

---

**MEETING TYPE:** Regular Council Meeting  
**MEETING DATE:** February 21, 2023  
**AUTHOR:** Reyna Seabrook, Director of Corporate Services  
**DEPARTMENT:** Corporate Services  
**ITEM TITLE:** Council Committee Review  
**DESCRIPTION:** Consider amendments and further discussion related to Council's existing committees

---

## QUESTION

Does Council wish to consider amendments and renewal of memberships for the Water Services Advisory Committee, Public Art Advisory Commission, Parks and Recreation Advisory Committee and Economic Development and Tourism Committee and refer the remaining committees (AAC and AAFC) to a future strategy session for a more in-depth discussion and review.

## OPTIONS

- A. THAT the amended Terms of Reference for the Water Services Advisory Committee, Parks and Recreation Advisory Committee and Economic Development and Tourism Committee, attached to the report from Corporate Services dated February 21, 2023, be adopted;  
AND THAT the Public Art Advisory Amendment Bylaw 1200, 2023 be read a first, second and third time;  
AND THAT consideration of the Agricultural Advisory Committee and Age and Access Friendly Committee terms of reference and mandate be forwarded to a future strategy session for an in-depth discussion and review.

## EXECUTIVE SUMMARY

Committees and Commissions are appointed by Council to serve and assist Council in dealing with a multitude of matters. These groups are typically made up of community members or subject matter experts in a particular area. Committees do not make decisions, rather they are established to provide recommendations and input from a perspective Council may not have considered. It is Council's role to determine how a committee will best serve the role of Council and the residents. Council is responsible for assigning tasks to committees that are aligned with guiding documents and strategic priorities. Council currently has 5 Committees and 1 Commission.

**Access and Age Friendly Committee (AAFC)** *The Accessible BC Act (ABCA) enacted in 2021 mandates an accessibility committee including the membership and purpose. Terms of Reference (TOR) can be amended to meet legislated requirements but the current membership does not meet the mandate.*

**Agricultural Advisory Committee (AAC)** *Three current members with continuous recruitment struggles. Unclear roles, responsibilities and expectations. Referral body for agricultural land applications that are to be considered by Council, potentially impacting application timelines.*

**Economic Development & Tourism Committee (EDTC)** *Council recently indicated the EDTC was created by the community for the community. The committee has expressed the need for clearer guidelines and direction. Membership is below the minimum required.*

**Parks and Recreation Advisory Committee (PARC)** *Has generally been productive and effective although membership is below the required minimum.*

**Public Art Advisory Commission (PAAC)** *A Commission established by bylaw with the authority to expend funds within their budget. Has generally been productive and effective.*

**Water Services Advisory Committee (WSAC)** *Must remain in some form as per Letters Patent. Has generally been productive and effective although membership is below the required minimum.*

Committee reviews have been undertaken in 2012 and 2015 and 2019. In 2019, a facilitated session (the “Facilitated Session”) was held with consultant Christina Benty recognizing on-going concerns with membership, mandate (purpose) and communication between Council and committee members. The Facilitated Session identified:

- staff and Council place a high value and appreciation on committee members input and participation.
- recruitment has become an issue with a declining volunteerism in many communities.
- not enough members mean committees cannot meet quorum and fulfill their mandate.
- committees are seeking clear, specific direction from Council on tasks.

#### **TYPES OF COMMITTEES**

<b>TYPE</b>	<b>REGULATIONS</b>
Standing (CC s 141)	<ul style="list-style-type: none"> <li>• established by the Mayor</li> <li>• members appointed by the Mayor</li> <li>• consider items referred to it by Council</li> <li>• report back to Council with or without a recommendation</li> <li>• at least half the members must be Council</li> <li>• may include members who are not Council appointed by resolution</li> </ul>
Select/advisory (CC s 142)	<ul style="list-style-type: none"> <li>• consider or inquire matters determined by Council in TOR</li> <li>• report findings/provide recommendations</li> <li>• (generally) exist for a specific time period then cease to exist</li> <li>• at least one member must be a Council member</li> <li>• may include members who are not Council appointed by resolution</li> </ul>
Commissions (CC s 143, 154)	<ul style="list-style-type: none"> <li>• established by bylaw</li> <li>• operate services where Council does not have capacity, where subject matter experts are required or where Council decides community involvement in service delivery is warranted</li> <li>• may delegate certain powers, duties and functions with some restrictions</li> </ul>
<i>Accessible B.C. Act</i> (ABCA)	<ul style="list-style-type: none"> <li>• enacted June 2021</li> <li>• legislation requires an accessibility committee, accessibility plan and tool to receive feedback on accessibility</li> <li>• Not required to be a council committee under legislation, can be fulfilled as an advisory or working committee led by staff</li> <li>• at least half the members must be persons with disabilities or represent a disability-organization and at least one Indigenous person</li> <li>• mandate to assist the District in identifying barriers to individuals in or interacting with the District and to advise on how to remove and prevent such barriers</li> </ul>

#### **MEMBERSHIP AND QUORUM**

Current members and member requirements for each of the existing committees are set out below. Attraction and retention have always been identified as an issue and was again identified in the Facilitated Session. The existing minimum number of members and struggles in recruitment make it difficult for committees to achieve quorum and operate in accordance with their TOR.

When attempting to attract new members, staff use methods such as newspaper ads, social media and ask existing members and staff to reach out to community members or specific interest groups. Recruitment for committee volunteers has been challenging and the landscape of volunteerism in many communities has changed significantly since some committees were established.

Applicants for committees are generally requested to submit an email outlining their background and why they are interested in being appointed. Members must be appointed or renewed by Council resolution at the next available In Camera meeting.

The current TOR set out a 3-year term with all expiration dates of June 30<sup>th</sup>. This timeline was implemented to simplify tracking, allow combined advertising and ensure clear timelines for interested applicants. Previous TOR's included staggered 1 year, 2 year or 3-year terms. Some municipalities create terms that are parallel, or slightly overlapping Council's term. While members are theoretically appointed for a 3-year term, they may resign at any time or may continue serving if approved by Council. Some committees have had the same members since establishment. Where a member resigns, staff solicit new members and present applications to Council. Historically, members have either resigned before their term is complete or remain on a committee for an extended time making the value of a term ambiguous.

Due to a lack of members, Council passed resolutions on June 5, 2018 and October 15, 2019 waiving the requirements for the AAC and EDTC to meet quorum, allowing the committees to continue without the required number of members.

Quorum is an important governance tool used to ensure an acceptable level of members who have a stake in the group are present to make proceedings valid and ensure procedural fairness at the committee level, especially where recommendations to Council are provided. *Community Charter* section 129 states quorum is a majority. A vacancy does not invalidate the ability to act if the number of members is not less than quorum. For some committees quorum cannot be achieved. Existing TOR state if there is no quorum within 30 minutes after the meeting time, the names of the members are recorded and the meeting is adjourned. Historically, committee "notes" have been recorded although groups are not able to make decisions or recommendations to Council without quorum. For ease-of-use committee TOR's set out the specific number for quorum (except EDTC).

Committee	Required Members	Current Members	Quorum
AAC	6 to 8	3	4
AAFC	7	4	4
EDTC	11	7	50%+1
PAAC	8 to 14	8	4
PARC	7	5	4
WSAC	7 to 14	8	5

## COMMITTEE PROCEDURES

In accordance with the *Community Charter*, meeting procedures established in Council Procedure Bylaw 1105, 2019 also apply to committees and commissions. Committees are required to adhere to procedures including voting, conduct, appointment of a Chair, recommendations, reporting back and quorum. The existing committee TOR include the requirement for committee members to abide by the conflict of interest provisions however, section 100 and 101 of the *Community Charter* only apply to elected officials. While committee members are not governed by the *Community Charter*, members are required to adhere to the standards of ethical behaviour set out in Council's Code of Conduct and Ethics Policy to ensure business is conducted with integrity and in a fair, honest and open manner.

Agendas and minutes must be prepared and published for each committee meeting, similar to Regular Council Meetings. Generally, a Clerk from the most relevant department (i.e. Planning Clerk for AAC, Utilities Clerk for WSAC) is assigned as a Recording Secretary and is responsible for liaising with the Chair to organize meetings, create, distribute and post agendas, record and sign minutes and ensure minutes are provided to Corporate Services for circulation to Council. In addition to a Recording Secretary, a Staff Liaison is appointed to each committee, depending upon operational workload.

During the Facilitated Session, committee members identified the need for increased governance training including how committees operate and how members participate in a meaningful way.

## **TERMS OF REFERENCE (TOR)**

Terms of Reference TOR set out the mandate and structure of a committee, including who is part of the committee, what the committee aims to achieve and how it will be achieved. TOR can be developed annually, as needed or long-term. TOR can include many components, but should include mandate, establishment, membership, meeting and quorum, resources and a term.

The Facilitated Session identified the existing mandates are too broad, do not provide clear direction and do not reflect Council's guiding documents (Master Plans or Strategic Priorities). Unclear direction can cause conflict or confusion for committees resulting in groups acting as an implementors of operations and decisions. Unclear direction may also impact recruitment with volunteers not feeling valued or accomplishing projects.

## **BACKGROUND/HISTORY**

During the 2012 review, TOR were amended to standardize expiry and appointment dates as well as reporting procedures. In 2015 the review resulted in merging two commissions into one committee. In 2018, due to a lack of membership, Council extended membership terms for one year and waived requirements for quorum.

In 2019 Council acknowledged issues including attraction, retention, quorum, orientation, communication, sense of purpose and relevancy, unclear expectations, role confusion and limited staff resources. As a result, the Facilitated Session was held with Council, staff and committee chairs and a facilitator, to examine historical practices and the changing needs of the committee structure.

Recommendations from the Facilitated Session included direction to begin amending TOR for the WSAC and the EDTC including clear direction from Council on what they want the committee to do, the strategic priority or guiding documents to be reflected in committee decisions and timelines for the committee's tasks. During the COVID pandemic, TOR amendments were put on hold and committee meetings were halted in accordance with health and safety procedures.

Relevant observations from the Facilitated Session:

- The best way to demonstrate staff and Councils appreciation for volunteers is by setting them up for success by providing clear, specific direction, using their time to the best of their ability, celebrating accomplishments and acknowledging a job well done.
- Best practices require Council to populate TOR with strategic priorities and tasks from Council's guiding documents.
- There is a lack of clarification on what Council wants their committees to do. Where a committee's mandate is unclear, too broad or vague, and there is unclear direction, projects are developed on an improvised basis which may create duplicate or unnecessary work.
- The Council Liaison is to provide verbal feedback to the committee on decisions made by Council including reasoning and rational and to report back to Council on committee's decisions.
- Council should ensure committees know what lens they are looking at tasks with and what lens Council is looking at tasks with i.e. Council is responsible for looking at decisions with a lens of protecting the next generation, committees may have a much more specific lens required.
- There is a need for increased governance training including how committees operate and how members participate in a meaningful way.
- Committees need diverse representation including opposing views to ensure robust, fulsome debate.
- Millennials want to participate only if there are very clear parameters and timelines.
- Clear expectations need to be established for both parties, such as:
  - Committees expect Council to provide clear direction, ensure the committee is aware of any restrictions and consider recommendations made by the committee.
  - Council expects committees to accept direction from Council, to not act as the body of Council, consider the diversity of and impacts on the community and develop feasible recommendations where required.

- Each group of staff, committee and Councillors was asked “What is working now?” And “How can we improve?” Answers provided below in each committee section.

### **WATER SERVICES ADVISORY COMMITTEE (WSAC)**

Letters Patent established the Water Services Commission including the membership and mandate to review and advise Council on any and all matters relating to the supply and distribution of water for agricultural, residential and other uses identified in Letters Patent (section 23.2 i) to iv)). For the year 2001 and subsequent years, Council shall continue the commission in some form with two representatives of the farming community who shall be actively farming within the municipality and other members as determined by Council.

The WSAC consists of 8 members who meet on an as need basis at the request of the Chair or the Utilities Manager. Meetings are generally held in the evening at Municipal Hall. The Utilities Manager and Infrastructure Clerk act as the Staff Liaison and Recording Secretary. All member terms have expired effective October 1, 2022. Recruitment of WSAC members has not been difficult. The Facilitated Session identified the committee agrees they are working well although clear, specific direction would assist the Committee.

Required	Current	Member Composition
7 to 14	8	At least 5 that live and actively farm in Lake Country, at least 2 who live in Lake Country with a documented interest and concern with environmental issues, representative who lives in Lake Country who may be former trustees of irrigation district, residential user, private utility users or person with expertise in environmental protection
Mandate		
a) Review and provide recommendations on the general supply and distribution of water; b) Review and provide recommendations on protection of the resource; c) Review and provide recommendations on proposed bylaws and operational policies; d) Review and provide recommendations on conceptual plans for water infrastructure; e) Review and provide recommendations on annual budgets, rates and charges; and f) Review and provide recommendations on other matters related to water referred from Council.		
What is working now?	• committee structure, agricultural and domestic, open dialogue, trust	
How can we improve?	• specific mandates in TOR	
RECOMMENDATIONS		
OPTION A THAT the minimum voting membership be reduced from 7 to 14 to 6 AND THAT existing members be reappointed for a 3-year term AND THAT Councillor _____ be appointed as the Council Liaison and Councillor _____ as the alternate; AND THAT the Water Services Advisory Committee (WSAC) Terms of Reference as amended and attached hereto, be adopted.		
OPTION B THAT an in-depth discussion of the WSAC Terms of Reference be referred to a future Strategy Session.		

### **PARKS AND RECREATION ADVISORY COMMITTEE (PARC)**

PARC has been in place since 1996 with formal TOR established in 2006 and amended in 2012. PARC meets quarterly or as required. The Parks and Landscape Planner acts as the Staff Liaison and works in collaboration with the Chair to determine agenda items. The Infrastructure Clerk acts as the Recording Secretary. Meetings are generally held in the evening at Municipal Hall. All memberships have expired effective October 1, 2022. Recruitment of new members for PARC members has not been a challenge.

Required	Current	Member Composition
7	5	Representatives from the community at large
<b>Mandate</b>		
a) Review and provide recommendations on specific parks and recreation projects and events that promote community spirit, tourism and volunteerism. b) Review and provide recommendations on the development of parks, recreation facilities and trails that will benefit the community. c) Review and provide recommendations on conceptual plans for specific parks projects as referred by Council or District staff. d) Review and provide recommendations on policy and planning matters referred to the Committee (not including operational matters). e) Liaise with other community groups, such as the community associations, sport associations or special interest groups. f) Spearhead or relay support for specific projects or events relating to parks and recreation facilities. g) Hold an annual, publicly advertised meeting, where groups or individuals with ideas or concerns respecting parks, recreation and cultural services are invited to present comments to the Committee.		
<b>What is working now?</b>		<ul style="list-style-type: none"> <li>• Strong, caring membership, staff support, Reasonable meeting schedule, Good high-level input</li> </ul>
<b>How can we improve?</b>		<ul style="list-style-type: none"> <li>• Youth member, Streamline and thin out TOR, Connection to community, Direction from Council</li> </ul>
<b>RECOMMENDATIONS</b>		
<b>OPTION A</b> THAT the minimum voting membership be reduced from 7 to 5 AND THAT all existing members be reappointed for a 3-year term AND THAT Councillor _____ be appointed as the Council Liaison and Councillor _____ as the alternate AND THAT Parks and Recreation Advisory Committee (PARC) Terms of Reference as amended and attached hereto, be adopted.		
<b>OPTION B</b> THAT an in-depth discussion of the PARC Terms of Reference be referred to a future Strategy Session.		

### **PUBLIC ART ADVISORY COMMISSION (PAAC)**

Public Art Advisory Commission Bylaw 480, 2004 was adopted in April 2004 and was repealed and replaced with Bylaw 830, 2012 which is in effect to date. As a Commission, PAAC is authorized to have authority to administer an annual plan and budget as approved by Council. PAAC consists of 8 members who have historically met monthly but are moving towards quarterly meetings. The Cultural Development Coordinator and Parks and Landscape Planner act as the Staff Liaison's for the Commission. Meetings are generally held in the evening at Municipal Hall. All memberships have expired effective October 1, 2022. Recruitment of new members for PAAC has not been a challenge.

Required	Current	Member Composition
8 to 14	8	Documented interested or experience in areas of art, culture or heritage
Mandate		
<div>a. Spearhead or support specific projects that promote art, culture and heritage;</div> <div>b. Provide advice to Council on matters referred to them by Council of a policy nature or with respect to planning and development of art, culture, heritage areas and facilities. Referrals will not involve operational matters;</div> <div>c. Liaise with other community groups such as the ward community associations, Heritage and Cultural Society or special interest groups who are dealing with art, cultural, or heritage matters concerning public property or events that may be of interest and benefit to the community as a whole;</div> <div>d. Co-ordinate the display of art works in the Municipal Hall and other public places in co-operation with the District;</div> <div>e. Advise Council through the Planning and Development Department on the creation of design guidelines for the aesthetic quality and features of development within Lake Country;</div> <div>f. Advise Council on aesthetic features and design guidelines for individual development applications at the request of the Director of Planning and Development;</div> <div>g. Advise Council on the acquisition of public art, either through donation or fundraising;</div> <div>h. Advise on art, cultural and heritage matters referred to it by Council;</div> <div>i. Hold an annual, publicly-advertised meeting, where groups or individuals with ideas or concerns respecting art, culture or heritage are invited to present comments to the Commission;</div> <div>j. Complete special projects related to public art or aesthetic concerns for the District, such as creating a banner, or establishing guidelines for signage;</div> <div>k. Submit and have authority to administer an annual plan and budget as approved by Council.</div>		
What is working now?	<div>• tasks aligned with Strategic Priorities, engaged members, staff support</div>	
How can we improve?	<div>• Unclear TOR, Communication with Council liaison, committee agenda should align with Council priorities, if not, no meeting or no committee</div>	
RECOMMENDATIONS		
OPTION A		
THAT the minimum voting membership be reduced from 8 to 14 to 7		
AND THAT all existing members be reappointed for a 3-year term		
AND THAT Councillor _____be appointed as the Council Liaison and Councillor _____ as the alternate;		
AND THAT staff be directed to bring forward a bylaw amending the Public Art Advisory Commission (PAAC) Terms of Reference.		
OPTION B		
THAT an in-depth discussion of the PAAC Terms of Reference be referred to a future Strategy Session.		

### ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE (EDTC)

Originally established as the Community Development Commission (CDC) in 1998 by Bylaw 98-221 to promote sustainable community economic development and renewal activities in the community. The CDC had authority to operate a budget and was involved in projects including the Historical Markers, Town Centre, Lake Country Agricultural Plan and a Tourism Organizational Plan. The CDC was rendered inactive in 2008 although Bylaw 98-221 is still In Effect. The Economic Development Committee (EDC) was established in 2010 and amended in 2012 to the Economic Planning and Development Committee (EPDC) with a purpose to promote sustainable community economic development activities, prepare an economic development strategy, promote job creation and retention and liaise with the COEDC. In 2013 the Tourism Development Commission (TDC) was established by Bylaw 865 with the primary function of coordinating the operation of the Visitor's Information Centre (VIC) with budget allocated from the Economic Development Budget. In 2015, the Economic Development Budget was reassigned from the commission to the District and the EPDC and TDC were consolidated into the Economic Development and Tourism Committee (EDTC).

The EDTC consists of 7 members who meet on an as need basis. Meetings are generally held in the evening at Municipal Hall with the Economic Development and Public Engagement Specialist acting as both the Staff Liaison and Recording Secretary. All member terms have expired effective October 1, 2022. Meetings and agenda items are at the discretion of the Chair. The committee has considered some of the following agenda items, Mobile Visitor Centre, review of the Economic Development and Tourism Strategy, Main Street Development, Electric Vehicle Charging Stations in Lake Country and Bioeconomy Development Opportunity Zone. Council recently noted that the EDTC was a community run and community operated committee.

Required	Current	Member Composition
11	7	At least 4 but not more than half, who have documented interest in or experience in tourism promotion, operation or development, at least 4, but not more than half, who have a documented interest or experience in agriculture, business, economic development, industry, real estate, retail operations (or others deemed appropriate by Council; member of the Chamber of Commerce, Okanagan Indian Band and Tourism Kelowna (non-voting)
<b>Mandate</b>		
a. businesses or other organizations, related to local economic development or enhancing local tourism, tourist amenities or tourist activities. b. Provide recommendations to Council on content for marketing, branding, informational and promotional material. c. Develop an Economic Development and Tourism Strategy for Council approval that includes short, medium and long term goals and objectives. d. Explore opportunities for strengthening the municipality's business and tax base including marketing and partnership initiatives and promotion of job creation and retention. e. Providing recommendations for Council consideration on budget proposals related to local economic development and tourism. f. Provide recommendations for Council consideration on available grants or funding related to local economic development and tourism. g. Provide recommendations for Council consideration on matters referred to them by Council of a policy nature related to local economic development or planning and development of tourism amenities and facilities. h. Provide recommendations on other matters referred to the Committee. i. Liaise with the following groups: <ul style="list-style-type: none"> <li>Central Okanagan Regional District Economic Development Commission, Lake Country Visitor's Information Centre, Lake Country Chamber of Commerce, Tourism Kelowna, Thompson Okanagan Tourism Association, Lake Country Heritage and Cultural Society, Lake Country community groups and businesses, District committees and commissions, other groups who are dealing with local tourism promotion, development and enhancement or events that may be of interest and benefit to the community</li> </ul> j. Hold an annual, public meeting where ideas or concerns related to local economic development and tourism can be presented to the Committee by the community. k. Act as emissaries, promoting the positive attributes of the District to existing and prospective businesses. l. Promote, spearhead, support or advise community-based projects undertaken by Lake Country residents,		
<b>What is working now?</b>		<ul style="list-style-type: none"> <li>tasks aligned with Strategic Priorities, engaged members, staff support</li> </ul>
<b>How can we improve?</b>		<ul style="list-style-type: none"> <li>Unclear TOR, Communication with Council liaison, committee agenda should align with Council priorities, if not, no meeting or no committee</li> </ul>



**RECOMMENDATIONS****OPTION A**

THAT the minimum voting membership be reduced from 11 to 7;  
 AND THAT all existing members be reappointed for a 3-year term;  
 AND THAT Councillor \_\_\_\_\_ be appointed as the Council Liaison and Councillor \_\_\_\_\_ as the alternate;  
 AND THAT Economic Development and Tourism Committee (EDTC) Terms of Reference as amended and attached hereto, be adopted.

**OPTION B**

THAT an in-depth discussion of the EPDC Terms of Reference be referred to a future Strategy Session.

**AGRICULTURAL ADVISORY COMMITTEE (AAC)**

The AAC was initiated in 2005. Meetings are held in the evening at Municipal Hall. The AAC is responsible for reviewing all land use applications affecting agriculture and agri-business community prior to Council consideration. With an already burdened application process, the additional referral time may impact applications. Recruiting members for the AAC has been a significant struggle for many years, despite efforts to recruit. The Manager of Planning and the Planning Technical Clerk are appointed as the Staff Liaison and Recording Secretary for the committee. All memberships have expired effective October 1, 2022.

Required	Current	Member Composition
6 to 8	3	At least 4 actively farming, at least 2 with an interest in agriculture, economic development, sustainability or water service delivery or conservation
<b>Mandate</b>		
a. Review and provide recommendations on Land Commission applications to be considered by Council. b. Review and provide recommendations on land use applications affecting agriculture and the agri-business community. c. Review planning documents such as the Official Community Plan, Zoning Bylaw, Sector and Neighbourhood Plans and make recommendations to Council with respect to impacts on agriculture and agri-business. d. Provide recommendations to Council on ways to preserve, protect, enhance and improve agriculture and agricultural practices within the District, including ways to inform the community, agencies and other stakeholders on agricultural practices and matters.		
<b>What is working now?</b>		No comment
<b>How can we improve?</b>		<ul style="list-style-type: none"> <li>• Increase membership, Improved communication on Council decisions to committee, more involvement in education and communication rather than just saying yes or no to decisions</li> </ul>

**RECOMMENDATION****OPTION A**

THAT an in-depth discussion of the AAC Terms of Reference be referred to a future Strategy Session.

**OPTION B**

THAT the minimum voting membership be reduced from 6 to 8 to 3  
 AND THAT all existing members be reappointed for a 3-year term  
 AND THAT Councillor \_\_\_\_\_ be appointed as the Council Liaison and Councillor \_\_\_\_\_ as the alternate

### ACCESS AND AGE FRIENDLY COMMITTEE (AAFC)

The AAFC began in 2007 with TOR formalized in 2009 and amended in 2012. Council's AAFC consists of 4 members who meet on a monthly basis, from 10 to 11 am at the Municipal Hall. Meetings and agenda items are at the discretion of the Chair. The Public Works Manager and a clerk are assigned to act as the Staff Liaison and Recording Secretary. All member terms have expired effective October 1, 2022.

In 2021 the *Accessible BC Act (ABCA)* mandated all local governments to establish an accessibility committee and to have an accessibility plan in place by September 1, 2023. The ABCA does not specify how this committee is formed and is not required to be a committee under legislation. The ABCA Accessibility Committee requires at least half of the members to be persons with disabilities or members of a disability organization and one indigenous person. The mandate of the committee is to assist the District in identifying barriers to individuals in or interacting with the organization and advise how to remove and prevent such barriers. Where this committee is established outside of the *Community Charter*, such as a staff led committee, quorum and other procedural regulations would not apply.

The ABCA mandates the development of an accessibility plan by September 1, 2023 and the establishment of a process for receiving comments from the public related to barriers. The accessibility plan must outline how the organization will identify, remove and prevent barriers to people in, or interacting with the organization; must consider comments through public feedback and consider the principles of inclusion, adaptability, diversity, collaboration, self-determination and universal design. Developing an accessibility plan may be a large undertaking. Organizations are not required to submit accessibility plans but must make them publicly available. The plan does not require organizations to make physical upgrades to buildings.

Staff recently received correspondence from the co-chair of the Provincial Accessibility Committee and the project manager for the Accessible Organizations Project regarding the creation of ad-hoc committee and assistance with the legislated requirements under the ABCA, including the possibility of combining forces and creating a wider staff led or regional accessibility committee with the potential of including or involving members from the existing committee.

Required	Current	Member Composition
7	4	Representatives from the community at large
<b>Mandate</b>		
<ul style="list-style-type: none"> <li>a. Identify and suggest solutions to gaps and barriers that impede full participation in all aspects of life in the District.</li> <li>b. Provide Council with information on issues of concern to people of all ages and abilities.</li> <li>c. Provide input on, monitor and contribute to District policies, programs and reports that affect people of all ages and abilities.</li> <li>d. Act as a resource and work collaboratively with District staff on initiatives/projects to enhance accessibility for people of all ages and abilities.</li> <li>e. Work cooperatively with other civic agencies whose activities affect people of all ages and abilities.</li> <li>f. Engage in outreach to the communities of people of all ages and abilities to disseminate information and encourage participation;</li> <li>g. Act as a conduit to Council for feedback from people of all ages and abilities on civic matters affecting accessibility issues.</li> <li>h. Liaise with other community groups, such as community associations, sport associations or special interest groups who are dealing with access and mobility related matters concerning public property, private property to which the public has access or events that may be of interest and benefit to the community as a whole; and</li> <li>i. Recommend to Council methods of informing the community on issues and concerns related to Age-Friendly Community Living Guidelines and mobility.</li> </ul>		
<b>What is working now?</b>		Enthusiastic, passionate members
<b>How can we improve?</b>		Consider participation through overarching entities such as SPARC or other umbrella groups

## RECOMMENDATION

### OPTION A

THAT discussion regarding the legislated requirements for an accessibility committee be referred to a future Strategy Session;

AND THAT the existing AAFC be placed on hold pending clarification on membership requirements and mandate.

### OPTION B

THAT the minimum voting membership be reduced from 7 to 4

AND THAT all existing members be reappointed for a 3-year term

AND THAT Councillor \_\_\_\_\_ be appointed as the Council Liaison and Councillor \_\_\_\_\_ as the alternate.

AND THAT Access and Age Friendly Committee (AAFC) Terms of Reference as amended and attached hereto, be adopted.

## IMPACT ON STAFF CAPACITY AND FINANCIAL RESOURCES

Each committee and commission has a Council Liaison, responsible for liaising between Council and committee members, a Staff Liaison, appointed by the CAO depending on operational workload, who is responsible for being the main point of contact for the committee with the District and a Recording Secretary, responsible for keeping preparing agendas and keeping accurate minutes of the meeting. District Clerks from the relevant department are generally appointed as recording secretaries to committees. As meeting times vary between morning and evening, staff must adjust regular shifts to attend. The administration and operational duties required to support committees impacts staff time and resources.

## CONSULTATION AND COMMUNICATION

The existing committees and commissions have not been consulted on this report. The last comprehensive consultation took place in 2019.

## APPLICABLE LEGISLATION AND POLICIES

*Community Charter* section 141, 142, 143

*Accessible B.C. Act* (ABCA)

Letters Patent

Council Procedure Bylaw 1105, 2019

Since incorporation, there have been numerous committees and commissions including, but not limited to:

- Advisory Planning Commission
- Affordable Housing Committee
- Climate Action Committee
- Community Sustainability Team
- Development Permit Committee
- Finance Committee
- Mayors Task Force on Agriculture
- Okanagan Centre Sector Plan Committee
- Oyama Sector Plan Ad Hoc Committee
- Planning and Building Committee
- Planning Committee
- Road and Public Works Committee
- Watershed Stakeholders Committee
- Youth Advisory Committee

## ANALYSIS OF OPTIONS FOR CONSIDERATION

The new term of Council provides an opportunity for Council members to determine which Committees they would like to see in place and to identify clear specific direction for those groups.

---

Committees and commissions can provide the following advantages:

- Provide Councillors more time to review and discuss issues in detail, which may assist decision making.
- Provide Councillors with an opportunity to introduce new ideas in an informal setting.
- Provide Council with recommendations on complex issues by using expertise outside Council.
- Promote the use of volunteers on projects or events thus reducing the cost of government.

Committees and commissions can create the following disadvantages:

- Higher cost on administration as more bureaucracy is needed to support committees.
- Increased timelines on applications referred to committees.
- Duplication of decision making, once at committee and once at Council.
- Public confusion where decisions are made by committees and not Council.
- Potential conflict between committee and Council when recommendations are not followed.
- Potential conflict between committee and Council when committee mandate is unclear or too broad, resulting in the committee acting as an implementor of municipal operations and decisions.
- Potential conflict between committee members where there is a lack of respect and understanding between members, with protocol or lack of direction.
- Coordination problems between competing municipal services.
- Potential accountability concerns where a committee's actions are contrary to policy.
- High turnover and poor recruitment with volunteers who are not accomplishing meaningful projects or who feel their work is not valued.

Respectfully Submitted,  
Reyna Seabrook, Director of Corporate Services

---

**Report Approval Details**

Document Title:	Committee Review 2023.docx
Attachments:	<ul style="list-style-type: none"><li>- 2019 Facilitated Session Report.pdf</li><li>- WSAC-Draft TOR-2023-02.pdf</li><li>- PARC-Draft TOR-2023-02.pdf</li><li>- PAAC Amendment Bylaw 1200, 2023.pdf</li><li>- EDTC-Draft TOR-2023-02.pdf</li><li>- AAFC-Draft TOR-2023-02.pdf</li></ul>
Final Approval Date:	Feb 15, 2023

This report and all of its attachments were approved and signed as outlined below:

**Tanya Garost, Chief Administrative Officer - Feb 15, 2023 - 1:42 PM**