
SECTION: Corporate Services

TITLE: Advisory Committees Policy and Terms of Reference

PURPOSE:

The Town of Oliver may establish an advisory committee as a means to engage community members or specific sectors on proposed projects, policy decisions or new initiatives.

For each Town of Oliver Committee established, a Terms of Reference will be developed that outlines the mandate, membership, responsibilities and/or scope of work or responsibilities. The Terms of References will form part of this policy as appendices.

SCOPE:

The *Community Charter* specifies that Committees must include elected officials among its members; however, local governments can also establish advisory bodies with no elected officials as members (i.e., think tanks).

The Town of Oliver may establish either a Standing Committee (for ongoing matters) or a Select Committee (for ad-hoc matters).

- Standing committees are established by the Mayor; with at least half of the members being Council members.
- Select committees may be established by Council to consider a matter and report its findings to Council. At least one member must be a Council member.

PROCEDURES:

Advisory Committees will follow the Town of Oliver Council Procedures Bylaw in the conduct of its meetings.

Meetings

Meetings are defined as *an assembly of people for a particular purpose, especially for formal discussion*. All meetings must be open to the public as set out in section 89 of the *Community Charter*.

Should a meeting be Closed to the public as set out in section 90 of the *Community Charter* any information considered in any part of the said meeting until such time as the information is released to the public as lawfully authorized or required must be kept in confidence.

TERM and APPOINTMENT:

- a. The term for the Advisory Committee is two years unless noted differently in the Committee's Terms of Reference.
- b. Appointments shall be such that only half the members' terms expire at one time. Members may stand for re-appointment at the conclusion of their term.
- c. Council may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee.
- d. Committee members who are absent for three consecutive meetings shall forfeit their appointment unless such absence is authorized by resolution of the Committee.
- e. In the event of a vacancy occurring, the vacancy may be filled for the remainder of the term by an alternate if appointed by the member local governments, or organization.
- f. The Corporate Officer shall advertise in the local paper, after the appointment of a new Council term, inviting applications for the Advisory Committee.
- g. Council shall review all applications and appoint new members to the committee.
- h. Advisory Committee members shall serve without remuneration.

Committee Chairperson

- a. The Committee shall, at its first inaugural meeting, and at its first meeting following the appointment of new Committee members, elect one (1) of its members to be the Chairperson of the Committee.

- b. The Committee may elect one (1) of its members to be Vice-Chairperson, who shall preside at meetings in the absence of the Chairperson. If a Vice-Chairperson is not elected, in the absence of the Chairperson, Committee members shall, prior to the meeting, elect a member to preside at that meeting.

- c. The Chairperson shall have the same voting rights as the other members of the Committee, and in the case of an equality of votes for and against the question, the question is resolved in the negative and the chair shall so declare.



Oliver Accessibility and Age Friendly Committee Terms of Reference

1. Mandate

The Committee will support the Town's efforts to implement municipal recommendations in the Oliver Age Friendly Action Plan, and to support the Town with developing a Town of Oliver Accessibility Plan in alignment with the *Accessibility British Columbia Act*. Specifically, the Committee:

- a. Will support the municipality with the implementation, and monitoring of the Oliver Age Friendly Action Plan.
- b. Will support the municipality with meeting Oliver's obligations as an age friendly community recognized by the World Health Organization (WHO).
- c. In alignment with the *Accessible British Columbia Act*, support the municipality with developing a Town of Oliver (internal) Accessibility Plan and for developing a feedback mechanism around areas such as access to Town services, Town communications, and Town infrastructure (e.g., sidewalks).
- d. Advise and support the municipality with implementing the Town of Oliver Accessibility Plan and responding to suggestions received through the feedback mechanism.

2. Membership

The Committee shall consist of up to eight (8) members and shall be composed of:

- i. Two (2) Town of Oliver Council members
- ii. Up to six (6) Members at Large

Membership of the Members at Large shall be in accordance with the legislative requirements in the *Accessible British Columbia Act*.

Other non-voting resources and community partners may be invited to participate in particular Committee meetings for specific topics of shared interest.

3. Responsibilities and Duties of Committee Members

As a member of the Committee, Committee members have responsibilities and duties as a Committee member. These include:

- a. The Accessibility and Age Friendly Committee shall implement a minimum of one (1) age friendly initiative each calendar year within Oliver.
- b. The Committee shall provide a status report to Council semi-annually. The Committee Chairperson, or designate, will report to Council of behalf of the Committee.

Oliver Airport Advisory Committee Terms of Reference

1. Mandate

- a. To assist municipal staff and municipal consultants with operational issues affecting the Oliver Airport and airport lands.
- b. To provide recommendations to Oliver Council regarding the development of the Oliver Airport and airport lands.
- c. To provide recommendations to Oliver Council on proposals that Council refers to the Airport Committee relating to the use, operation and development of the Oliver Airport and airport lands.

2. Membership

- a. The Airport Committee shall consist of six (6) members and shall be composed of:
 - i. Two (2) members of council
 - ii. One (1) member from the airport community
 - iii. Two (2) members from the community at large
 - iv. One (1) member of the Oliver Flying Club (President or Vice-President)

3. Responsibilities and duties of Airport Committee Members

- a. The Airport Committee is authorized to meet with developers, builders, and their architects and engineers during the course of an Airport Committee meeting, to discuss plans and building designs for a proposed airport land development. The purpose of meeting with the developer and/or their agents or representatives is to ensure that Airport Committee members fully understand the proposed development, and are able to ask questions of the developer.
- b. Airport Committee members are not permitted to meet with developers or their agents outside of committee meetings to discuss or negotiate lease terms or other matters related to land use on the airport.
- c. When reviewing a development project, the Airport Committee shall provide a recommendation to Oliver Council regarding the approval of the development project.

- d. The Chief Administrative Officer shall appoint a staff member who is responsible for supporting committee activities. The Airport Committee shall work directly with the designated representative of the Town of Oliver.
- e. The Committee shall present its findings on an ongoing basis and in a manner determined by the Committee until the Committee is deemed by Council to have served its intended purpose.

4. Airport Manager

- a. The Airport Manager is responsible to provide technical advice and support to the Advisory Committee.

**Oliver and District Recreational Advisory Committee
Terms of Reference**

1. Mandate

The Oliver and District Recreational Advisory Committee was formed to facilitate input to Town of Oliver Council from the Regional District of Okanagan-Similkameen Electoral Area "C", the Osoyoos Indian Band and the public on Oliver Parks and Recreation initiatives, planning, and budgeting.

2. Membership

The Committee shall consist of up to 8 members and shall be composed of:

- i. Town of Oliver Mayor or their alternate.
- ii. Regional District of Okanagan-Similkameen Electoral Area "C" Director or their alternate.
- iii. One (1) School District No. 53 School Trustee appointed member.
- iv. One (1) Osoyoos Indian Band Council appointed member.
- v. Up to Two (2) unelected Members of the public from the Town of Oliver, appointed on the recommendation of the Town of Oliver.
- vi. Up to Two (2) unelected members of the public from Electoral Area "C", appointed on the recommendation of the Regional District.

3. Roles and Responsibilities

The Oliver and District Recreational Advisory Committee operates to support Council with its goal of maintaining and strengthening the Oliver and District Parks and Recreation services.

The Committee shall:

1. Support recreation that encompasses a broad spectrum of activities vital to the development of the character, spirit and culture of Oliver and the surrounding areas.
2. Promote the development of a sense of community for all people in the recreation service area.
3. Ensure the provision of inclusive physical and social environments that foster active living and connect people to nature through recreation.
4. Undertake short and long term planning for the facilities and activities that comprise the joint services.
5. Provide input to develop recreation services to meet the needs of the broader community.

Recommendations are to be brought forward to Council.

4. Background

In January 2024, the Oliver Parks and Recreation Society was dissolved and through a management agreement the provision of Parks and Recreation services within the Oliver and District Recreation service area were contracted by the Regional District of Okanagan-Similkameen to the Town of Oliver. The Oliver and District Recreational Advisory Committee was established to aid the contributing members, the Regional District of Okanagan-Similkameen Electoral Area "C", the Osoyoos Indian Band, and members of the community with continued input into the planning and budgeting for Oliver and District Parks and Recreation.



**Town of Oliver Sister City Advisory Committee
Terms of Reference**

Amended Date: November 14, 2023

1. Mandate

The Sister City Advisory Committee was formed to facilitate public input to Council on Sister City initiatives to assist with growing the existing relationships with the Town of Oliver's two Sister Cities: Lake Chelan, Washington, USA and Bandai, Japan.

2. Membership

The Committee shall consist of up to 6 members and shall be composed of:

- i. Two (2) Town of Oliver Council members
- ii. One (1) Oliver Tourism Association member
- iii. One (1) South Okanagan Chamber member
- iv. Up to Two (2) members from the community at large
- v. Up to Three (3) Town of Oliver Staff

3. Roles and Responsibilities

The Sister City Advisory Committee operates to advocate, inform, and support Council with its goal of maintaining and strengthening its Sister City relationships.

Bandai, Japan

1. The Committee shall encourage and support economic stimulation and facilitate the exchange of information and cultural experiences between the Town of Oliver and its Sister City Bandai Japan.
2. Recommend the number and duration of official visits to Bandai, subject to the budgetary limits established annually by Council.
3. Coordinate planning of all aspects required in receiving visiting delegations from Bandai (both students and adults).
4. Maintain regular communication with the Japanese Embassy in Vancouver.

Chelan, Washington

1. The Committee shall encourage and support economic stimulation and facilitate the exchange of information between the Town of Oliver and Chelan, Washington.
2. Recommend the number and duration of visits to Chelan, Washington subject to the budgetary limits established annually by Council.
3. Coordinate planning and all aspects of receiving visiting delegations from Chelan, Washington.

4. Maintain regular communication with the staff at the City of Chelan, Washington.

Recommendations are to be forwarded by letter to Council.

4. Background

2023 is the 35th Sister City Anniversary of the Town of Oliver and Bandai Town and this long-established relationship has been built on broad-based areas such as cultural exchanges and youth and educational programs. The Oliver/Bandai relationship has provided youth, city officials and citizens the opportunity to experience and explore Japanese culture.

The Town of Oliver and Lake Chelan Sister City relationship is not yet as established. This has primarily been visits between Mayors and Elected Officials.