
City of Kelowna

MEMORANDUM

DATE: June 6, 2006
FILE: 0540-20

TO: City Manager

FROM: Community Planning Manager

RE: Social Planning and Housing Committee

REPORT PREPARED BY: Theresa Eichler

RECOMMENDATION:

THAT City Council appoint Shelley Cook as a new member of the Social Planning and Housing Committee to fill the existing vacancy.

AND THAT Council accept, with regret, the resignation of Catherine Williams Jones from the Social Planning and Housing Committee.

REPORT:

Catherine Williams Jones submitted her resignation from the Social Planning and Housing Committee due to her recent career change to work for BC Housing out of Penticton. Applications in the Clerk's Department for Committee positions were reviewed as part of the process towards filling this vacancy. Council should be pleased to note that there were a number of applicants to choose from with a broad spectrum of knowledge and experience. Names were presented to the Social Planning and Housing Committee and consensus was achieved at the May 9th, 2006 meeting of the Committee in presenting a recommendation to Council.

Shelley Cook is the Executive Director of the John Howard Society. She has a wealth of experience dealing with low income populations and the court systems. She has been involved in restorative justice programs, housing the disenfranchised and was a co-chair for the Central Okanagan Four Pillars Coalition representing the treatment pillar.

The Terms of Reference for the Committee are attached. The City looks to achieve a balance between the business/development sectors and the social service sectors in membership for this Committee. Ms. Cook brings her knowledge and experience to the current membership.

Terms of membership will run concurrent with the term of City Council, until 2008, when committee membership will be reviewed.

Theresa Eichler
Community Planning Manager

Approved for Inclusion

David Shipclark
Manager, Community Development & Real Estate
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Attachment (electronic):
Terms of Reference – Social Planning & Housing Committee

CITY OF KELOWNA



TERMS OF REFERENCE

SOCIAL PLANNING AND HOUSING COMMITTEE

INTRODUCTION

Council of the City of Kelowna recognizes the value and benefit of community and social services, which enhance the quality of life for Kelowna residents. Council established the Social Planning Board in 1995, as a method of providing effective community input to Council regarding social planning and service issues. In 1996, the Community Housing Needs Committee was established by Council to provide community input on housing issues. In 2002 the two committees were amalgamated under the Social Planning and Housing Committee.

The Social Planning and Housing Committee is an **advisory committee** of Council.

OBJECTIVES

The objectives of the Committee are:

- To advise Council on matters of social relevance from a community-based, prevention standpoint.
- To ensure a policy and decision-making framework which aims to improve quality of life for residents of the City.
- To work toward ensuring that all citizens of Kelowna have access to adequate and suitable housing.

SCOPE OF WORK

To achieve these objectives, the Social Planning and Housing Committee will undertake the following activities:

- Recommend disbursements from the Community Social Development Grants fund and the Grants to Address the Sexual Exploitation of Youth fund to Council
- Advise Council regarding implementation of social and affordable housing policies contained within the City's Official Community Plan, and ensure that these policies remain current.
- Inform council and members of the community of the City's social policies, which are provided for the following topic areas, as approved in the 1996 Social Plan, and incorporated and updated within the Official Community Plan:

Accessibility
Arts and Culture
Child Care
Community Development
Crime Prevention
Education
Employment
Health
Housing
Human Rights

- Advise Council on affordable and special housing needs within the City and search for possible solutions to such needs.
- Advise Council on the effectiveness and value of existing or proposed policies and bylaws designed to promote and develop affordable and special needs housing.
- Determine means of recognizing existing community or social service organizations that embody the policy direction of the City.
- Advise Council on all areas of social and community needs and problems within the City, recommending possible solutions to such needs and problems.
- Advise Council on formal agreements between the City and community and social service organizations.
- Act as a liaison between Council and community organizations concerned with the provision of social service programs.
- Work at raising awareness within the community of City policy direction and initiatives on social and housing issues.
- Hear and consider representations by any individual organization or delegation of citizens with respect to social and housing programs and make recommendations to Council that the Committee deems to be in the general interest of all citizens.

MEMBERSHIP

In order to provide representation from the community, the membership of the Committee is as follows:

- Twelve (NB – there are thirteen on the list approved by Council at Dec 5/05 inaugural, not including council members) individuals committed to a healthy communities approach to planning for the city of Kelowna, representing a broad cross-section of interest and background, ranging from the social to the business perspective.
- Up to two members of Council as non-voting liaison members only.

APPOINTMENT AND TERM

Members shall be appointed by Council for a three-year term, to run concurrent with the Council term.

Council may, at any time, remove any member of the Committee, and any member of the Committee may resign 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 a regular 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 Committee shall elect a Chairperson and a Vice-Chairperson at their first meeting each year. The Chairperson and Vice Chairperson shall be the executive of the Committee. Councillors shall not serve on the executive of the Committee.

MEETINGS

The Committee shall meet once monthly.

A special meeting may be called by the Chairperson or at the request of any three members of the Committee. Notice of the day, hour, and place of special meeting shall be given at least three days prior to the meeting, by leaving a copy of the notice for each member of the Committee at the place to which the member has directed such notices be sent, and by delivering a copy of the notice to the City Clerk for posting.

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 Chairperson. Originals of the minutes will be forwarded to the City Clerk for safekeeping.

Committee members have a responsibility to make recommendations 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.
- At committee meetings the Council member is NOT to participate in discussion on issues pertaining to the disbursement of Community Social Development Grants or Grants to Address the Sexual Exploitation of Youth.

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 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 provide a status report to Council annually.

The staff liaison, and, if and when the Committee determines the need, a Committee member appointed by the Committee, 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 - Community Development & Real Estate budget.

The Community Social Development Grants and the Grants to Address the Sexual Exploitation of Youth shall be funded from the Planning and Corporate Services - Community Development & Real Estate budget and guided by approved Council policies.

STAFF SUPPORT

The Community Planning Manager shall serve as administrative liaison to the Committee.

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

- organizing and preparing the agenda, in conjunction with the Committee Chairperson & 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;
- editing the 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: November 18, 2002
Revised & Endorsed by Council: