

**SECTION:** Corporate Services

**TITLE:** Advisory Committees Policy and Terms of Reference

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**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 Airport Advisory Committee Terms of Reference**

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### **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.



## **Community Safety and Crime Prevention Advisory Committee Terms of Reference**

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### **1. Mandate**

The Community Safety and Crime Prevention Advisory Committee was formed to facilitate public input to Council on programs and strategies to assist in enhancing the quality of life of the community.

The Community Safety and Crime Prevention Advisory Committee is a Select Committee of Council.

#### **Objective:**

The Community Safety and Crime Prevention Advisory Committee reviews, reports and advises Council on matters pertaining to safety and crime prevention in the Town of Oliver. The Committee will focus on exploring current and emerging issues in relation to public safety within the Town of Oliver and regional partners, addressing matters such as, but not limited to; Police Services, Bylaw Enforcement, Fire Rescue Services, Emergency Preparedness Management, Ambulance Service Levels, Correctional and Prison Services.

#### **Scope of Work:**

To achieve this objective, the Community Safety and Crime Prevention Advisory Committee will undertake the following activities:

- a. Promote activities and education programs on safety, traffic safety, bicycle safety, water safety, fire prevention and crime prevention in the community.
- b. Initiate and facilitate such working groups as may be necessary to assist in the development, encouragement and promotion of safety and crime prevention programs and activities.
- c. Liaise and work in cooperation with organizations interested in the coordination of safety and crime prevention programs.
- d. Acknowledge the action and activities of individuals and groups who are actively working towards developing community consensus on appropriate strategies for safety and crime prevention issues.

- e. Review and make recommendations on selected matters relating to the provision of protective services to support public safety as requested by Council.

## **2. Membership**

In order to provide representation from other communities and regional partners, the membership of the Committee is as follows:

- a. Mayor of Oliver
- b. One (1) Town of Oliver Councillor
- c. Three (3) members-at-large
- d. RDOS - Area "A" Director
- e. RDOS - Area "C" Director
- f. Town of Osoyoos – one member nominated by the Town of Osoyoos
- g. Osoyoos Indian Band (OIB) - one member nominated by the OIB
- h. One (1) representing Interior Health
- i. One (1) representing School District #53

(The Director of Development Services, Fire Chief, RCMP Officer-in-Charge, Bylaw Enforcement, Citizens Patrol and Corrections will normally be in attendance at all meetings to provide technical advice/information related to public safety.)

Non-voting resources and community partners may be invited to attend the meeting specific to topics of shared interest.

Preference for membership will be given to individuals with a demonstrated background in social community services, emergency planning, fire services, protection services, and enforcement or prevention services.

## **3. Roles and Responsibilities**

- a. When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, a representative of another agency or community group, or as an individual. Committee members need to convey the public interest and remember that they represent the community at large.
- b. The Committee will provide a status report to Council semi-annually. This report should include a record of work conducted. The Committee Chairperson, or designate, will report to Council on behalf of the Committee.
- c. 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. Budget**

The routine operations and any special initiatives of the Committee will be funded by allocations within the Committee Budget which has been approved by Council.





## **Oliver Downtown Advisory Committee Terms of Reference**

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### **1. Mandate**

- a. The Committee's mandate is to support Downtown Revitalization and Downtown Action Plan implementation, monitor community tourism, development, business trends and issues.
- b. The Committee will help ensure Downtown projects are coordinated between revitalization partners and stakeholders.
- c. The Committee will promote initiatives to raise public and special interest awareness and support for the ongoing Downtown Revitalization project.
- d. The Committee, for any initiative it puts forward, will research, develop and propose funding source options for consideration, including, but not limited to, corporate sponsorship, community partnerships, grants, awards, and funding sources from senior levels of government and/or municipal funding and may provide letters of support for applications to those funding sources.
- e. The Committee will consider matters referred to it by Council and/or are referred to it by other advisory committees or standing committees of Council.

### **2. Membership**

The Committee shall consist of ten (11) members and shall be composed of:

- Two (2) Town of Oliver Council members
- One (1) South Okanagan Chamber of Commerce member
- One (1) Oliver Tourism Association member
- One (1) Oliver Osoyoos Winery Association member
- Two (2) Local business representative
- Two (2) Member at Large
- One (1) Arts & Cultural Community member
- One (1) Town of Oliver staff representative (supportive)

### **3. Roles and Responsibilities**

- a. 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.