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# City of Kelowna

## MEMORANDUM

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**DATE:** April 4, 2006

**FILES:** 0540-20  
0550-01

**TO:** City Manager

**FROM:** Special Projects Planning Manager

**SUBJECT: ADVISORY COMMITTEE FOR COMMUNITY AND WOMENS ISSUES**

**REPORT PREPARED BY: HAZEL CHRISTY, SPECIAL PROJECTS PLANNING MANAGER**

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### **RECOMMENDATION:**

THAT Council adopt the Terms of Reference for the Advisory Committee on Community and Women's Issues attached to the report from the Special Projects Planning Manager dated April 4, 2006;

AND THAT funding of \$3,000.00 be allocated from Council Contingency for 2006;

AND THAT Council direct staff to place an advertisement in the local papers seeking citizens interested in sitting on this Committee.

### **BACKGROUND & COMMENTS:**

We all want to feel part of our community. We want to live in a community that is inclusive and where we can feel connected, no matter what our circumstances or our background. The proposed Advisory Committee is not just about women or women's issues, since issues that may affect women or that may be raised by women are usually of concern to all. It's true that women may approach an issue from a different vantage point, or identify different solutions to a problem. We want to make sure that this Committee is open to all points of view.

The purpose of the proposed Advisory Committee on Community and Women's Issues is to identify areas where the city can further its objectives of being a safer, healthier and more equitable community. The attached Terms of Reference outlines the purpose and an initial focus for the Committee as well as setting up the parameters for its membership and operation. The Committee wants to hear from people whose voices are not always heard in the civic decision-making process in order to gain an in-depth understanding of community issues. To do this, the city will not only seek diversity within the membership of the Committee, but also meet with members of various groups and communities to assist them in identifying key issues to be addressed. Initially, areas of concern for the Committee include safety and the ability of vulnerable groups to participate freely in community life, which affects the vitality of the whole community. It is acknowledged that some issues are within the mandate of local government, while others may be the responsibility of other organizations or senior governments. By seeking to identify and understand issues of concern to our citizens, Kelowna will be able to play a part in the solution, whether directly or by lobbying or forming partnerships with others.

One of the three goals in the City's Strategic Plan speaks to this desire: To foster the social and physical well-being of residents and visitors. Within this broad goal and the objective of promoting health and wellness initiatives (G3, Obj. 1), commitments are made to actions that will, among other things:

- encourage and support planning that promotes Kelowna as a child friendly community;
- develop or support programs that promote healthy positive lifestyles for youth by addressing their needs and engaging their energy;
- develop or support programs that address the needs and engage the energies of seniors; and
- identify and take steps to reduce crime and bylaw infractions related to public safety in all parks, open spaces, and streets.

Also relevant are actions related to providing meaningful opportunities for a broader range of input from residents and agencies on major directions taken by the City (G3, Obj. 8), which this initiative supports.

Our community is the sum total of the decisions that we all make, each and every day. By seeking to understand how a diversity of groups within our community view our city and the factors that influence their decision making, we hope to gain an understanding that will help the city in its future decision making.

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Hazel Christy



D.L. Shipclark  
Manager Community Development & Real Estate

HC/sh  
Attachment



## **CITY OF KELOWNA**

### **TERMS OF REFERENCE**

#### **ADVISORY COMMITTEE ON COMMUNITY AND WOMEN'S ISSUES**

##### **INTRODUCTION**

The Advisory Committee on Community and Women's Issues is formed to advise Council on issues of importance to women, and by extension, to the community, within the jurisdiction of City Council to make decisions or have influence on decisions by other organizations or levels of government.

The Advisory Committee on Community and Women's Issues is an advisory committee of Council.

##### **OBJECTIVE**

The objective of the Committee is to provide information and insight on creating a safer, healthier and more equitable Kelowna, particularly encouraging women's viewpoints on a range of issues that may impact quality of life in these areas.

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

To achieve this objective, the Advisory Committee on Community and Women's Issues will initially seek input from members of the community to identify issues of concern, which may include safety, transit, housing, childcare, access to community facilities, and any other issues relating to quality of life in our community. The Advisory Committee will then identify and prioritize a work program that will focus on areas for further research (i.e. safety audit) and consider policies that relate to the issues identified. For any projects that require funding the focus would be for 2007 and beyond (project priorities and budgets will have already been finalized for 2006 by the time the committee is appointed).

##### **MEMBERSHIP**

Seven representatives from the community at large (with diversity in terms of area of residence, age, gender, ethnicity, education and occupation).

Two (2) members of Council.

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

Members shall be appointed by Council for a term ending December 2008.

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.

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.

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 Procedures 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.

Contact with the media should be through the Committee Chair, unless otherwise authorized. When speaking in public or to the media on an issue Committee members must distinguish whether they are speaking as a member of the Committee, 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 budget.

## **STAFF SUPPORT**

The Special Projects Planning Manager 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 and 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: