
City of Kelowna

MEMORANDUM

DATE: January 4, 2006
FILE: 0870-20-040

TO: City Manager

FROM: Community Planning Manager

RE: Site Review Task Force

REPORT PREPARED BY: Theresa Eichler

RECOMMENDATION:

THAT Council approve the attached Terms of Reference for the Site Review Task Force and appoint the following thirteen individuals to the Task Force;

Joni Metherell	Citizen at Large
Brad Dunlop	Rutland Town Centre
Judy Good Sky	United Way
Clay Williams	Downtown Kelowna Association
Weldon Leblanc	Chamber of Commerce
Ian Graham	Homelessness Steering Committee
Marguerite Sisett	South Pandosy Town Centre
Rick Miller	Highway 97 / Springfield Town Centre
Pat Munro	Kelowna South Central Association of Neighbourhoods & North End Residents Association
James Munro	BC Housing
Ira Roness	Interior Health – Alcohol and Drug
Randy Murray	Interior Health – Mental Health
Theresa Eichler	City of Kelowna

REPORT:

On December 19, 2005, Council passed a resolution to create the Site Review Task Force to evaluate alternatives to the 1436 St. Paul St. site that had been selected for the development of a complex of 30 transitional apartments with support services for the homeless. The members of the Task Force have voluntarily submitted their names. Some of the members have requested the option of providing an alternate representative if they are unable to attend one of the meetings. Staff suggests that this should be acceptable. A terms of reference for the Task Force has been prepared and is attached for the approval of Council. Subject to Council approval of the terms of reference, the Task Force will meet for the first time on January 11, 2005 from 4:00 p.m. to 6:00 p.m. at City Hall.

City Manager
Re: Site Review Task Force

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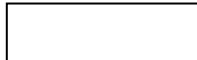
January 4, 2006

Task Force Membership

Joni Metherell	Chair, Citizen at Large
Brad Dunlop	Rutland Town Centre
Judy Good Sky	United Way
Clay Williams	Downtown Kelowna Association
Weldon Leblanc	Chamber of Commerce
Ian Graham	Homelessness Steering Committee
Marguerite Sisett	South Padosy Town Centre
Rick Miller	Highway 97 / Springfield Town Centre
Pat Munro	Kelowna South Central Association of Neighbourhoods & North End Residents Association
James Munro	BC Housing
Ira Roness	Interior Health – Alcohol and Drug
Randy Murray	Interior Health – Mental Health
Theresa Eichler	City of Kelowna

Theresa Eichler
Community Planning Manager

Approved for Inclusion



David Shipclark
Manager, Community Development & Real Estate

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CITY OF KELOWNA

TERMS OF REFERENCE

SUPPORTIVE HOUSING SITE REVIEW TASK FORCE

INTRODUCTION

Homelessness, Mental Health and Addictions are a complex spectrum of problems impacting urban centres throughout BC and the rest of Canada and will take the combined leadership and resources of the federal, provincial and local governments, as well as the community, to address.

The Premier's Task Force has provided the City of Kelowna with a unique opportunity to begin to "Break the Cycle of Homelessness" and move beyond "bricks and mortar funding". Funding for this or the opportunity for future partnerships in Kelowna and other communities in BC may be contingent on the success of this initiative.

The Provincial Government and its agencies (BC Housing and Interior Health) have developed a model for supportive housing for Kelowna based on best practices developed by Health Canada. The commitment by of the City of Kelowna is to provide an appropriate site based on the requirements of the service model.

BC Housing and Interior Health as the housing and healthcare professionals are prepared to answer all questions about the operation of the project, including questions on the harm reduction model, operator agreements and experience from similar projects. Regardless of location, Council will want to be assured the facility functions as a good neighbour.

The City is committed to implementing this supportive housing development on the best site possible, as soon as practicable, recognizing the community need and the volatile nature of construction costs.

The process for choosing an operator will take at least 90 days. This time will be used to receive and investigate further public input that the public might generate regarding viable sites including the St. Paul Street location.

OBJECTIVE

The objective of the Task Force is:

- To advise Council on the most appropriate location (or locations, if more than one) for this supportive housing project in Kelowna.

SCOPE OF WORK

To achieve these objectives, the Task Force will undertake the following activities:

- Review the existing site selection criteria and provide appropriate weightings. The partners (Interior Health, BC Housing and the City) must agree to any proposed changes to the criteria.
- Review the existing site and any viable alternatives provided by the public in relation to the criteria. The chosen operator will have input into the review and the final recommendations.
- Report back to the funding partners including City Council regarding the recommended site (or sites) on or around March 13th, 2006 adjusting the time to allow for input from the chosen operator.

MEMBERSHIP

In order to provide representation from the community, the membership of the Task Force is as follows:

1. City of Kelowna staff representative
2. B.C. Housing staff representative
3. Interior Health-Mental Health representative
4. Interior Health- Alcohol and Drug representative
5. DKA representative
6. Chamber of Commerce representative
7. Residents Association - Downtown Area (North End or KSAN)
8. Residents Association – other town centre
9. Rutland Town Centre representative
10. Pandosy Town Centre representative
11. Homelessness Steering Committee representative
12. Other Social Agency representative
13. Citizen at Large

APPOINTMENT AND TERM

Members shall be appointed by Council and shall serve until the Task Force presents its final report to Council.

Council may, at any time, remove any member of the Task Force, and any member of the Task Force may resign at any time upon sending written notice to the Chairperson of the Task Force.

Task Force members who are absent for three consecutive meetings shall forfeit their appointment, unless such absence is authorized by resolution of the Task Force.

Members of the Task Force shall serve without remuneration.

In the event of a vacancy occurring during before the Task Force makes its final report, the vacancy may be filled upon resolution of Council.

CHAIR

The Citizen at large shall be the Chairperson.

MEETINGS

The Task Force shall meet at least once monthly.

A special meeting may be called by the Chairperson or at the request of any three members of the Task Force. Notice of the day, hour, and place of special meeting shall be given at least three days prior to the meeting, by leaving a copy of the notice for each member of the Task Force at the place to which the member has directed such notices be sent, and by delivering a copy of the notice to the City Clerk for posting.

Unless otherwise authorized by Division 3 of Part 4 of the *Community Charter* or City of Kelowna Council Procedure Bylaw No. 9200 all meetings will be held in open session and in a location accessible to the public.

Unless otherwise authorized by the Task Force, the public shall only address the Task Force when they are scheduled to do so on the Task Force meeting agenda.

A majority of the Task Force shall represent a quorum.

The order of business is to be as set out in an agenda package to be provided to the Task Force members in advance of the meeting date. A copy of the agenda will be forwarded electronically to the City Clerks Department at least three complete working days prior to the meeting date. Minutes of the meetings will be prepared and then signed by the Chairperson. Originals of the minutes will be forwarded to the City Clerk for safekeeping.

Task Force members have a responsibility to make recommendations based on the best interests of the City-at-large. Task Force members must abide by the conflict of interest provisions of the *Community Charter* and City of Kelowna Council Procedure Bylaw No. 9200. Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes, and the Task Force member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

Voting:

- All members of the Task Force, including the chair, will have one vote on every question unless they have declared a conflict and left the meeting.
- Any member who does not indicate how they vote, or has left the meeting without declaring a conflict, is counted as having voted for the question.
- If the votes are equal for and against, the question is defeated.

When speaking in public or to the media on an issue, Task Force members must distinguish whether they are speaking as a member, or as a representative of another agency or community group, or as an individual.

REPORTING TO COUNCIL

Recommendations of the Task Force must be adopted by Task Force resolution prior to presentation to Council.

The Chairperson will report to Council on behalf of the Task Force.

BUDGET

The routine operations and any special initiatives of the Task Force will be funded by allocations within the Planning and Corporate Services - Community Development & Real Estate budget.

STAFF SUPPORT

The Community Planning Manager shall serve as administrative liaison to the Task Force.

The Planning and Corporate Services Department shall provide administrative and technical support for the Task Force. Typical support functions include the following:

- organizing and preparing the agenda, in conjunction with the Task Force Chairperson & staff liaison;
- distributing the agenda packages to Task Force members;
- forwarding the agenda to the City Clerk for posting as a public notice;
- mailing or delivering all meeting notices and agendas;
- receiving all correspondence, and preparing correspondence and reports on behalf of the Task Force;
- editing the draft minutes and providing the final minutes to the City Clerk and Task Force members;
- managing the files of the Task Force, as necessary;

For endorsement by Council on January 9, 2006