374-6614	kjensen@preventionprograms.org
Knoglinger, Pascale	Société de développement économique de la Colombie- Britannique	FRANCOPHONE	PROVINCE-WIDE	March 31/11 (1 st term)	250-382-7132	pknoglinger@sdecb.com
Cheryl McLay	RuralBC Secretariat	PROVINCE	SOUTH COAST, VANCOUVER ISLAND & GULF ISLANDS	March 31/11 (1 st term)	250-356-8883	cheryl.mclay@gov.bc.ca
Greg Holitzki	Individual	MUNICIPAL GOVERNMENT	SOUTHERN INTERIOR	March 31/11 (2 nd term)	250-679-8220	greg_h@telus.net
Maureen LeBourdais	Fraser Basin Council	COMMUNITY DEVELOPMENT	CARIBOO	March 31/12	250-620-3505	lebourdais@xplornet.com