

## **COMMUNICATION PROTOCOL OVRP CITIZENS ADVISORY COMMITTEE AND STAFF**

This protocol is to identify the proper procedure for communication between the Otay Valley Regional Park's (OVRP) Citizens Advisory Committee (CAC) and staff (including Joint Staff and the Executive Management Team). This protocol was discussed at the CAC meeting on Friday, March 24, 2006 and at the Policy Committee (PC) meeting on Thursday, April 27, 2006. In both circumstances, there was an agreement on the protocol.

### **PROJECTS BROUGHT FORWARD BY CAC MEMBERS**

- When a member of the OVRP CAC committee has a project they would like staff to pursue, it needs to be presented by the committee member at a regular meeting and the committee needs to come to a consensus either verbally or by vote if they would like to staff to proceed further with the stated project. Any projects the CAC subcommittees wish to pursue must come through the CAC for discussion and consensus.
- Staff will bring the project to the Executive Management Team (EMT) for consideration and prioritization. The EMT will give staff direction on how to proceed with the project.
- Staff will bring back an update on the proposed project at the next CAC meeting and inform the committee on how they plan to proceed and why the decision was made to proceed this way.
- Any new projects will be brought forward to the PC for consideration.
- Staff will give updates as appropriate on the project.