
CITY OF KELOWNA

MEMORANDUM

DATE: January 25, 2006
FILE NO: 0760-20
TO: City Manager
FROM: Development Manager
Recreation, Parks and Cultural Services
SUBJECT: Mission Recreation Park Aquatic Facility Committee – Terms of Reference

RECOMMENDATION:

THAT Council approve the Mission Recreation Park Aquatic Facility Committee – Terms of Reference as attached to the report from the Development Manager dated January 25, 2006.

Discussion:

Council approved the Early Partnering Agreement between PCL Contractors Westcoast Inc. on January 23, 2006. This EPA now provides the formal framework for the design of the Mission Recreation Park Aquatic Facility to begin.

The City also wishes to establish an advisory committee with Council representation in order to provide a high level of comprehensive oversight to the Aquatic Facility project to ensure project objectives are achieved in a timely and fiscal manner. The Mission Recreation Park Facility Committee will provide this oversight as per the terms of reference attached. Council has previously appointed the following Councillors to this Committee;

- Councillor Blanleil, Chair
- Councillor Gran,
- Councillor Clark.

Council will note that the terms of reference provide for Committee members to be appointed from date of Council approval until an executed design / build contract is established for the Aquatic Facility, or Council authorizes the termination of the project.

JWR Oddleifson
Development Manager,
Recreation, Parks and Cultural Services

P/c Director of Recreation Parks and Cultural Services
City Clerk



Recreation, Parks & Cultural Services

MISSION RECREATION PARK AQUATIC FACILITY COMMITTEE

TERMS OF REFERENCE

Purpose	To provide a high level of comprehensive oversight to the Aquatic Facility project to ensure project objectives are achieved in a timely and fiscal manner.
Membership	Three members of Council
Scope of Work	<p>The Mission Recreation Park Aquatic Facility Committee will review and provide input to the Integrated Design Team and City Council on the following;</p> <ul style="list-style-type: none"> ➤ legal and other contract agreements, ➤ partnership and lease proposals, ➤ stakeholder design review schedules and opportunities, ➤ general public design review schedule and opportunities, ➤ impact of the design decisions on the future operating budgets, ➤ relationships with other partners and user groups elsewhere on the Mission Recreation Park site, ➤ facility designs including schematic and design development, ➤ facility cost estimates, and ➤ price proposals.
Reporting to Council	<p>Recommendations of the Committee must be adopted by Committee resolution prior to presentation to Council. The Committee will report to Council regarding current activities and recommendations.</p> <p>The Committee Chairperson or his designate will report to Council on behalf of the Committee.</p>
Budget	The routine operations and any special initiatives of the Committee will be funded by allocations within the Recreation, Parks & Cultural Services budget.

Appointment and Term	<p>Members shall be appointed by Council from date of Council approval until an executed design / build contract is established for the facility, or Council authorizes the termination of the project.</p> <p>Members of the Committee shall serve without remuneration.</p> <p>In the event of a vacancy occurring during the term, the vacancy may be filled for the remainder of that term upon resolution of Council.</p> <p>The Committee may appoint sub-committees to deal with any special matters coming within the scope and jurisdiction of the Committee.</p>
Meeting Procedures	<p>The Chairperson shall call meetings of the Committee on an as required basis.</p> <p>Unless otherwise authorized by Division 3 of Part 4 of the <i>Community Charter</i> 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.</p> <p>Unless otherwise authorized by the Committee, the public shall only address the Committee when they are a scheduled delegation on the Committee meeting agenda.</p> <p>A majority of the Committee shall represent a quorum.</p> <p>The order of business is to be as set out in an agenda package to be provided to the committee members in advance of the meeting date.</p> <p>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 by the clerical staff from the Recreation, Parks and Cultural Services office and then signed by the Committee Chair. Originals of the minutes will be forwarded to the City Clerk for safekeeping.</p> <p>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 <i>Community Charter</i> and City of Kelowna Council Procedure Bylaw 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.</p>

	<p>Voting:</p> <ul style="list-style-type: none"> ➤ 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.
Staff Support	<p>The Director of Recreation, Parks and Cultural Services, and the Development Manager for Recreation, Parks, and Cultural Services shall attend the meetings in an advisory capacity.</p> <p>Recreation, Parks and Cultural Services shall provide administrative and technical support for the Committee, typically defined as;</p> <ul style="list-style-type: none"> ➤ 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 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: