

---

**CITY OF KELOWNA**

**MEMORANDUM**

---

**Date:** March 10, 2006  
**File No.:** 0540-20

**To:** City Manager

**From:** Planning and Corporate Services Department

**Subject:** Proposed Terms of Reference for the Affordable and Special Needs Task Force

---

**1.0 RECOMMENDATION**

THAT Municipal Council endorse the terms of reference attached to the report from the Planning and Corporate Services Department dated March 6, 2006.

**2.0 SUMMARY**

The attached terms of reference for the Affordable and Special Needs Task Force propose to create a select committee of Council with two Council representatives as the only official members. The two Council representatives, Councilor Rule and Councilor Letnick, have discussed with the staff resources to the committee a condensed and intensive work program which is included in the terms of reference. The terms of reference contemplate the work plan being completed with a report to Council in October 2006 with a list of recommended initiatives complete with initial resource needs and funding implications.

Staff has indicated a budgetary need to complete the scope of work outlined in the terms of reference of \$7500.00 which currently has no funding source. Staff recommends that the budget for the committee work be funded from Council contingency.

It is recommended that Council endorse the terms of reference as presented. Should Council choose to increase the scope of the work of the committee, it is recommended that those considerations wait until the committee reports back to Council in October 2006.

---

Andrew Bruce  
Manager of Development Services

Approved for inclusion

R.L. (Ron) Mattiussi, A.C.P., M.C.I.P.  
Director of Planning & Corporate Services



## **CITY OF KELOWNA**

### **TERMS OF REFERENCE**

#### **AFFORDABLE AND SPECIAL NEEDS HOUSING TASK FORCE**

##### **INTRODUCTION**

The Affordable and Special Needs Housing Task Force was formed to advise Council on initiatives to address the supply of Affordable and Special needs Housing in Kelowna.

The Affordable and Special Needs Housing Task Force is a **select committee** of Council.

##### **OBJECTIVE**

The objective of the Task Force is to advise Council on initiatives to address the supply of Affordable and Special needs Housing in Kelowna.

##### **SCOPE OF WORK**

To achieve this objective, the Affordable and Special Needs Housing Task Force will review and provide input to Council on the following:

- Quantity and state of affordable and special needs housing within Kelowna.
- Effectiveness and value of existing strategies, policies and bylaws designed to promote and develop affordable and special needs housing including but not limited to:
  - Density Bonuses.
  - Secondary Suites (in principal and secondary buildings).
  - Housing Agreements.
  - Housing Reserve Fund.
  - Policies that protect existing affordable housing (i.e. mobile home parks, stratification of existing buildings).
  - Application of Development Cost Charges.
- Best practices and examples from other jurisdictions on the provision of affordable and special needs housing.
- The appropriate role of the City of Kelowna as local government jurisdiction in the provision of affordable and special needs housing in context with traditional provincial and federal responsibilities.
- The role and use of City owned land in the provision of affordable and special needs housing.
- Initiatives to preserve and expand the supply of affordable and special needs housing.
- Initiatives for specific geographic areas or sites (e.g. Lawrence and Leon Avenues, KSS, Urban Centres, suburban areas)
- Initiatives to achieve an appropriate mix of ownership and rental, target income levels, tenant groups (e.g. singles, young families, seniors, accessibility challenged) and market and non-market housing.

##### **MEMBERSHIP**

Official members of the Task Force are limited to the two Council representatives;

Councillor Norm Letnick  
Councillor Michele Rule

##### **APPOINTMENT AND TERM**

Members shall be appointed by Council for a one-year term from the date of adoption of the Terms of Reference.

Council may, at any time, remove any member of the Committee and any member of the Committee may resign there from 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 for their work on the Committee.

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.

## **CHAIR**

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

## **MEETING PROCEDURES**

The Chairperson shall call meetings of the Committee on an as needed basis but no fewer than once per month.

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 provided 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 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. An additional budget request will be prepared to include the cost of facilities rental (including the provision of refreshments), travel and accommodation for outside resources. Staff recommends that Council allocate a budget of \$7500.00 from Council contingency as there is no existing budget within the Planning and Corporate Services to allocate to this work program or to facilitate the Task Force.

## **STAFF SUPPORT**

The Manager of Development Services and the Manager of Community Development and Real Estate shall attend meetings in an advisory capacity.

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

The advisory staff shall arrange for secretarial, research, facilitation and technical advice for the Committee. The work plan of the Committee shall include but not be limited to:

1. Collect and prepare information regarding the existing quantity and state of affordable and special needs housing in Kelowna.
2. Identify key stakeholders and meet with them to gather current information and identify challenges and opportunities regarding the provision of affordable and special needs housing.
3. Development of possible initiatives, policy direction and action items for distribution.
4. Schedule a two day facilitated workshop to include local stakeholders and experts from other jurisdictions to identify all possible solutions, initiatives, challenges and opportunities for the preservation and expansion of affordable and special needs housing.
5. Review, evaluate and document outcomes from the workshop.
6. Hold up to two open house sessions to present outcomes of workshop.
7. Prepare recommendations for Council consideration which are to include preliminary action plans and resource allocations for each recommendation.
8. Present to recommendations to Council.

It is intended that the work plan be initiated immediately with target dates for the workshop to be held in mid June, open houses to be held in mid August and Mid September, and final recommendations presented to Council in October, all in 2006.

Endorsed by Council:  
Revised: