
CITY OF KELOWNA

MEMORANDUM

Date: January 25, 2006
File No.: 0540-20
To: City Manager
From: Director of Planning and Corporate Services
Subject: Downtown Centre Strategy Task Force and
Rutland Town Centre Strategy Task Force

RECOMMENDATION

THAT Council endorse the Terms of Reference for the Downtown Centre Strategy Task Force attached to the Planning and Corporate Services report dated January 25, 2006 (Attachment 1);

AND THAT Council endorse the Terms of Reference for the Rutland Town Centre Strategy Task Force attached to the Planning and Corporate Services report dated January 25, 2006 (Attachment 2).

BACKGROUND

At Council's Inaugural meeting on December 5, 2005, Mayor Shepherd announced her intention to create a number of new Committees and Task Forces. Since then, staff have been asked to work with appointed Committee Chairs and the Mayor to draft Terms of Reference. The creation of the Committees requires that all of Council endorse the relevant Terms of Reference and as such the attached Terms of Reference are forwarded for Council's consideration.

If approved by Council, the first meeting of the Downtown Centre Strategy Task Force would be held on February 16, 2006. The membership on this Task Force was appointed at Council's Inaugural meeting.

Appointments to the Rutland Town Centre Strategy Task Force have not yet been made. A separate report dealing with this matter will be forwarded to Council once Terms of Reference are established.

Signe K. Bagh, MCIP
Manager
Policy, Research, and Strategic Planning

Approved for inclusion

R.L. (Ron) Mattiussi, ACP, MCIP





CITY OF KELOWNA
TERMS OF REFERENCE
DOWNTOWN CENTRE STRATEGY TASK FORCE

INTRODUCTION

The Downtown Centre Strategy Task Force is formed to advise Council on initiatives to make the Downtown a more desirable place to live and work.

The Downtown Centre Strategy Task Force is a **select committee** of Council.

OBJECTIVE

The objective of the Committee is to make the downtown a desirable place to live and work.

SCOPE OF WORK

To achieve this objective, the Downtown Centre Strategy Task Force will recommend actions to increase safety, accessibility and pedestrian-friendliness and to enhance the downtown environment. The Task Force will provide input to Council on the types of initiatives that should be pursued as well as the prioritization/timing of these initiatives. The Task Force will also recommend how initiatives can be funded. The focus will be on projects that would be funded in 2007 and beyond (since project priorities and budgets will already have been finalized for 2006 by the time the Committee meets). Short term projects may be recommended if budget is available.

Specifically, the Task Force will:

Safety

- Recommend how the transit mall can be made more user-friendly.
- Explore ways to achieve development of a transit mall with washrooms.

Pedestrian-Friendliness and Accessibility

- Provide input on implementation of the Downtown Streetscape Improvement Study.
- Recommend ways to strengthen pedestrian connections between the Downtown and the Cultural District.
- Identify potential points of conflict between pedestrian and vehicular mobility.
- Recommend ways to minimize the impact of truck routes through the Plan area.
- Develop and cost a program of short and long-term alley improvements to be initiated once dumpsters are removed.

Urban Design

- Identify potential locations for "town squares".
- Identify changes required to foster child-friendly design.
- Foster community dialogue regarding waterfront high rises.
- Assess merits and costs of a model of Downtown to convey the vision of the Downtown

Plan.

Other

- Consider options for broadband technology in the Downtown
- Consider whether there is a role for an ongoing committee once task force work has been completed.

MEMBERSHIP

Six representatives of the community at large

Two members of Council

APPOINTMENT AND TERM

Members shall be appointed by Council for a term ending in December 2006.

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

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

Committee members may stand for re-appointment at the conclusion of their term.

Members of the Committee shall serve without remuneration.

In the event of a vacancy occurring during the term of office, the vacancy may be filled for the remainder of that term upon resolution of Council.

The Committee may appoint sub-committees to deal with any special matters coming within the scope and jurisdiction of the Committee.

CHAIR

The Chair of the Committee shall be appointed by Council resolution.

MEETING PROCEDURES

The Chairperson shall call meetings of the Committee.

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 Committee, the public shall only address the Committee when they are a scheduled delegation on the Committee meeting agenda.

A majority of the Committee shall represent a quorum.

The order of business is to be as set out in an agenda package to be emailed to the committee 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 Committee Chair. Originals of the minutes will be forwarded to the City Clerk for safekeeping.

Committee members have a responsibility to make decisions based on the best interests of the City-at-large. Committee 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 Committee 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 a committee, including the chair, 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, Committee members must distinguish whether they are speaking as a member, or as a representative of another agency or community group, or as an individual. Committee members need to convey the public interest and remember that they represent the Corporation of the City of Kelowna. This means they must be consistent with the City's position on specific issues.

REPORTING TO COUNCIL

Recommendations of the Committee must be adopted by Committee resolution prior to presentation to Council. The Committee will regularly report to Council regarding current activities and recommendations.

The Committee Chairperson or his/her designate will report to Council on behalf of the Committee.

BUDGET

The routine operations and any special initiatives of the Committee will be funded by allocations within the Planning and Corporate Services Department budget.

STAFF SUPPORT

The Manager of Policy, Research and Strategic Planning or his/her designate shall attend the meetings in an advisory capacity.

The Planning and Corporate Services Department shall provide administrative and technical support for the Committee.

The Planning and Corporate Services Department shall provide secretarial support for the Committee. Typical support functions include the following:

- organizing and preparing the agenda, in conjunction with the Committee Chair & staff liaison
- distributing the agenda packages to Committee 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 Committee
- taking and preparing draft minutes, and providing the final minutes to the City Clerk and Committee members
- managing the files of the committee, as necessary
- maintaining a list of outstanding issues for committee action

Endorsed by Council:
Revised:



CITY OF KELOWNA TERMS OF REFERENCE

RUTLAND TOWN CENTRE STRATEGY TASK FORCE

INTRODUCTION

The Rutland Town Centre Strategy Task Force is formed to advise Council on initiatives to make Rutland a desirable place to live and work.

The Rutland Town Centre Strategy Task Force is a **select committee** of Council.

OBJECTIVE

The objective of the Committee is to make Rutland a desirable place to live and work.

SCOPE OF WORK

To achieve this objective, the Rutland Town Centre Strategy Task Force will recommend actions to increase safety, accessibility and pedestrian-friendliness and to enhance the urban environment in the core of Rutland. The Task Force will provide input to Council on the types of initiatives that should be pursued and will advise on the prioritization/timing of these initiatives. The Task Force will also recommend how initiatives can be funded. The focus will be on projects that would be funded in 2007 and beyond (since project priorities and budgets will already have been finalized for 2006 by the time the Committee is appointed).

Specifically, the Task Force will, as a priority tackle the following initiatives:

Redevelopment

- Identify barriers to redevelopment and recommend ways to overcome obstacles.
- Advise on the potential for the City to be involved in land assembly to encourage redevelopment.
- Instigate dialogue with the Ministry of Transportation re: parking requirements in Rutland.
- Foster community dialogue regarding formation of a BIA.
- Advise on the potential of Rutland to respond to the opportunities offered by the expansion of UBCO.

Pedestrian-Friendliness and Accessibility

- Determine whether there is a need to strengthen pedestrian connections.
- Identify potential points of conflict between pedestrian and vehicular mobility objectives.

Urban Design

- Identify potential locations for "town squares".
- Determine whether a program is needed to give recognition to property owners building new projects or undertaking façade improvements/renovations that enhance the urban environment.
- Identify short-term actions to "beautify" Rutland.

The Committee may also recommend how the matters listed below can best be dealt with. Courses of action may include extending the mandate of the Committee beyond a year to allow for a wider range of issues to be addressed, or may involve delegating responsibility to other Committees, or some other approach as deemed appropriate.

- Identify changes required to foster child-friendly design.
- Explore potential for encouraging placement of public art within the Rutland Urban Centre.
- Pursue information on the potential for landscaping medians along Highway 33.
- Develop a strategy for adding entrance-way signage for the Rutland Urban Centre.
- Explore means to capitalize on new information technologies.
- Recommend ways to create a safe and user-friendly transit mall.
- Explore potential for enhanced use of Rutland Lions Parks.

MEMBERSHIP

Seven representatives of the community at large

(with diversity in terms of area of residence within Rutland, age, gender, and occupation)

Two members of Council

APPOINTMENT AND TERM

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Revised: