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CITY OF KELOWNA

**MEMORANDUM**

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**Date:** October 2, 2007  
**File No.:** 0540-01  
**To:** City Manager  
**From:** City Clerk  
**Subject:** Proposed Changes to Council Committees and Council Representation on External Boards of Directors

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**RECOMMENDATION:**

THAT Council approve the changes to the respective terms of reference for the Social Planning & Housing Committee and the Advisory Committee on Community & Women's Issues, as outlined in the report from the City Clerk dated September 25, 2007;

AND THAT the appointments of Councillor Letnick and Councillor Gran, to the Kelowna Art Gallery Board of Directors and the Kelowna Museums Board of Directors be rescinded.

**BACKGROUND:**

During the open session of the regular morning meeting held on Monday, September 10, 2007, Council passed a resolution supporting in principle a number of changes to the structure of various statutory council committees, and to the appointment of council members to external boards of directors, as outlined in the attached "Appendix A" to this report. Council further directed staff to investigate the necessary procedures to achieve the changes and report back to Council.

Mechanisms to implement the changes to the City of Kelowna Heritage Foundation are still being investigated by staff. The changes to the council representation on the Kelowna Art Gallery Board of Directors and the Kelowna Museums Board of Directors can simply be made by resolution rescinding the appointments of the applicable council members, as recommended above. Finally, the changes to the Social Planning & Housing Committee and the Advisory Committee on Community & Women's Issues can also be made by resolution amending their respective terms of reference as outlined in the attached "Appendix B" (updated Social Planning & Housing Committee terms of reference) and "Appendix C" (updated Advisory Committee on Community & Women's Issues terms of reference).

**LEGAL/STATUTORY AUTHORITY:**

Part 5, Division 4 of the *Community Charter*

**EXISTING POLICY:**

Existing terms of reference for both noted committees can be found on the City's website under [www.kelowna.ca](http://www.kelowna.ca), then Council, then Committees, then Statutory Committees.

**INTERNAL CIRCULATION TO:**

Community Planning Manager  
Director of Corporate Services  
Mayor Shepherd

Considerations not applicable to this report:

**PERSONNEL IMPLICATIONS:**

**EXTERNAL AGENCY/PUBLIC COMMENTS:**

**LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:**

**FINANCIAL/BUDGETARY CONSIDERATIONS:**

**TECHNICAL REQUIREMENTS:**

**ALTERNATE RECOMMENDATION:**

Submitted by:

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A. Flack, City Clerk

Approved for Inclusion:



D. Shipclark, Director of Corporate Services

"APPENDIX A"

CITY OF KELOWNA

**MEMORANDUM**

**DATE:** September 7, 2007

File: 0540-01

**TO:** Councillors  
City Manager

**FROM:** Mayor Sharon Shepherd

**SUBJECT:** Council Committee Changes Proposed

The following changes are being proposed re: Council Committees:

**1) City of Kelowna Heritage Foundation**

Proposed Change: mandate to be allocated as a "contract" to Central Okanagan Heritage Society

Reason: Staff dedicated to this issue with heritage expertise would be provided through the Society.

**2) Kelowna Museum Board and  
3) Kelowna Art Gallery**

Proposed Change for Kelowna Museum Board and Kelowna Art Gallery: No Councillor representative

Commitments to Kelowna Museum Board and Kelowna Art Gallery:

- Annual reporting in early fall by each Board CEO/Chair to Council meeting on a Monday afternoon regarding future short- and long-term goals and budget requests. Council lunch with Board prior to Council meeting.
- Similar commitments should include Rotary Centre for the Arts, Boys & Girls Club, and YMCA/YWCA.
- Annual Council tour of facilities

Reason:

- All of Council in an open meeting would be informed annually by these Boards who are "caretakers" of our facilities.
- Contracts have been developed that identify each Board's expectations and city commitments to the facilities.

**4) Renaming the Social Planning & Housing Committee to "Housing Committee".**

- Chair and members to remain if still interested.
- Councillor Rule remains as Councillor representative.
- Councillor Letnick to replace Councillor Gran as second Councillor representative.
- Women & Community Committee to be assigned the social issues as part of its mandate.

## **“APPENDIX B”**



### **CITY OF KELOWNA**

### **TERMS OF REFERENCE**

### **HOUSING COMMITTEE**

#### **INTRODUCTION**

Council of the City of Kelowna recognizes the value and benefit that the availability of adequate housing for all citizens has in enhancing the quality of life for Kelowna Residents. The Community Housing Needs Committee was established in 1995 as a method of providing effective community input to Council to address housing issues. This committee was amalgated with the former Social Planning Board in 2003. The Housing Committee is created to return to the primary focus on housing.

#### **OBJECTIVES**

The objective of the Committee is to work toward ensuring that all citizens of Kelowna have access to adequate and suitable housing.

#### **SCOPE OF WORK**

To achieve this objective, the Housing Committee will undertake the following activities:

- Advise Council regarding implementation of social and affordable housing policies contained within the City's Official Community Plan and Strategic Plan, and ensure that these policies remain current.
- 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
- 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 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 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 Section 242.2 of the *Local Government Act* or City of Kelowna Council Bylaw No. 7906 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 by the clerical staff provided by the Clerk's Office 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 *Local Government Act* and City of Kelowna Council Bylaw 7906. 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 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 Community Development & Real Estate Division - Community Planning budget.

## **STAFF SUPPORT**

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

The Community Development & Real Estate Division 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: October 15, 2007

## **“APPENDIX C”**

### **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.

#### **OBJECTIVES**

The objectives of the Committee are:

- 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.
- 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.

#### **SCOPE OF WORK**

To achieve these objectives, 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).

The 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
- 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

- 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.

## **MEMBERSHIP**

Twelve 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.
- At committee meetings a council member(s) 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.

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 Corporate Services Department budget.

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

## **STAFF SUPPORT**

The 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 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: May 1, 2006

Revised: October 15, 2007