
City of Kelowna

MEMORANDUM

DATE: June 15, 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

RECOMMENDATION:

THAT the Terms of Reference for the Advisory Committee for Community and Womens Issues be amended to increase the representation from the community at large from 7 to 11 members:

AND THAT Council appoint the following individuals to sit on the Advisory Committee on Community and Women's Issues:

Micki Smith
Lisa Noelle Brown
Rosemarie Johnson
Caryl Horan
Jennifer Elsasser
Vonnie Lavers
Dave Roseberry
Menno Salverda
Joan Bottorf
Leanne Perry
Marnie Svenes.

BACKGROUND & COMMENTS:

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. Council, at its meeting of May 1, 2006 adopted a Terms of Reference for the Committee and set out its mandate in general terms.

Although the initial Terms of Reference called for seven members, in view of the skills and qualifications of those willing to serve on the Committee, it is recommended that Council appoint an eleven member Committee as it commences its task. Councillors Gran and Rule will provide representation from Council with Councillor Gran serving as committee chair.

The Committee will have its inaugural meeting as soon as possible after the appointment of members.

Hazel Christy



Director of Corporate Services

HC/sh



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 a **select 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: