



BOARD REPORT

- TO:** Chair and Directors
- SUBJECT:** Electoral Area Local Advisory Council (LAC) Establishment and Terms of Reference
- DESCRIPTION:** Report from Crystal Robichaud, Deputy Corporate Officer, dated April 29, 2025.
- RECOMMENDATION #1:** THAT: the Board endorse the Electoral Area Local Advisory Council Terms of Reference dated April 25, 2025.
Corporate Vote Unweighted Majority
- RECOMMENDATION #2:** THAT: the Board authorize staff to transition the existing Area A Local Advisory Committee to the new Electoral Area Local Advisory Council.
Corporate Vote Unweighted Majority
- RECOMMENDATION #3:** THAT: the Board direct Corporate Services staff to proceed with advertising expressions of interest for volunteer Local Advisory Council members for Electoral Areas [A, B, C, D, E, F, G].
Corporate Vote Unweighted Majority

SUMMARY:

In April 2024, the Electoral Area F Issues Identification Study report, presented by Neilson Strategies, recommended that an advisory group be established to assist the Electoral Area F Director in assessing the delivery of existing services, reviewing the need for new services, and advising on local concerns.

In response to the Area F study recommendations, staff created a Terms of Reference (TOR) for the establishment of an Electoral Area Local Advisory Council (LAC) that can be replicated in all Electoral Areas.

BACKGROUND:

The Area A Local Advisory Committee was initiated in 2012 as a pilot committee in response to a request to the Board from a group of Electoral Area A residents, through the Town of Golden, for discussions on governance for the combined Golden and Area A sub-region. In 2015, the Board supported the Area A Local Advisory Committee to continue for the years 2015-2016, with a primary mandate of the Committee to provide input on local governance issues to the Area Director, culminating in a Terms of Reference that has been in place from 2017 to present.

Through the existing Area A Local Advisory Committee, staff understand that the Electoral Area A Director has acquired valuable community feedback regarding local concerns and residents' perspectives on existing and future services for that area.

In 2023, a Community Issues Identification Study was conducted in Electoral Area F by Neilson Strategies. The [Electoral Area F Community Issues Identification Study final report](#) was presented to the Board at the April 18, 2024 Regular Board meeting and recommendations were offered by the consultants for the Board's consideration. The consultants recommended that the Board establish an

advisory group comprising of North Shuswap residents to assist the Electoral Area Director in assessing the delivery of existing services, reviewing the need for new services, and advising on local concerns.

From the Area F Community Issues Identification Study recommendation, staff have drafted a TOR to develop an Electoral Area Local Advisory Council (LAC). This new LAC structure was created to be flexible allowing for it to be used in any of the Electoral Areas in the CSRD.

POLICY:

N/A

FINANCIAL:

The individuals appointed to the new Local Area Council are unpaid volunteers, except for the Recording Secretary, who would receive a small stipend per meeting as outlined in the TOR. Funding has been budgeted for in the financial plan for a maximum of 12 meetings per year with minor expenses for community hall rentals and advertising costs to recruit community volunteers.

KEY ISSUES/CONCEPTS:

Staff identify that the Area A Local Advisory Committee has proven to be an effective method for the Electoral Area Director to gather input on community issues relative to the regional district services within that area. With the current Area A LAC model, CSRD staff are actively participating in scheduling and confirming meeting dates, booking and coordinating community halls, ensuring meeting quorum, creating and publishing agendas, and transcribing meeting minutes to the CSRD template and publishing to the website.

Staff are proposing a new LAC structure to be used for all LAC groups to reduce staff involvement in these advisory meetings to enable more capacity for workplan tasks. Further, staff believe by removing the requirements of a formal meeting, the Electoral Area Director will have more flexibility with scheduling and meeting with their councils. For example, without quorum, in the previous structure, the meeting would not occur; however, in the new structure, the Electoral Area Director has the ability to meet with whichever members of the council who are available. Lastly, in the new structure, there is no need for the Board's involvement to appoint (or accept resignations from) advisory members, which will take away some of the formalities that happen in the background.

Staff are recommending that the Board establish a new Local Advisory Council (LAC) in any of the Electoral Areas, should the Electoral Area Director wish to have one.

IMPLEMENTATION:

Staff will set up an advertising campaign to recruit new members for each applicable LAC. Applications would go to the applicable Electoral Area Director for selection.

COMMUNICATIONS:

Staff will advertise expressions of interest for volunteers on the CSRD website, email subscription notices, local newspapers (if available), and on CSRD social media platforms.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

BOARD'S OPTIONS:

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

Report Approval Details

Document Title:	2025-05-15_Board_CS_Electoral_Area_Local_Advisory_Council.docx
Attachments:	- CSRD EA Local Advisory Council - Terms of Reference.docx
Final Approval Date:	May 6, 2025

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



Jennifer Sham

No Signature found

John MacLean