

TOWN OF OSOYOOS

Policy Manual



SECTION	COMMUNITY SERVICES
TITLE	COMMUNITY SERVICES ADVISORY COMMITTEE – TERMS OF REFERENCE
POLICY NUMBER	COM - 008

1.0 PURPOSE

To provide an objective view in the public interest and to give impartial and informed higher level advice to municipal staff and Council on matters related to the provision and delivery of indoor and outdoor recreation and leisure opportunities, and development of environmental programs designed to raise community awareness and achieve greater sustainability of the community.

2.0 ROLE AND MANDATE

- a) The Community Services Advisory Committee (CSAC) is an advisory body authorized only to make recommendations to municipal staff and Council. It does not have the authority to approve or refuse projects and/or initiatives.
- b) The guiding framework for the CSAC will be defined by the goals, objectives and policies of senior municipal documents such as but not limited to the Town of Osoyoos Official Community Plan, the Community Services Master Plan, the Integrated Community Sustainability Plan as well as deliverables identified in the Business Plan.
- c) The intent of the CSAC is to provide higher level feedback and direction to staff on recreation and leisure opportunities, and development of environmental programs designed to raise community awareness and achieve greater sustainability of the community as guided by (c) above.
- d) The CSAC will be involved with the Healthy Living Coalition and will be responsible to discuss and bring forward ideas and mandates related to the five pillars being physical activity, healthy eating, smoking cessation, healthy built environments, and priority populations.
- e) The CSAC will be responsible for the Age Friendly program through the province of BC. This will include following the steps outlined by the province to become eligible for age friendly grant opportunities. These steps include: conducting an age friendly assessment, developing an action plan, and monitoring the plan.
- f) CSAC recommendations to Council and staff are to strive towards or further embed in our culture the following core values:
 - i. Residents and visitors of all ages and abilities are able to enjoy activities year-round that encourage healthy living, learning and a sense of community;
 - ii. The Osoyoos lifestyle includes recreation and leisure, and all community members are able and encouraged to participate;
 - iii. Visitors are aware of and have access to a variety of recreation and leisure offerings at a range of price points;
 - iv. The resort community is globally recognized as a leader in innovative recreation

TOWN OF OSOYOOS

Policy Manual



- products and services;
 - v. Recreational experiences reflect an appropriate balance between adventure, challenge and safety, and exist within the comfortable carrying capacity of the amenity;
 - vi. Quality recreation and leisure activities are delivered with exceptional service;
 - vii. A collaborative and comprehensive approach to developing amenities and offerings, and to resolving user conflicts is used by local and regional stakeholders;
 - viii. Recreation and leisure infrastructure and practices minimize the degradation of natural areas and are transitioning toward sustainable use of energy and materials;
 - ix. Recreation and leisure is a core contributor to the Osoyoos economy;
 - x. The Sun Bowl Arena, the Sonora Community Center, Desert Park; and "community parks, trails and parks properties now or hereafter acquired by the Regional District of Okanagan Similkameen and the Town of Osoyoos are very important to the sustainability in the community and will be given due priority when needed.
- g) CSAC recommendations are to be supported by relevant documents such as but not limited to feasibility studies, business concepts or plans, surveys, and/or user metrics that demonstrate a good return on investment and/or a high degree of "public good" for the resort community. Ideally, all CSAC recommendations should be strategic in nature and have the support of Town staff.

3.0 COMPOSITION

- a) The Committee shall be comprised of at least six (6) voting members.
- b) Six voting community members whose qualifications, interests, and background cover two or more of the following areas, thereby providing an appropriate balance of interests within the CSAC. The interest areas are:
 - i. representatives of the youth/young adult and ageing populations in the community;
 - ii. a member at large representing Osoyoos families;
 - iii. environmental matters as they relate to community sustainability;
 - iv. accessibility;
 - v. outdoor recreation;
 - vi. indoor recreation;
 - vii. arts, culture, and history;
- c) The Committee may have additional partner members who are representatives of the following organizations, at the discretion of each organization, as follows:
 - i. Interior Health
 - ii. High school youth representative.
- d) An employee of the Town of Osoyoos is not eligible to be a voting member of the Committee.

4.0 APPOINTMENTS

- a) Osoyoos Town Council, School District #53 and the RDOS shall appoint one member each to attend the meetings of the CSAC in an "ex-officio" non-voting capacity to serve as a resource and to improve communication with their respective governing bodies.

TOWN OF OSOYOOS

Policy Manual



- b) Council shall appoint the Director of Community Services or his/her designate(s) to serve as a non-voting liaison member of the CSAC.
- c) The remaining members shall be selected from nominees submitted by the general public respecting the interested areas listed in 3.2 above.
- d) Council shall appoint 3 members from the Town and the RDOS shall appoint 3 members from Area "A". Each community member will serve for a four year term, coinciding with the term of Council and the RDOS board.
- e) Each member may be appointed for not more than two consecutive terms, unless otherwise authorized by Council.
- f) All members are expected to:
 - i. Attend a minimum of 50% of meetings each year to maintain membership eligibility, unless otherwise approved by Municipal Council.
 - ii. Review distributed material before the meeting.
 - iii. Respond to whether or not they will attend the meeting.
- g) Individuals missing three consecutive meetings without due cause will be asked to resign from the committee.

5.0 PROCEDURES

- a) Chairperson
 - i. The CSAC shall elect a Chairperson and a vice-chair from among its members by a majority silent vote of the committee members at its first meeting.
 - ii. The Chairperson and vice-chair shall be elected for a term of four years.
 - iii. Following the resignation or absence of the Chairperson or vice-chair, the CSAC shall elect a successor to complete the term.
 - iv. The Chairperson shall be a full voting member of the CSAC.
 - v. In the absence of the Chairperson the vice-chair shall act on his/her behalf.
- b) Meeting Quorum
 - i. Meeting quorum shall consist of four (4) voting members with representation from the Town of Osoyoos and the RDOS - electoral Area "A".
 - ii. Recommendations of the CSAC shall be made by a majority of members in attendance at a meeting, and provided a quorum is present at that meeting.
- c) Meetings
 - i. The Committee shall convene once every two months. Time of day is to be decided by the majority of Committee members. Additional meetings may be scheduled as circumstances warrant.
 - ii. Notice of meeting may be waived by the consent of a majority of the members of the Committee.
 - iii. All meetings of the CSAC are open to Members of Council, the general public, and those others as invited by the Chairperson as ex-officio members. All are without voting privileges.
 - iv. Periodically, or on an as need basis, the CSAC may meet with other Committees of Council to discuss topics relevant to both Committees.
 - v. Meetings shall be held in Osoyoos.

TOWN OF OSOYOOS

Policy Manual



- d) All appointed members of the CSAC, (3) from the Town of Osoyoos and (3) from the RDOS Area "A" shall have voting privileges. All others will be non-voting members. -
- e) Formal minutes of the proceedings shall be prepared by Community Services staff.
- f) Upon review by the Chairperson and once ratified by the Committee, the minutes shall be placed on a Council agenda for receipt by Council, circulated to relevant staff, and made available to the interested parties and the general public on request.
- g) Conflict of Interest
 - i. A Committee member who is involved in a topic under review by the Committee must declare his/her conflict and not take part in the discussion of the topic or vote on any question in respect of the topic;
 - ii. Must leave the meeting for the period of time during which the topic is under consideration; and
 - iii. Must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in relation to the topic.

6.0 COMMITTEE REIMBURSEMENTS

- a) All members of the Recreation and Leisure Advisory Committee shall serve without financial remuneration.
- b) Member's expenses will not be reimbursed unless pre-approved by Council/RDOS Board.

ADMIN/COUNCIL	REGULAR	MEETING	January 24, 2023
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