



## **CITY OF WILLIAMS LAKE COUNCIL REPORT**

**DATE OF REPORT:** June 18, 2021  
**DATE & TYPE OF MEETING:** June 22, 2021 Regular Council Meeting  
**AUTHOR:** Councillor Ivan Bonnell  
**SUBJECT:** WILLIAMS LAKE AIR QUALITY ROUNDTABLE – ESTABLISHMENT  
OF SELECT COMMITTEE / TERMS OF REFERENCE  
**FILE:** 2-1-5

---

### **Councillor Recommendation**

That Council endorse the Terms of Reference for the Williams Lake Air Quality Roundtable as presented, and the Williams Lake Air Quality Roundtable be established as a select committee of Council to provide in-kind administrative support; and further, that Councillor Ivan Bonnell be appointed as the City's representative.

### **Purpose**

To establish and support an air quality committee in its efforts to develop a Regional Clean Air Strategy and/or Local Air Share Plan in the greater Williams Lake and area airshed.

### **Background / Discussion**

Originally comprised of members from industry, government and environmental organizations, the Williams Lake Air Quality Roundtable has historically met twice yearly to discuss, share and advance air quality related issues in the local airshed. Since 2019, the creation of a Regional Clean Air Strategy and/or Local Air Share Plan has been ongoing. A working group has been formed, and has now completed a draft Terms Reference for Council's consideration. Endorsement of the Terms of Reference will formally create a Select Committee. The proposed membership will be requested to provide names of their representatives, who will then together will begin the work needed to create an updated plan. The City will provide administrative support to the committee to organize meetings and prepare, record, and distribute meeting Minutes. The Williams Lake Air Quality Roundtable will provide an annual report on its activities and findings to the broader community through Council.

All activities of the committee are open to the public.

### **Financial Considerations (Cost and Resource Allocation)**

☒ Yes: Administrative staff time and possible supplies (paper, etc.). Expected in-kind staff support would include organizing meetings, coordinating participants, preparing agendas, and taking and circulating minutes. There also would be costs for meals, if provided by the City. For similar City committees, the estimated staff time to provide the above listed services is approximately 10-15 hours per meeting (\$1,700-\$2,500 of time costs per year for quarterly meetings).

Additional tasks that committees have requested in the past beyond general administrative support (such as research, report writing and event organization) would be in addition to the above estimate.

**Legislative Considerations (Applicable Policies and/or Bylaws)**

☒ Yes: Section 142 of the *Community Charter* states:

- (1) *A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.*
- (2) *At least one member of a select committee must be a council member.*
- (3) *Subject to subsection (2), persons who are not council members may be appointed to a select committee.*

If established as a formal select committee under the legislation, the committee would be bound by many of the same rules as Council meetings under the Community Charter and Council's Procedure Bylaw (No. 2271).

**This project aligns with the following Strategic Priority Areas:**

- ☒ Resilient and Diversified Economy
- ☒ Strong Community Relationships
- ☐ Financial Stability and Sound Asset Management
- ☒ Positive Community Image
- ☐ Healthy and Inclusive Workplace
- ☐ Other

**Other Implications (Environmental/Social/Economic)**

- ☒ Yes (explain) The WLAQRT focuses on air quality that is science-based and recognized environmental, social, health, economic, and Indigenous perspectives.
- ☐ N/A

**This report has been prepared in consultation with:**

- CAO
- Corporate Officer
- Executive Assistant

**Approved for the Agenda By:**

Chief Administrative Officer

Respectfully submitted,

Ivan Bonnell, Councillor

**ATTACHMENTS:**

**Attachment A – Draft WLAQRT Terms of Reference – May 11, 2021**

**Williams Lake Air Quality Roundtable**  
**Terms of Reference**  
**May 11, 2021**

**1. PURPOSE:**

To enable inclusive, equitable, multi-party communication related to air quality that is science-based and recognizes environmental, social, health, economic and Indigenous perspectives. The Williams Lake Air Quality Roundtable (WLAQR) commits to uphold the principles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)\* and redress reconciliation locally as recommended by the Truth and Reconciliation Commission of Canada.

**2. OBJECTIVES:**

- Educate and raise awareness of air quality issues, both outdoor and indoor, among the public and various audiences.
- Inform local decision makers' policy and procedures.
- Develop *Regional Clean Air Strategy* and/or *Local Air Share Plan*.
- Identify and raise awareness of air quality monitoring gaps.
- Support scientific research with the integration of traditional ecological knowledge and continue with existing monitoring agreement partnerships and work to develop new ones.
- Recommend and measure impacts of initiatives to improve air quality including, but not limited to, industry initiatives, active transportation, anti-idling, woodstoves, commercial/residential heating, and open burning.

**3. GEOGRAPHIC AREA:**

Recognizing that an airshed is an artificial construct, as air is free flowing and impacted by both local and global factors, the geographic area includes the Williams Lake Valley, extending from 150 Mile House to the conflux of Williams Lake Creek and the Fraser River. Also recognized is that the geographic areas included in the WLAQR's airshed are outside the City's jurisdiction and within Cariboo Regional District Areas D, E, and F, along with overlying the traditional territories and shared overlapping ancestral lands of the T'exelc (Williams Lake) and Xat'sull (Soda Creek) First Nations. As a regional centre, the City of Williams Lake and CRD Areas D, E, and F are home to a diverse population of Indigenous and other peoples. As such, the WLAQR may also communicate on relevant issues outside that boundary and act as an information source organization for the broader region.

**4. MEMBERSHIP:**

The WLAQR is a representative community committee supported by the City of Williams Lake, the Cariboo Regional District, BC Ministry of Environment, permitted industries and others, as facilitated through Scout Island Nature Centre. Membership is open to the public and recognizes First Nations guidance and participation as essential to the foundation and functioning of the roundtable.

The WLAQR will have 12 voting members comprised of representatives from interest groups representing the diversity within the community. Roundtable members will indicate which sector(s) they represent and will be chosen through random selection or regular rotation to reach quorum. Local residents will have priority over out-of-area representatives.

1. Youth/student
2. Elder/senior
3. Community at Large
4. City of Williams Lake
5. Cariboo Regional District
6. First Nations Government representative
7. Ministry of Environment
8. Industry representative
9. Environment representative
10. Health Authority
11. Forest Sector/Fire Centre
12. Education

Other organizations, including but not limited to these will be informed of WLAQR activities and may be invited to participate or present to the WLAQR as necessary: CN Rail, Ministry of Agriculture, Ministry of Forests, Lands and Natural Resource Operations, Ministry of Transportation and Infrastructure, School District 27, Thompson Rivers University.

Meeting participation is open broadly to interested agencies and parties, with questions submitted at end of the meeting. Minutes are public and will be made available on the Breathe Easy website: [www.breatheasywilliamslake.org](http://www.breatheasywilliamslake.org).

#### **5. ROLES OF MEMBERS:**

- Provide direction, coordination, and oversight to the WLAQR and its activities.
- Promote and work to achieve the purpose and objectives of the WLAQR.
- Attend meetings and work collaboratively with all other members.
- Communicate to and from respective organization regarding the WLAQR.
- Provide both transparency and accountability in decision making processes that impact local communities as defined in the Terms of Reference.

#### **6. MEETING LOGISTICS:**

The Chair will be chosen by the WLAQR members for a 12-month term and will rotate across the membership. The WLAQR will meet quarterly, or as needed, and determined by the WLAQR. Agendas will be circulated at least one week in advance of meetings, and meeting summaries will be circulated no later than one week following meetings. Meeting summaries will be approved at the subsequent meeting. The City of Williams Lake will provide in-kind staff support to prepare agendas, take notes, and circulate minutes. Record of minutes and agendas, and related meeting documents will be stored on the Breathe Easy website: [www.breatheasywilliamslake.org](http://www.breatheasywilliamslake.org).

The content for any WLAQR initiatives (e.g., educational and communication material, monitoring initiatives, air quality mitigation initiatives) will be generated by the WLAQR members and their organizations.

#### **7. DECISION MAKING PROCESS:**

The WLAQR will operate on a consensus decision making model wherever possible, with the identification of no consensus for issues, which parties dissented and why. Decisions may be deferred to a subsequent meeting.

Quorum for a WLAQR meeting will be 7 of the 12 voting members as defined in MEMBERSHIP with at least one representative from local government i.e., City of Williams Lake, CRD, First Nation.

Decisions of the WLAQR are recommendations and do not bind the City, the Regional District, industry, or other targeted bodies.

#### **8. ACCOUNTABILITY/REPORTING:**

The WLAQR does not have a formal governance structure. Each member is responsible for their own communication back to their organizations. The WLAQR will submit an annual report on its activities to the community at large. The Chair will be the key public contact for the Roundtable. When asked by media to speak about the Roundtable, the Chair will consult with membership first to coordinate messaging.

#### **9. STRUCTURE:**

From time to time, the WLAQR may establish subcommittees to work on specific projects or responsibilities such as education, financial, work planning, and communications. These subcommittees would report to the WLAQR. Some could be permanent, some short-term, and could meet more often, depending on what their role is.

#### **10. BUDGET AND FINANCES:**

The WLAQR receives no direct funding and does not maintain a bank account. WLAQR members will fund their own expenses to participate in the WLAQR (e.g.: mileage, accommodation, per diems).

#### **11. REVIEW OF TERMS OF REFERENCE:**

Membership will review the Term of Reference on an annual basis, or more frequently if need is identified; for example: funding/project opportunities.

**\*UNDRIP** was adopted by the UN General Assembly in September 2007. It recognizes the collective rights of Indigenous Peoples living in Canada, including inherent rights to traditional lands and territories, self-determination, **and** recognition of culture and language.

**APPENDIX I: Original WLAQR Membership list**

- Province of British Columbia – Ministry of Environment and Climate Change Strategy
- Cariboo Regional District
- City of Williams Lake
- Williams Lake Field Naturalists / Scout Island Nature Centre
- Pinnacle Renewable Energy Inc.
- Atlantic Power Corporation
- West Fraser
- Interior Health
- Province of British Columbia – Ministry of Transportation and Infrastructure
- Tolko