



# The Corporation of the District of Peachland

## Council Policy

### **COUNCIL COMMITTEES POLICY**

**POLICY NUMBER: PRO- 028**

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#### **REFERENCE:**

##### Council Approval

Resolution No. May 12, 2020

Resolution No. December 1, 2014

Resolution No. RC-23/03/14-010

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#### **PURPOSE**

This policy establishes the process for the establishment, mandate and disbandment of Council Committees. The policy also establishes the process for appointments of Members of Council and Public Members to Council Committees.

#### **SCOPE**

This policy applies only to non-mandatory and discretionary committees of a non-contractual nature, established by the District of Peachland, which are primarily made up of Council and community members.

#### **DEFINITIONS**

“**Chair**” means the person appointed by a committee to the position of chairperson, or their alternate;

“**Chief Administrative Officer**” or designate, is the staff person responsible for the operation of the Committee;

“**Committee**” is a Committee of Council that may be an Advisory Committee, Standing Committee, Task Force or other Committee as appointed by Council;

“**Council**” means the Council of the District of Peachland;

“**District**” means the District of Peachland;

“**Procedure Bylaw**” means the District of Peachland *Council Procedure Bylaw No. 2063, 2013*;

“**Quorum**” means the prescribed number of members of a body, that must be present to legally transact business. The quorum for all Council Committees is a simple majority of all its members;

“**Recording Secretary**” means the person assigned to record the Committee meeting minutes;

“**Select Committee**” is established by Council resolution pursuant to the *Community Charter, s. 142*, and to which Council shall appoint Council representation and may appoint citizens. At least one (1) member of a Select Committee must be a Council member. Council may also establish a Select

Committee to inquire into a specific issue within a bounded time period and report its findings and opinions to Council after which the committee will have concluded its work and will be disbanded;

“**Staff Liaison**” means the staff member assigned by the CAO to assist a Committee in a non-voting advisory and resource capacity; and

“**Standing Committee**” means an advisory body to Council established by the Mayor pursuant to Section 141 of the *Community Charter* to which the Mayor shall appoint Council representatives and may appoint citizen members. The *Community Charter* requires that at least half the members be members of Council.

## **POLICY**

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### **1.0 Establishment of Council Committees**

- 1.1 The Mayor must establish Standing Committees for matters the Mayor considers would be better regulated and managed by Committee, and for that purpose may provide for appointment, as members of a Standing Committee, persons who are not Council members. At least one half of the members of a Standing Committee must be Council members.
- 1.2 Council may, by resolution, (or Bylaw, if required by the *Community Charter*) establish a Select Committee to consider or inquire into any matter, as assigned, and to report its findings and opinion to Council. Each such establishing resolution or bylaw (if required) must:
  - a. name the Committee;
  - b. establish the Terms of Reference for the Committee;
  - c. allocate any necessary budget or other resources required to support the activities of the Committee.
- 1.3 Upon establishment of a new Committee, Council must establish the Committee Terms of Reference which must include:
  - a. Committee Mandate;
  - b. Committee Functions;
  - c. Frequency of Meetings;
  - d. Committee Composition;
  - e. Eligibility Criteria of Public Members;
  - f. Reporting Requirements;
  - g. Appointment of Staff Liaison; and
  - h. Committee Member Responsibilities
- 1.4 A new Council Committee Terms of Reference must be adopted before any Member is recruited and appointed to the Committee.
- 1.5 The Terms of Reference for all Council Committees shall be in the form provided in Schedule “A” of this Policy.
- 1.6 Once adopted, the Terms of Reference for a Council Committee shall immediately be added to Schedule “B” and form part of this Policy.

## 2.0 Authority of Committees

- 2.1 Members will not misrepresent themselves as having any authority beyond that delegated by Council.
- 2.2 Standing and Select Committees must refer recommendations to Council for authority to act.
- 2.3 Select Committees will conduct their task within the time prescribed by Council following which they will report their findings and opinions to Council for consideration.
- 2.4 Committees have the authority to spend funds that have been allocated to them by Council in a given year for committee-related activities. Committee expenditures must be approved by motion of the Committee and a complete report of finances must be included within the Committee's annual report each year.
- 2.5 Unless otherwise provided in the establishing Bylaw, or resolution, Committees do not have the authority to communicate with other levels of government, to pledge the credit of the District, or to authorize any expenditures to be charged against the District.

## 3.0 Mandate and Expectations of Council Committees

- 3.1 Committees are required to:
  - a. Meet regularly in accordance with their schedule;
  - b. Act within their mandate as directed by Council;
  - c. Comply with the sections that pertain to Committees within *Procedure Bylaw No. 2063*;
  - d. Report to Council as required; and
  - e. Participate in any other activities as directed by Council.
- 3.2 Within their mandate, the expectations of Committees of Council are to:
  - a. Respond to issues referred by Council;
  - b. Raise issues to Council that Committee members believe need to be addressed;
  - c. Listen to and report on the Community's views;
  - d. Gather necessary facts, information and opinions;
  - e. Provide advice and recommendations to Council;
  - f. Raise Issues to Council that need to be addressed further;
  - g. Complete projects and tasks within their mandate;
  - h. Elect a Chair at the first meeting of each term;
  - i. Establish a meeting schedule annually;
  - j. Prepare meeting agendas and minutes for each meeting;
  - k. Give well considered and timely responses to Council's need for advice;
  - l. Work within the framework of Council's strategic priorities and overall policies; and
  - m. Carry out their work effectively, efficiently and creatively.

- 3.3 Council and staff will provide to Committees:
- a. Full information on issues being addressed;
  - b. Orientation and training;
  - c. Prompt feedback on the outcomes of their advice and recommendations.
  - d. Community recognition for members contributing hours of volunteer time, valuable ideas and expertise; and
  - e. A commitment from Council to refer issues for consideration as they arise.

#### **4.0 Disbandment of Council Committees**

- 4.1 A review of the mandate, composition and resourcing of each Council Committee will be considered by Council at their annual Council Strategic Planning Session.
- 4.2 A Committee may be disbanded by Council if:
- a. The Committee has accomplished their task or mandate; and/or
  - b. Council decides the committee is no longer needed;

#### **5.0 Appointment of Council Members**

- 5.1 Council members shall be appointed to Committees at the beginning of each Council term and at the mid-point of each Council term.
- 5.2 Council will appoint two (2) members of Council to every Council Committee.
- 5.3 Councillors will provide a listing of their Council Committee appointment preferences to the Corporate Officer at the beginning of each Council Term and at the mid point of the same term. These preferences will be summarized and presented to Council for consideration.
- 5.4 In the case of a mid-term Council Member vacancy, Corporate Services will canvass all Councillors for interest in the applicable Council Committee and bring a report forward for Council to make an appointment.
- 5.5 Council members attending a meeting of a Committee of which they are not a member may participate in the discussion only with the permission of a majority of the committee members present but is not to be counted as part of a quorum, nor has the right to make motions or have a vote.
- 5.6 The Council representative's role on a Committee is to:
- a. To ensure proper function of the Committee;
  - b. Be a voting member of the Committee to which they are appointed; and
  - c. Serve as a communication channel between Council and the Committee.
- 5.7 The Mayor is an ex-officio member of all Committees with the right to make motions, speak and vote, and when present, shall be counted in determining a quorum.

- 5.8 The appointment term for Council members shall terminate immediately upon leaving office.

**6.0 Appointment of Public Members to Council Committees**

- 6.1 Council will appoint public members to Committees based on recommendations from the Mayor and/or staff, on a consultative basis.
- 6.2 Public Members must meet any eligibility requirements that have been prescribed within the Committee's Terms of Reference.
- 6.3 Opportunities for appointment of members to Committees will be widely advertised prior to any appointment, so that any citizen who is interested may apply.
- 6.4 Where outside agencies are invited to appoint one (1) of their members to a Committee and choose not to do so, the vacancy may be filled by a member at large.
- 6.5 Committee members appointed by Council must be a District of Peachland resident, except as provided in the establishing resolution (or Bylaw if required), District Bylaws and policies, or the Terms of Reference of the specific Committee. Appointees who move from the District of Peachland will cease to be members of the Committee.
- 6.6 Council will consider the following factors when considering appointment of public members:
  - a. Diversity of the Committee Members on the Committee
  - b. Length of time an individual has served on the Committee
  - c. Number of New applications received
  - d. Desired experience, knowledge and expertise.
  - e. Committee stability and membership continuity.

**7.0 Terms for Public Members**

- 7.1 Committee Members will be appointed for a term of two (2) calendar years, unless otherwise stipulated by Council, or as provided in the establishing resolution (or Bylaw if required).
- 7.2 Committee appointments will continue until a successor is appointed by Council.
- 7.3 Unless otherwise appointed by Council, an individual can serve for up to six (6) consecutive years on any one (1) Committee; however, Council may also take into consideration any extenuating circumstances regarding the status of any Committee appointments and extend any appointment as it deems necessary.
- 7.4 When considering re-appointments for a consecutive term, Committee stability and membership continuity should be considered.

- 7.5 Council may appoint members to fill vacancies on any Committee for the unexpired term of former members. In the event of a vacancy, the person appointed to fill the vacancy will hold office for the remainder of the term of the vacated office.

## **8.0 Resignation of a Committee Member**

- 8.1 When a Committee Member determines that they are no longer interested in participating on the Committee, a letter of resignation must be submitted to the Corporate Officer.

## **9.0 Removal of a Committee Member**

- 9.1 Members who are absent for three (3) consecutive meetings shall forfeit their appointment, unless such absences are authorized by motion of the Committee.
- 9.2 At the request of a Committee, or on its own initiative, Council may remove or request the resignation of any of its Committee appointees for malfeasance, lack of attendance, or any other good sufficient cause.

## **10.0 Application Process for Public Members**

- 10.1 Applicants are required to submit an application form, attached to this policy as Schedule "C".
- 10.2 Application forms will be available on the District's website or at the District Office. An application may be submitted by email, mail, or in person.
- 10.3 All applications for membership on Committees will be kept in confidence when submitted to the District.
- 10.4 Corporate Services will receive the applications and bring them forward to Council at a closed meeting pursuant to *Section 90(a)* of the *Community Charter* for Council's consideration.
- 10.5 Existing members of Committees, whose terms have expired and who wish to be reappointed to a Committee, may submit a letter of interest to Council.

## **11.0 Staff Liaison**

- 11.1 The Staff Liaison is not a member of the Committee; and, therefore is not entitled to vote. The role of the Staff Liaison includes, but is not limited to, the following:
- a. Providing Information and Professional Advice;
  - b. Supporting the Committee Chair in developing agendas, arranging meetings, recording minutes, and promoting effective Committee operation;
  - c. Coordinating an orientation to the work of the Committee, the structure of the District, and Council's annual goal setting and budgeting processes;

- d. Assisting with membership recruitment by providing timely responses to requests for information concerning appointment;
- e. Performing any other duties as assigned by the CAO regarding the function of the Committee.

## **12. Committee Chairperson**

- 12.1 The members of each committee shall appoint a chairperson to preside at meetings in coordination with Committee appointments every two (2) years.
- 12.2 Chairs of Council Committees are required to:
  - a. Chair meetings in accordance with the *Council Procedure Bylaw No. 2063*;
  - b. In Coordination with the Staff Liaison, develop agendas, and promote effective Committee operation;
  - c. Speak on behalf of the Committee when required by Council;
  - d. Notify Corporate Services as soon as they are made aware of a mid-term vacancy;
- 12.3 In the absence of the Chairperson, the Committee may appoint an alternate Chairperson from the committee members present.

## **13.0 Committee Meetings**

- 13.1 At its first meeting after its establishment, a standing or select committee must establish a regular schedule of meetings. Committee meetings will not normally be scheduled in July or August; however, the Committee may schedule a meeting for any matter that may be considered urgent. During election years, Committee meetings will not be held in October.
- 13.2 The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.
- 13.3 Public notices of all Committee Meetings must be posted in accordance with the *Community Charter* and *Council Procedure Bylaw No. 2063*.
- 13.4 All Committee meetings are open to the public and no person will be excluded, except for improper conduct, or where the Committee is considering an item where, in accordance with *Section 90* of the *Community Charter*, the exclusion of the public is permitted.
- 13.5 Before a meeting or part of a meeting is closed to the public the Committee must carry a motion stating:
  - a. That the meeting is to be closed; and
  - b. The paragraph(s) within *Section 90* of the *Community Charter* pursuant to which the meeting is to be closed.

**14.0 Committee Agendas**

- 14.1 The Staff Liaison is responsible, in consultation with the Committee Chair, for the preparation of agendas, which are prepared and distributed to Committee Members, and submitted, to the Corporate Officer for posting in accordance with the *Community Charter*.

**15.0 Minutes and Reporting**

- 15.1 Committee minutes will be recorded by the Staff Liaison, or assigned District staff as recording secretary.
- 15.2 Minutes of the proceedings of a committee must be:
- a. Legibly recorded;
  - b. Certified by the Corporate Officer;
  - c. Signed by the Chair or Member presiding at the meeting; and
  - d. Open for public inspection in accordance with the *Community Charter*
- 15.3 Following review by the Staff Liaison the minutes will be circulated to the Committee members for review.
- 15.4 Minutes will be considered for approval and adoption by the Committee at its next meeting. Once adopted by the Committee the minutes will be certified as correct and signed by the Corporate Officer and the Committee Chair. The minutes will then be forwarded to the Corporate Officer for inclusion on the next Council agenda for information and receipt by Council.
- 15.5 The Staff Liaison will be responsible for any recommendations of the Committee and will present these to Council in the form of a staff report in the District's standard report template.
- 15.6 Staff will act on the direction of Council and will not implement a Committee recommendation unless directed by Council.
- 15.7 Council representative on Committees will regularly report to Council on the group's activities.
- 15.8 Annually, before the end of September, Committees shall submit a report to Council on their previous year's activities, progress on their strategic priorities, utilization of budgeted financial resources, as well as a proposed work plan for the upcoming year and requests for budget consideration.

**16.0 Rules of Procedure**

- 16.1 All Committees of Council must conduct their business in accordance with the *Local Government Act*, the *Community Charter*, District Policies, and the District's *Council Procedure Bylaw No. 2063*.
- 16.2 A motion made at a committee meeting is not required to be seconded.



- 16.3 Questions of procedure which cannot be resolved by the Committee upon the advice of the Staff Liaison will be referred to the Corporate Officer.

**17.0 Voting**

- 17.1 All members of a Committee, including the Chair or Alternate Chair, have a vote on any motion before it; and, in all cases, in the event of a tie vote, the motion is defeated. Any member who abstains from voting, without having a declared a pecuniary interest and leaving the meeting, is deemed to have voted in the affirmative. Proxy votes are not permitted.
- 17.2 Only the names of members who vote against the motion will be entered in the minutes as "Opposed".

**18.0 Conflict of Interest**

- 18.1 Committee members are subject to *Sections 100 to 108* of the *Community Charter*.
- 18.2 Committee members must avoid conflicts of interest where:
- a. A Committee member is a director, member or employee of an organization seeking benefit from the District upon which the Committee will make a recommendation; or
  - b. The Committee member has a direct or indirect pecuniary interest in the outcome of Committee deliberations.
- 18.3 A conflict of interest does not exist if the conflict of interest:
- a. Of the member is a conflict of interest in common with the members of the municipality generally; or
  - b. Is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.
- 18.4 Where a conflict of interest exists, Committee members:
- a. Are not entitled to participate in the discussion of the matter or to vote on a question in respect of the matter;
  - b. Must declare to the Committee that a conflict exists;
  - c. Must remove themselves from the meeting during consideration of the issue to which the conflict relates; and
  - d. Must not attempt, in any way, to influence the voting on any question in respect to the matter.
- 18.5 A member's declaration of a conflict of interest and their exit and return to the meeting will be noted in the minutes. The presiding officer must ensure that the member is not present at the time of any vote on the matter.
- 18.6 Committee members must not use the Committee member contact list for personal or non-District related business purposes.

18.7 Where in the opinion of the Committee, a member is in a conflict of interest and has not declared one, the Committee may ask for a review of the matter by the Corporate Officer. If after a review by the Corporate Officer the matter remains unresolved, the Committee or Task Force may then refer the matter to Council for review. Any member that contravenes the conflict-of-interest guidelines in this policy may be removed from the Committee by a resolution of Council.

**19.0 Exclusions**

19.1 This Policy does not apply to Regular Council, Special Council or Committee of the Whole.

**20.0 Related Procedures, Guidelines and Publications**

20.1 The following document is related to this Policy:

- a. Council Procedure Bylaw No. 2063, 2013

**21.0 Schedules**

**21.1 Schedule A – Terms of Reference Template**

**21.2 Schedule B – Committee Terms of Reference**

**21.3 Schedule C – Council Committee Member Application Form**

**END OF POLICY**

**SCHEDULE "A"**

**TERMS OF REFERENCE TEMPLATE**

**COMMITTEE NAME**

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**EFFECTIVE DATE:**

**COUNCIL AUTHORITY:**

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**COMMITTEE MANDATE**

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(List purpose of the Committee and what the committee is expected to accomplish)

**COMMITTEE DUTIES & FUNCTIONS**

---

(List how the committee is to accomplish their mandate)

**FREQUENCY OF MEETINGS**

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(List how often must the committee meet and when the committee meet)

**COMMITTEE COMPOSITION**

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(List of who makes up the membership of the committee)

**ELIGIBILITY CRITERIA FOR MEMBERS**

---

(List of Qualifications for Members)

**REPORTING REQUIREMENTS**

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(Who does the committee report to and how often?)

**STAFF LIAISON**

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(List of staff members who will provide support to the committee)

**MEMBER RESPONSIBILITIES**

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(General Responsibilities of Committee Members)

**SCHEDULE "B"****COUNCIL COMMITTEES - TERMS OF REFERENCE****TOURISM & ECONOMIC DEVELOPMENT COMMITTEE****EFFECTIVE DATE:** May 12, 2020**COUNCIL AUTHORITY:** Council Policy PRO-279**PURPOSE:**

The purpose of the Tourism & Economic Development Committee (TEDC) is to act as an Advisory Committee to Council, as well as a tourism and economic development Task Force.

**MEMBERSHIP**

Council may appoint a minimum of seven (7) members to a maximum of eleven (11) members to the Committee.

The composition of the committee shall be as follows:

- Two (2) members from District of Peachland Council;
- One (1) member from the Peachland Chamber of Commerce;
- One (1) member from the Visitor's Centre Operator; and
- The remaining members from the community at large.

**MEETINGS**

Meetings will be held bi-monthly, unless specific workload or timing requires additional meetings.

**TERMS OF REFERENCE**

The Tourism & Economic Development Committee will be responsible for the following duties:

1. Undertake any projects assigned and respond to referrals requested by Council or Corporate Operations;
2. Report to Council on challenges and opportunities affecting the enhancement and sustainability of Peachland's economic well being and tourism industry;
3. Through community partnerships, identify, design and implement activities or events that promote the Peachland lifestyle, to bring about increased awareness of, and activity in, recreation, tourism, and business.
4. Support initiatives that encourage tourism and economic development enhancing Peachland's economy;
5. Identify and develop strategies that support increased tourism, social and economic activity in shoulder seasons working towards establishing Peachland as a year-round destination.

## MAYOR'S TASK FORCE ON CLIMATE CHANGE

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**EFFECTIVE DATE:** May 12, 2020

**COUNCIL AUTHORITY:** Council Policy PRO-130

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### PURPOSE

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The purpose of the Mayor's Task Force on Climate Change is to:

- support the District of Peachland in its endeavour to achieve commitments made under the BC Climate Action Charter;
- inspire community action to reduce Green House Gas (GHG) emissions and conserve natural resources;
- offer leadership and expertise to identify and achieve Peachland's climate action goals; and
- provide information and sponsor projects which support Peachland's climate action goals.

### MEMBERSHIP

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Council may appoint a minimum of seven (7) members to a maximum of eleven (11) members to the Task Force.

The composition of the committee shall be as follows:

- Two (2) members from District of Peachland Council including the Mayor as Chair; and
- The remaining members from the community at large.

Staff support will be provided by the Planning and Development Services Department on GHG reduction and the Operations Department for water conservation.

### MEETINGS

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Meetings will be held bi-monthly, unless specific workload or timing requires additional meetings.

### TERMS OF REFERENCE

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The Mayor's Task Force on Climate Change will be responsible for the following duties:

**Council and Corporate Operations:**

1. Assist Council and Corporate Operations to identify energy management opportunities, GHG reduction and water conservation strategies, or options for policy and practice changes which will support the District in its efforts to achieve its BC Climate Action Charter commitments.
2. Review, research, analyze and provide feedback on any matter referred by Council or Corporate Operations for the Task Force's consideration.

3. Assist Council by providing periodic reports on changes in community energy use, emissions, water use, transportation patterns, and other key indicators of progress towards its climate action goals.

**Peachland Community:**

1. Provide leadership which creates and sustains community commitment to address Peachland's climate action goals.
2. Provide educational opportunities, create incentives, recognize and encourage progress, and support community-based initiatives which address Peachland's climate action goals.
3. Engage community leaders, community groups, boards, agencies and service clubs, as well as support their efforts to educate inform and advocate for effective change within their spheres of influence.
4. Develop and support contests, challenges or other projects designed to promote awareness and positive change in personal behaviour or energy management practices.

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**RESPONSIBILITIES OF THE COMMITTEE**

1. The Task Force will function as a steering committee that assists the District in the pursuit, implementation, and achievement of the carbon neutrality objectives of the Community Energy and Emissions Plan (CEEP).
2. The Task Force will:
  - a. develop goals and objectives to meet its mandate; and
  - b. identify and advocate for resources needed to achieve its goals and objectives.

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**PROTOCOL AND PROCEDURES**

1. The Mayor's Task Force on Climate Change will operate in a manner that is consistent with the District of Peachland Council Procedure Bylaw No. 1704 and amendments thereto (except as noted in #2 below) and the Community Committees of Council Policy PRO-028.
2. The Committee will not vote on any issues; decision-making will be achieved through consensus.

**Members are expected to uphold the District of Peachland's Respectful Workplace Policy**

## HEALTHY WATERSHEDS COMMITTEE

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**EFFECTIVE DATE:** May 12, 2020

**COUNCIL AUTHORITY:** Council Policy PRO-090

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### PURPOSE

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The Healthy Watersheds Committee is a working committee to Council. Its purpose is to provide support to Council, Corporate Operations and the community on matters affecting the water quality and quantity in the Peachland Creek and Trepanier Creek watersheds.

### MEMBERSHIP

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Council may appoint a minimum of seven (7) members to a maximum of eleven (11) members to the Committee.

The composition of the committee shall be as follows:

- Two (2) members from District of Peachland Council;
- One (1) member from Westbank First Nation;
- One (1) member from the Peachland Watershed Protection Alliance; and
- The remaining members from the community at large.

### MEETINGS

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Meetings will be held bi-monthly, unless specific workload or timing requires additional meetings.

### TERMS OF REFERENCE:

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The Healthy Watersheds Committee will be responsible for the following duties:

6. Promote community awareness of watershed health.
7. Provide educational opportunities for the public. For example, posting educational signage in key locations explaining how to report watershed abuse and encouraging back country users to put out their fires.
8. Provide feedback to Council and Corporate Operations on projects that could impact the community watersheds.
9. With the understanding that community watersheds have many different uses, including forestry, mining activities, range use, as well as recreational and camping uses; build working relationships with the many different users of the watershed to facilitate the goal of developing and maintaining healthy watersheds.

## **PUBLIC ART ADVISORY COMMITTEE**

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**EFFECTIVE DATE:** May 12, 2020

**COUNCIL AUTHORITY:** Council Policy PRO-090

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### **MANDATE**

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The Public Art Advisory Committee, an advisory committee to Council, is responsible to advocate for public art, advise on public art policies, procedures, guidelines, plans and issues as they relate to the District of Peachland.

The Public Art Advisory Committee operates at arm's length and reports its activities, developments and recommendations in an Annual Report to Council.

The Public Art Committee shall be appointed by Council and shall operate within the purpose of the Public Art Policy PER-080.

### **COMMITTEE GOALS**

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- To demonstrate through projects and installations that public art can significantly enhance the District of Peachland as a location for diversified economic development and beautification.
- To ensure that qualified artists provide a variety of arts and cultural expression and to ensure that the selection process is meaningful, fair, and equitable.
- To encourage community members to participate in developing public art resources reflecting diversity and inclusion.
- To stimulate the creativity in individuals through the provision of educational and public awareness opportunities for learning and participation in arts and culture e.g., a youth arts program, indigenous and other ethnic based programs.

### **COMMITTEE FUNCTIONS**

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- Provide community input on policies, projects and procedures related to public art in the District of Peachland.
- Promote awareness and understanding of the importance of high-quality public art.
- Assist with the development and subsequent reviews of a Public Art Policy which will identify eligible projects, locations, site selection, criteria, and selection processes.
- Conduct a bi-annual review of Public Art Policy and make recommendations on update amendments as required.
- Assist with the implementation of the Public Art Policy to determine prioritization, implementation, and budget considerations for public art projects.
- Promote the activities of the Public Art Advisory Committee and raise public awareness and importance of public art in the District of Peachland.
- Set-up and manage a juried art process including decision making regarding criteria and terms of reference and assist with the development of Call for Artists.
- Advise and recommend to Council on proposed gifts, donations, and bequests to the District of Peachland.



- Review and provide recommendations regarding applications for community based public art projects.

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## MEMBERSHIP

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The Public Art Advisory Committee shall be comprised of seven (7) representatives as follows:

1. One (1) District of Peachland Council Member
2. One (1) Peachland Community Arts Council Member
3. One (1) Tourism Economic Development Committee (TEDC) Member
4. Two (2) local practicing professional artist or locally renowned practicing artist.
5. Two (2) Community Members at Large who are residents of Peachland and who have demonstrated an interest in Arts and Culture.
6. One (1) Member of the District of Peachland Administration (Non-Voting Member)

The Public Art Advisory Committee will report to District Council through the Director of Community Services or designate.

Members of the Committee shall be appointed for a four (4) year term to accommodate rotation of future members. Members of the Public Art Advisory Committee may only serve more than two (2) consecutive four-year terms in exceptional cases where a committee position cannot be filled by a suitable community member

The Public Art Advisory Committee will appoint a Chair to preside at meetings, set agendas and represent the Committee as required.

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## REPORTING/ROLES AND RESPONSIBILITIES

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The quorum for the meetings will consist of 50% plus one of voting committee members. The Public Art Advisory Committee will primarily use the consensus model for decision making. The Public Art Advisory Committee will meet at least twice a year or at the call of the Chair.

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## JURY SELECTION/PURPOSE/SELECTION OF ART

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The Public Art Advisory Committee shall manage juried art submissions and shall decide on the criteria and terms of reference based on the Public Arts Policy for each project. The Public Art Policy supports the need for an objective, juried art selection process that will be democratic, have public appeal and will consider both the historic and contemporary nature of the District of Peachland. Juried public art guidelines ensures that uniform, arm's length procedures apply to all parties in the selection process.

The Jury shall be comprised of five (5) members as follows:

- One (1) District of Peachland Council member
- One (1) member of Tourism Development Committee (TEDC)
- One (1) member of the Peachland Community Arts Council.
- Two (2) members at large who shall be chosen by the committee through application based on their skills and experience related to the project.

The Jury shall:

1. Know the guidelines and/or terms of reference for the project as set out by the Public Art Advisory Committee.
2. While ensuring parameters of the Public Art Policy are adhered to, will review, select, and vote on art submissions and/or artists for the project.
3. Participate in meetings/interviews with artists.
4. Inform the Public Art Advisory Committee, in writing, of the decision of the Jury.
5. Ensure confidentiality of artists, submissions, and art selection.

The Jury may recommend that none of the submissions fit the guidelines and/or terms of reference or judging criteria.

Final recommendations to Council shall be made by the Public Arts Advisory Committee Chair.

District Council maintains final decision-making power, and the sole right to approve or reject any recommendations by the Public Art Advisory Committee or the Jury at its sole discretion.

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#### **CODE OF PRACTICE**

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- During their tenure, Public Art Advisory Committee members are disqualified from submitting public art projects that are to be reviewed by the Committee.
- Any member who deems they may have a conflict of interest shall declare such conflict prior to discussion on the matter.
- Any participant in the public art process including District staff, Public Art Advisory Committee members, family members or associations which may arise from the acquisition of any public artwork must declare any direct or indirect benefit to themselves, partners, families, or associations.
- The Chair of the Public Art Advisory Committee or their designate shall speak on behalf of the Committee.

## COMMUNITY FIRE HALL ADVISORY SELECT COMMITTEE

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**EFFECTIVE DATE:** February 8, 2022

**COUNCIL AUTHORITY:** Council Resolution RC-22/02/08-008

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### INTRODUCTION

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These Terms of Reference outline the role, expectations, and required commitment of Community Fire Hall Advisory Select Committee (ASC) members in the development of recommendations for Council regarding the provision of a Fire Hall and associated fire protection services that meet all legislative/regulatory requirements and industry standards.

### PURPOSE

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To provide a Fire Hall and related services that:

- Meet legislative/regulatory requirements and industry standards;
- Service the current and future populations of the District of Peachland and Fire Protection Contract Areas; and
- Align with requirements of the Regional Rescue Program, Mutual/Automatic Aid Agreement and BC Ambulance Services.

The following Guiding Principles will direct the work of the ASC to ensure a common understanding of the purpose, and a consistent framework for assessing options:

- The District of Peachland will act immediately to ensure the ongoing health and safety of the community and its firefighters.
- The District of Peachland will develop options for meeting that objective with informed input from an ASC with technical experts, members representing key stakeholder groups, and local residents/property owners.
- The District of Peachland will appoint an independent facilitator to ensure meetings are focused, meaningful and productive, and carried out within the nine-month term of the ASC; a term that may be extended based on Council's approval.
- The ASC recommendations will meet the legislated and other requirements necessary to align with recognized industry standards.
- The ASC recommendations will be reviewed by Mayor and Council, who will decide how to proceed.
- The ASC recommendations will support sustainable service levels that are appropriate to the District of Peachland.
- The ASC recommendations will be financially sustainable.

### TASKS

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ASC members will:

- Attend meetings as required (anticipate two or three per month).
- Undertake related readings and review information provided.
- Review and provide feedback to the ASC based on technical information provided by experts.
- Provide input and identify opportunities for consideration by the ASC.
- Review and approve ASC meeting minutes and Community & Council Updates that document the work of the ASC.

- Share Community & Council Updates to ensure consistent messaging to other community members on behalf of the ASC.
- Act as liaison to larger stakeholder groups (as applicable), using the Community & Council Updates.
- Assist in various public meetings and open house events, if needed.

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## MEMBERSHIP

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The ASC will include a maximum of 9 members from the community at large, all of whom must be residents or property owners in the District of Peachland or District of Peachland Fire Protection Contract Areas. ASC participation is voluntary, with no remuneration provided for members' time. Reimbursement may be provided for travel expenses. In addition, membership will include two elected officials from the District of Peachland.

Recommendations for membership will be submitted to the Mayor and Council for consideration and approval.

District staff will serve as non-voting members, and consultants will be present to provide technical information, and to help with administration and facilitation, as needed.

### *Applicant Requirements*

Applicants for membership must meet the following selection criteria:

- Willingness and ability to commit the necessary time;
- Willingness to have their names, comments, and images become part of the public record (e.g., website, ASC meeting minutes, reports, publications, media releases, social media, and external media coverage);
- Interest in the future of the District of Peachland from a community-wide perspective;
- Ability and desire to work respectfully toward consensus with people holding different views; and
- Willingness to recognize and respect the ASC process in relation to Council's decision-making structure.

Applicants must also meet one of the three following criteria:

- Interest in fire services, and health and safety matters;
- Academic or technical qualification, work experience, knowledge, and professional expertise; or
- Skills and experience related to the provision of fire/emergency services, building and development, and/or project management.

In the ASC membership, Council will seek to create an appropriate balance, including technical and non-technical members of various ages, genders, and other demographic characteristics, and with a variety of perspectives on social, economic, health, and safety issues.

If any positions become vacant during the process, the ASC, in consultation with the facilitator, technical experts, and the District of Peachland, may identify and recruit replacement members. Recommendations for replacement members will be submitted to Mayor and Council for consideration.

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## REPORTING STRUCTURE

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As an advisory body to Council, the ASC will provide comments and recommendations to the Mayor

and Council. ASC deliberations, in part, will include analyses of the information and options from the technical experts, ASC members, and District of Peachland staff. ASC recommendations and related information will then be presented to Mayor and Council by the CAO or designate.

Once the information has been considered by the Mayor and Council, a summary will be prepared that can be posted on the District's website and circulated to all ASC members and other stakeholders as identified.

Please note that at any time, information may flow back to the ASC for further consideration, study, and response.

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## **COMMITTEE DECISION-MAKING**

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Decisions about what to recommend to Mayor and Council will be made by consensus. In certain circumstances, issues raised during a meeting may require a formal motion and vote. A quorum will be defined as 50 percent of the members in attendance. Information reflecting the perspective of a minority vote or a different perspective may also be submitted if any member wishes to do so.

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## **COMMITTEE OPERATIONS & CODE OF CONDUCT**

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### *Committee Operations*

- The third-party facilitator appointed by Council will work with District of Peachland staff and technical experts to:
  - Confirm project objectives and expected outcomes
  - Develop ASC meeting agendas, protocols, and materials
  - Facilitate ASC meetings
  - Contribute to ASC meeting documentation.

ASC members will arrive promptly at all ASC meetings. ASC members who miss three consecutive meetings may have their membership revoked at the discretion of Council.

- District staff and/or technical experts will participate at ASC meetings as an ASC resource (e.g., for information about building codes, health and safety regulations, environment and energy guidelines, and industry standards), but will not have voting rights.
- Members of the public are welcome to participate as observers.
- ASC meeting deliberations will be recorded as minutes, then summarized as Community & Council Updates, which will be made available to elected officials and District staff, ASC members, stakeholder groups, and interested citizens on the website at [www.peachland.ca](http://www.peachland.ca).
- Decisions will be formally recorded in the minutes of the ASC meeting. Any ASC members unable to agree to the decision may have their objections noted in the ASC minutes.

### *Code of Conduct*

- All ASC members, technical experts, and District staff will be considered equal, except for voting.
- All ASC members, technical experts, and District staff will respect meeting protocols and the role of the facilitator.
- All ASC members, technical experts, and District staff will be encouraged to actively participate in discussions, and to speak freely about any related issues, challenges, and/or opportunities.
- All ASC discussion will be conducted in a thoughtful and respectful manner.

- ASC members are encouraged to share Community & Council Updates to ensure consistent public messaging on behalf of the ASC.
- ASC members may choose to express their personal views about the process to others outside the committee, but shall not speak on behalf of or, in any way, create the impression that they are speaking for the ASC as a whole.
- To encourage open and honest dialogue, ASC members shall not discuss comments or opinions expressed by other committee members without their knowledge and consent.
- To ensure consistency, the Mayor or designated contact will act as the media spokesperson for all inquiries.

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**DURATION**

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It is anticipated that meetings will be held two to three times per month. Extension of the term is subject to Council approval.

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**RESOURCES**

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District of Peachland appointed staff and technical experts will support the ASC through a variety of functions, such as conducting research, arranging meetings, developing and distributing meeting agendas and materials, and preparing meeting minutes and Community & Council Updates.

**SCHEDULE "C"**

**COUNCIL COMMITTEE MEMBER APPLICATION FORM**



**District of Peachland**

**VOLUNTEER APPLICATION FORM**

**Council Committees**

**CONTACT INFORMATION**

<b>Name</b>	
<b>Street Address</b>	
<b>Town, Province, Postal Code</b>	
<b>Phone Number</b>	
<b>Email Address</b>	

Have you previously volunteered on any District of Peachland Committees?

Yes     No

If Yes, please provide the name of the Committee(s) and length of service.

\_\_\_\_\_

**POSITION**

Name of Committee you are applying to: \_\_\_\_\_

Position you are apply for:

Public Member

Representative of a Community Association

Please identify the Association/Organization that you will be representing.

\_\_\_\_\_

**SKILLS & QUALIFICATIONS**

**Please identify what skills and qualifications you will bring to the Committee that you are applying for.**

**Please identify any relevant business/work experience that is related to the mandate of the Committee you are applying to.**

**Educational Background/Professional Qualifications**

**Why do you want to volunteer for the District of Peachland?**

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**AGREEMENT & SIGNATURE**

**Name (Please Print)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

The information on this form will be made available to District of Peachland Council, and District Staff for the sole purpose of making appointments. Personal information contained on this form is collected in compliance and protected in accordance with the Freedom of Information and Protection of Privacy Act and will be used for the purposes of appointing members to the District's committees. Questions about the collection and use of this information should be directed to the District of Peachland Corporate Officer at 250-767-2647.