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**CITY OF KELOWNA**

**MEMORANDUM**

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**Date:** July 3, 2002  
**File No.:** 0540-20  
**To:** City Manager  
**From:** Planning and Development Services  
**Subject:** Report of the Downtown Plan Committee

Report Prepared by: Patrick McCormick

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RECOMMENDATION

THAT the Planning and Development Services report of July 3, 2002 regarding the Annual Report from the Downtown Plan Committee, be received for information.

BACKGROUND

In January, 2000, the *Kelowna Downtown Plan* was endorsed by Council. Simultaneous with that endorsement was direction from Council for Planning and Development Services staff to assemble a group of stakeholder representatives to form the Downtown Plan Committee, consistent with the *Kelowna Downtown Plan's* recommendations, to oversee implementation of the Plan.

A Terms of Reference for the Committee was subsequently drafted by staff and endorsed by Council in May, 2000. These Terms set out provisions for a sub-committee of the Urban Centres Implementation Committee to oversee implementation of the Plan's broad range of social, cultural, and economic initiatives aimed at the rejuvenation of Kelowna's central business district. Staff subsequently solicited committee members according to the Terms of Reference and the Committee was formed in July, 2000.

At the request of the Planning and Development Services Department, minor revisions to the Committee's Terms of reference were approved by Council in May, 2001. The revised Terms of Reference are attached as Schedule 1.

The Terms of Reference state:

The Committee will submit an annual report to City Council and shall provide other reports as may be requested from time to time.

Consistent with this direction, the Committee's first report to Council is attached as Schedule 2.

Signe K. Bagh, MCIP  
Long Range Planning Manager

PJM/pm

Approved for inclusion

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R.L. (Ron) Mattiussi, ACP, MCIP  
Director of Planning & Development Services

Schedules

## SCHEDULE 1: Downtown Plan Committee, Terms of Reference

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### INTRODUCTION

The creation of a Downtown Plan Committee was identified in the *Kelowna Downtown Plan* as a committee of public, non-profit, and private stakeholders to oversee the implementation of the Plan's initiatives.

### OBJECTIVES

The objective of the Committee is to initiate and oversee implementation of the initiatives identified in the *Kelowna Downtown Plan*.

### SCOPE OF WORK

The Downtown Plan Committee will be a sub-committee of the Urban Centres Implementation Committee. The Downtown Plan Committee shall advise the Urban Centres Implementation Committee with regard to all matters affecting the initiatives outlined in the *Kelowna Downtown Plan*, or with regard to any program or initiative the Committee deems consistent with the goals and objectives of the Plan. Specifically, the Downtown Plan Committee's mandate will be to:

- identify priorities and make recommendations regarding the timing of initiatives set out in the Plan,
- coordinate Committee activities with the Planning and Development Services Department staff liaison member,
- make recommendations to City Council through the Urban Centres Implementation Committee regarding annual budgets for programs and projects,
- in conjunction with City staff, help establish the terms of reference for specific initiatives including the identification of pertinent organizations and agencies and their respective responsibilities and levels of involvement,
- help communicate to the public, the purpose and scope of specific initiatives,
- coordinate and maintain liaison with other organizations and agencies instrumental to the success of the Plan,
- help identify sources of funding beyond the City of Kelowna, and possible cost-sharing agencies suitable for partnering with the City of Kelowna,
- establish benchmarks and evaluate and report on the effectiveness of implemented initiatives.

### MEMBERSHIP

- (a) The Committee shall consist of up to 9 individuals representing the diversity of social, cultural, and economic interests in the Downtown.
- (b) Committee members shall include, but not necessary be limited to, representatives from some or all of the following:

- The City of Kelowna, including members of:
    - City Council,
    - The Community Housing Needs Committee,
    - The Community Heritage Commission,
    - The Social Planning Board,
    - The Arts and Cultural Development Committee
  - The Downtown Kelowna Association
  - The Urban Development Institute
  - The Kelowna Chamber of Commerce
  - The Kelowna South Central Association of Neighbourhoods
  - The general public
- (c) At least one, and a maximum of three (3) members of City Council shall be appointed to the Committee by the Chair of the Town Centre Implementation Committee.
- (d) A maximum of one member from each of the above non-City agencies or bodies will sit on the Committee with the exception of the Downtown Kelowna Association which shall be allowed a maximum of two Committee positions.
- (e) Each Committee member must have full status as a member of the organization, agency, or group represented, and will cease to be a member of the Downtown Plan Committee at such time as membership in the represented organization, agency, or group is no longer in effect.
- (f) The member representing the community-at-large will be chosen based on an evaluation of applicants' statement of qualifications and intent. Requests for applications will be solicited through advertisements in local newspapers.

#### APPOINTMENT AND TERM

- (a) Terms of membership on the Downtown Plan Committee for City Councillors will coincide with Council's term of office. Councillors may not be elected or appointed to an executive position.
- (b) The term of office for non-Council members shall be two (2) years from the date of appointment by City Council.
- (c) The initial appointment of the terms of the Downtown Plan Committee shall be two (2) years commencing January 1, 2001, and the current members shall constitute the Downtown Plan Committee until that date.

- (d) Committee members may stand for re-appointment at the conclusion of a term. There shall be no maximum number of terms which can be served by any Committee member.
- (e) In the event of a vacancy occurring during a regular term of office, the vacancy may be filled for the remainder of that term upon resolution of Council.
- (f) Any member of the Committee who is absent from three (3) consecutive regular meetings of the Committee shall forfeit his/ her position, unless such absence is authorized by resolution of the Committee. Any member forfeiting his/ her position due to absence shall not be eligible for re-appointment for a period of two (2) years.
- (g) Council may, with reason, request in writing, the resignation of any member of the Committee at any time prior to the expiry date of the member's term of office, and any member of the Committee may resign from the Committee at any time upon sending written notice to the Chairperson of the Committee to that effect.

#### CHAIR

- (a) The executive of the Committee shall be defined as the Chair and Vice-Chair.
- (b) The Chair will be responsible for setting the agenda and for chairing all meetings of the Committee. This role will be filled by the Vice-Chair in the Chair's absence.

#### MEETING PROCEDURES

- (a) The chair of the Committee will be chosen from amongst the Committee members at the first regularly held meeting after initiation of the Committee and at the first meeting of the new year thereafter.
- (b) Regular meetings of the Committee shall be held as necessary to adequately deal with the business of the Committee.
- (c) A special meeting of the Committee may be called by the Chair or at the request of any three (3) members of the Committee. A notice of the day, hour and place of every special meeting shall be given at least twenty-four (24) hours before the time of the meeting by leaving a copy of the notice for each member of the Committee at the place to which he/she has directed such notices be sent.
- (d) A majority of the Committee shall constitute a quorum.
- (e) An abstention from a vote on any motion will be considered to be an affirmative vote.

- (f) The Chair will be a voting member of the Committee.
- (g) If a member is unable to be present at a Committee meeting, his or her position on any particular motion before the Committee, can be forwarded in writing to the Chair of the Downtown Plan Committee, prior to the next meeting.
- (h) The Committee may appoint sub-committees to deal with any matter coming within the Committee's jurisdiction. All members of the sub-committee must be members of the Downtown Plan Committee.
- (i) In the event that the provisions set out herein do not provide specific guidance with respect to a procedural matter, *Robert's Rules of Order, 2<sup>nd</sup> edition, 1998*, will apply.

#### REPORTING TO THE URBAN CENTRES IMPLEMENTATION COMMITTEE

- (a) Recommendations must be adopted by Committee resolution prior to presentation to the Urban Centres Implementation Committee.
- (b) The Committee will provide regular reports to the Urban Centres Implementation Committee.
- (c) The Committee will submit an annual report to City Council and shall provide other reports as may be requested from time to time.

#### BUDGET

- (a) The routine operations of the Committee will be funded by allocations from the Planning and Development Services Department budget.

#### STAFF SUPPORT

- (a) Staff support will be provided by the Planning and Development Services Department.

Typical support functions will include:

- Organizing and preparing the agenda, in conjunction with the Committee Chair,
- Distributing agenda packages to committee members,
- Forwarding the agenda to the City Clerk for posting as a public notice,
- Taking and preparing draft minutes,
- Managing the files of the Committee, as necessary,
- Maintaining a list of outstanding issues for Committee action,
- In conjunction with the Chair, drafting Committee reports to Council,

- Providing background information and advice on pertinent issues and programs, where such information and advice is within the City's realm of knowledge and expertise,
  - Acting as a liaison with other City staff and departments on issues and programs before the Committee.
- (b) Staff from the agencies identified herein may attend Committee meetings and sub-committee meetings as non-voting participants.

## SCHEDULE 2: Report by the Downtown Plan Committee to City Council

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The Downtown Plan Committee was formed in July of 2000 with a mandate to oversee implementation of the *Kelowna Downtown Plan, Downtown: A "People Place"*, which was endorsed by City Council in January, 2000.

The Committee has nine voting members, including two City Councillors. Two non-voting members act as resource personnel to the Committee. These are the Executive Director of the Downtown Kelowna Association (DKA), and the City's Urban Design Planner from Planning and Development Services.

Current Committee members represent the following stakeholders:

- The Downtown Kelowna Association (2 members)
- The Kelowna Chamber of Commerce;
- The Kelowna South Central Association of Neighbourhoods;
- The Urban Development Institute;
- The Community Housing Needs Committee;
- The Arts & Culture Advisory Committee; and
- The Community Heritage Commission.

Since its inception, the Committee has met monthly and demonstrated a strong commitment to the Downtown Plan. The Committee is an effective sounding board for City staff by critiquing ideas and proposals that affect Downtown, and working to provide feedback from a cross-section of professions and experience, all with a vested interest in Kelowna's Downtown and its development.

To date, the Committee has concentrated on reviewing the Downtown Plan and updates and reports from City staff and the DKA. Principal projects have included:

- The Kelowna Downtown Streetscape Study;
- The C7 Zoning Study;
- The Downtown Promotional CD-ROM;
- The Chapman Parkade Redevelopment;
- The Kelowna Downtown Alley Improvement Program;
- The Program for Seasonal Extension of Sidewalk Cafes; and
- The Signage and Wayfinding Strategy.



Other initiatives of the Committee have included:

a) benchmarks for Downtown;

To provide a measuring stick to gauge progress towards the Downtown Plan, the Committee has worked with City staff and the DKA to establish benchmarks for on-going reference. These include an inventory of Downtown commercial storefront vacancies and a list of business licenses within the Downtown Plan area, as of June, 2001. These numbers were assembled by students employed by Planning and Development Services in the summer of 2001. The students also took panoramic photographs of each street within the Plan area, and took photos from selected vantage points which were then compared to photos taken from the same vantage points in August, 1997.

This information will be updated periodically as a means of assessing the changing character of Downtown. Other benchmarks will be established as staff resources permit.

b) maintenance issues related to Downtown streets;

At the Downtown Plan Committee's request, the issue of the budget allocation for maintenance of Downtown streets was forwarded to the Town Centre Implementation Committee (TCIC meeting of January, 2001). This discussion resulted in two initiatives. The first initiative, through cooperation with the DKA and with the help of City staff, resulted in 37 new garbage containers within Downtown. The second was a letter from Mayor Gray to Downtown property owners and merchants requesting greater attention to maintenance of the sidewalks in front of their properties and places of business.

Discussion at Downtown Plan Committee meetings can and does focus attention on Downtown's immediate as well as long term needs.

c) a Downtown Plan Newsletter.

The Committee feels one of its roles is to promote awareness of the *Kelowna Downtown Plan*, and in so doing, to build positive relationships among the stakeholders and a commitment to goals. To this end, the Committee is preparing the first of what is intended to be an annual newsletter. The newsletter will highlight the status of the Plan and will be distributed later this year. Funding will be provided by Long Range Planning.

The Committee's priorities for the coming year are:

- 1) To work with City staff to complete the *Downtown Streetscape Improvements Study* and the *Downtown Alley Improvement Program*, and commence a sign and wayfinding strategy;
- 2) To establish more benchmarks;

- 3) To continue to monitor Downtown maintenance issues, especially regarding winter months;
- 4) To continue to meet with Long Range staff to identify locations for public washrooms within the Plan area;
- 5) To host a DKA 'Downtown After 5', possibly in conjunction with release of the newsletter;
- 6) To work, in conjunction with the DKA, to establish a recognition program for property redevelopment and building renovations consistent with the Downtown Plan; and
- 7) Further discussion on the dynamics of, and possible incentives to promote Downtown redevelopment.

Additionally, the Committee, through discussions with staff, will have input into identifying potential City-initiated projects for Downtown, early in the budgeting process for the 2003 year.

The terms of all current Committee members expire in 2002. The terms of the Council members will expire upon termination of office in this, an election year. The terms of all remaining members will expire December 31, 2002.

In concluding, the Committee would like to thank the City of Kelowna, and in particular, the Planning and Development Services Department for its support. The Downtown Plan Committee looks forward to continued implementation of the Downtown Plan, and a continued good working relationship with City staff, the Town Centre Implementation Committee, and all the stakeholders who hold the keys to Downtown's future.

Greg Dusik  
Chair, Downtown Plan Committee

