
City of Kelowna

MEMORANDUM

DATE: February 5, 2007
FILE: 0540-20 Transportation Directions Committee
TO: City Manager
FROM: Transportation Manager
RE: **Council Transportation Directions Committee**

RECOMMENDATION:

THAT Council approve the Terms of Reference for the Transportation Directions Committee as presented with the Transportation Manager's report dated February 5, 2007.

BACKGROUND:

At the regular meeting of City Council on December 18, 2006 Mayor Shepherd advised of her plans to create a Council Committee-of-the-whole to address the City's long-range and broader interests in transportation. The attached terms-of-reference have been prepared for Council's approval.

As per the name of the Committee, the purpose of this committee is to provide direction on long-range transportation plans and policy development. The Standing Committee will be a committee-of-the-whole of Council and therefore appointment is by municipal election and the term would run concurrently with the Council term.

The first meeting of this Committee is scheduled for March 2, 2007.



Ron Westlake, P.Eng.
Transportation Manager

Approved for inclusion:
John Vos, P.Eng
Director of Works & Utilities

RW/ms

Attach.



CITY OF KELOWNA
TERMS OF REFERENCE
TRANSPORTATION DIRECTIONS COMMITTEE

INTRODUCTION

The Transportation Directions Committee was formed to examine transportation planning and policy issues facing the City. There is a significant relationship between transportation and land use, and between transportation and the three cornerstones of sustainability: the economy, social needs, and the environment. The Committee will examine these connections, in the context of both the short term and the long term, and provide recommendations to City Council for all modes of local mobility.

The Transportation Directions Committee is a standing committee of Council.

OBJECTIVE

The objectives of the Committee are to:

- Make broad policy recommendations to City Council as they relate to transportation management within the City of Kelowna, and to the City's interest in regional transportation issues.
- Review and provide recommendations to City Council regarding long range transportation plans and major transportation projects, initiatives and programs.

Transportation, as referred to in this document, shall include road networks, public transit, cycling and pedestrian facilities, and transportation demand management.

SCOPE OF WORK

To achieve this objective, the Transportation Directions Committee will review and provide input to Council on the following:

- The development of transportation plans and policy
- The priorities for transportation investments
- Through consultation with relevant parties, community or business interests affecting, or affected by, transportation
- All other issues within the Committee's mandate

MEMBERSHIP

All members of Council.

APPOINTMENT AND TERM

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

Members of the Committee shall serve without remuneration.

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 the Mayor.

MEETING PROCEDURES

The Chairperson shall call meetings of the Committee on a quarterly basis, the regular schedule for which shall be approved by resolution of the Committee. Special meetings may also be called by the Chair.

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 temporarily 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 Chairperson or his designate (who may be a staff person) 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 Transportation Services Division budget.

STAFF SUPPORT

The Transportation Manager, or designate, shall attend the meetings in an advisory capacity. One or more representatives from each of the Finance Department and the Planning & Development Services Department shall also attend meetings as necessary to advise on financial issues and issues related to land use plans, policies and strategies.

The Transportation Division shall provide technical support for the Committee. Typical technical support includes the following:

- Managing the files of the Committee, as necessary
- Maintaining a list of outstanding issues for Committee action
- In conjunction with the Chair, drafting and presenting Committee reports to Council

The City Clerk's Division shall provide secretarial support for the Committee. Typical support functions include the following:

- organizing and preparing the agenda, in conjunction with the Committee Chair & 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
- taking and preparing draft minutes, and providing the final minutes to the City Clerk and Committee members

Endorsed by Council:

Revised: