
CITY OF KELOWNA
MEMORANDUM

Date: February 6, 2006
File No.: 0540-20
To: City Manager
From: Director of Recreation, Parks and Cultural Services
Subject: Recreation, Parks and Culture Task Force

RECOMMENDATION:

THAT Council approve the Terms of Reference for the Recreation, Parks and Culture Task Force as attached to the report from the Director of Recreation Parks and Cultural Services dated February 6, 2006.

BACKGROUND

The attached Terms of Reference for the Task Force are presented for Council approval. The Task Force is to function for a one year period and recommend to Council priorities for future policy and planning development within the broad scope of civic responsibility in the area of recreation, parks, and culture. In essence, the creation of this Task Force recognizes that the City cannot move ahead on all policy and planning issues at the same time and that setting priorities for action is an important function of City Council. The Task Force will provide Council with advice as required to assist in setting these priorities.

Council previously approved the appointment of Councillor Hobson to chair the Task Force. Upon approval of the Terms of Reference, staff will advertise publicly to seek citizens interested in serving on the Task Force, consider those who have already expressed interest in serving, and prepare a list of nominees for Council consideration and approval. According to the Terms of Reference, the City will require six appointees.

David Graham
Director of Recreation, Parks and Cultural Services

Attachment

DG/kv



CITY OF KELOWNA TERMS OF REFERENCE

RECREATION PARKS AND CULTURE TASK FORCE

INTRODUCTION

The Recreation Parks and Culture Task Force was formed to provide advice to City Council on priorities for planning and policy development with regards to recreation, parks, and culture.

The Recreation Parks and Culture Task Force is a **select committee** of Council.

OBJECTIVE

The objective of the Task Force is to recommend to City Council the priority and process for the City to address major policy and planning issues within the five areas as set out below.

SCOPE OF WORK

The Task Force will review and provide advice to City Council on the short, medium, and longer term priorities, and a process for developing plans and policies with respect to the following areas of civic responsibility:

1. Recommending to Council appropriate public process, including consultation with user groups, for input into the City's current recreation, parks and culture master plan.
2. Consideration of revisions to the existing park standards in the OCP for all types of parks and particularly including linear parks, public natural open space, and the relationship to the Regional Park system.
3. In the context of the City's Ten Year Capital Plan, consideration of the establishment of development cost charges and other financial tools to assist in the funding of public natural area parks, linear parks, and park development.
4. Development of policies and plans for the management of the City-owned heritage buildings.
5. Updating of the City's cultural policy and strategic plans for cultural development.

MEMBERSHIP

One member of City Council plus six (6) citizens of Kelowna appointed by City Council

APPOINTMENT AND TERM

Members shall be appointed by Council for a term of one year beginning from the date of the Council appointment.

Members of the Task Force shall serve without remuneration.

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.

The Task Force may appoint sub-committees to deal with any special matters coming within the scope of the Task Force.

CHAIR

The Chair of the Task Force shall be appointed by Council resolution.

MEETING PROCEDURES

The Chairperson shall call meetings of the Task Force on an as required basis.

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 a scheduled delegation on a 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 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 Task Force Chair. Originals of the minutes will be forwarded to the City Clerk for safekeeping.

Task Force members have a responsibility to make decisions 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 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, 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.

REPORTING TO COUNCIL

Recommendations of the Task Force must be adopted by a resolution of the Task Force prior to presentation to Council. The Task Force will report to Council regarding current activities and recommendations no less than every three months.

The Task Force Chairperson or designate 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 Recreation, Parks and Cultural Services budget.

STAFF SUPPORT

The Director of Recreation, Parks and Cultural Services shall attend the meetings in an advisory capacity.

Recreation, Parks and Cultural Services shall provide administrative and technical support for the Task Force, typically defined as;

- organizing and preparing the agenda, in conjunction with the Chair
- 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 on behalf of the Task Force
- managing the files of the Task Force, as necessary
- maintaining a list of outstanding issues for Task Force action.

Endorsed by Council:

Revised: