
CITY OF KELOWNA

MEMORANDUM

Date: November 20, 2007
File No.: 0540-20

To: City Manager

From: Downtown Centre Strategy Task Force

Subject: Downtown Centre Strategy Task Force Activities (2007)

Report prepared by: Signe K. Bagh, Manager Policy/Research/Strategic Planning

RECOMMENDATION

THAT the activity update reflected in the November 20, 2007 report from the Downtown Centre Strategy Task Force be received for information;

AND THAT the mandate of the Downtown Centre Strategy Task Force, and the terms of the existing membership, be extended to December 31, 2008.

BACKGROUND

City Council established the Downtown Centre Strategy Task Force on December 5, 2005. The Task Force was initially appointed for a one-year term ending on December 31, 2006. On December 18, 2006, Council extended the term of appointment for the Downtown Centre Strategy Task Force from December 2006 to December 31, 2007. Terms of Reference for the Task Force were endorsed on January 30, 2006. The first meeting of the Task Force was held on February 16, 2006. The Task Force met ten times in 2006 and has also met ten times in 2007.

The Task Force includes representation from a broad cross-section of community interests, currently represented by:

- Councillor Colin Day, Chair
- Councillor Carol Gran
- Dale Knowlan
- Gordon Hartley
- Jim Meiklejohn
- Rita Milne
- Dave Thomas
- Ken Webster
- Weldon Leblanc



The Task Force's activities have been supported by interdepartmental staff efforts, coordinated by the Manager of Policy/Research/Strategic Planning.

ACTIVITIES

The Terms of Reference indicate that the objective of the Task Force is to make the downtown a desirable place to live and work. The Terms of Reference (see attached) provide specific direction on the types of initiatives to be pursued by the Task Force to help achieve that objective. Those initiatives have been the focus of the Task Force's efforts. Specifically, since inception, the Task Force has:

1. Downtown Design Awards – obtained agreement from the Downtown Kelowna Association to oversee this function, with support from Planning and Development Services Dept. staff
2. Downtown Model – assessed the merits of obtaining a model, determined costs, obtained Council agreement to fund, reviewed proposals, and took receipt of the model
3. Implementation of Downtown Streetscape Improvement Study – recommended that staff approach Council for funding of Richter St. and Water St. enhancements to help achieve standards set out in Subdivision and Development Servicing Bylaw and Downtown Streetscape Plan
4. Alleys – suggested that lanes being repaved as a result of utility upgrades be given a "higher level of finish" on at least a portion of the lane, got agreement from Works and Utilities to keep the Task Force apprised of future opportunities, endorsed a temporary lane closure to allow for an outdoor seating area within a lane; oversaw the 'higher level finishing' of the Leon Avenue lane (2007)
5. Review of Downtown Plan – provided input to Ray Spaxman's review of the Downtown Plan and suggested budget submission for funding of a new Downtown Plan (2007)
6. Queensway Transit Station – provided input to Transportation Department's federal grant application for funding of a building at the transit station
7. Ellis Street – discussed ways to make Ellis St. more pedestrian friendly while acknowledging the street's function as a truck route (2007)
8. Town Squares/Farmers' Market – discussed opportunities for creating a town square in the downtown area and attracting a Farmers' Market to the area
9. Downtown Redevelopment Opportunity – provided input to the Downtown Redevelopment Opportunity (2007)

The initiatives undertaken in 2007 are noted accordingly.

The volunteer members of the Task Force are acknowledged and thanked for the role they have played in the above-noted achievements.

Significant progress has been made in fulfilling the mandate set out for the Task Force. There remain, however, a number of items on the "to do" list that the Task Force has, as a result of time constraints, not yet been able to tackle. Remaining "to dos" include:

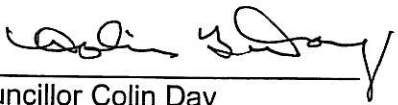
- Recommending ways to strengthen pedestrian connections between the Downtown and Cultural District
- Identifying potential points of conflict between pedestrian and vehicular mobility
- Developing and costing a program of short and long-term alley improvements to be initiated once dumpsters are removed
- Identifying potential locations for "town squares"
- Identifying changes required to foster child-friendly design
- Providing input into Downtown redevelopment initiatives

With an extended mandate, the Task Force would be happy to undertake the remaining "to do's".

CONSIDERATIONS THAT WERE NOT APPLICABLE TO THIS REPORT:

INTERNAL CIRCULATION TO
LEGAL/STATUTORY AUTHORITY
LEGAL/STATUTORY PROCEDURAL REQUIREMENTS
FINANCIAL/BUDGETARY CONSIDERATIONS
PERSONNEL IMPLICATIONS
TECHNICAL REQUIREMENTS
EXISTING POLICY
EXTERNAL AGENCY/PUBLIC COMMENTS
ALTERNATE RECOMMENDATION

Submitted by:



Councillor Colin Day
Chair

Attachment:
Downtown Centre Strategy Terms of Reference



CITY OF KELOWNA
TERMS OF REFERENCE
DOWNTOWN CENTRE STRATEGY TASK FORCE

INTRODUCTION

The Downtown Centre Strategy Task Force is formed to advise Council on initiatives to make the Downtown a more desirable place to live and work.

The Downtown Centre Strategy Task Force is a **select committee** of Council.

OBJECTIVE

The objective of the Committee is to make the downtown a desirable place to live and work.

SCOPE OF WORK

To achieve this objective, the Downtown Centre Strategy Task Force will recommend actions to increase safety, accessibility and pedestrian-friendliness and to enhance the downtown environment. The Task Force will provide input to Council on the types of initiatives that should be pursued as well as the prioritization/timing of these initiatives. The Task Force will also recommend how initiatives can be funded. The focus will be on projects that would be funded in 2007 and beyond (since project priorities and budgets will already have been finalized for 2006 by the time the Committee meets). Short term projects may be recommended if budget is available.

Specifically, the Task Force will:

Safety

- Recommend how the transit mall can be made more user-friendly.
- Explore ways to achieve development of a transit mall with washrooms.

Pedestrian-Friendliness and Accessibility

- Provide input on implementation of the Downtown Streetscape Improvement Study.
- Recommend ways to strengthen pedestrian connections between the Downtown and the Cultural District.
- Identify potential points of conflict between pedestrian and vehicular mobility.
- Recommend ways to minimize the impact of truck routes through the Plan area.
- Develop and cost a program of short and long-term alley improvements to be initiated once dumpsters are removed.

Urban Design

- Identify potential locations for "town squares".
- Identify changes required to foster child-friendly design.
- Foster community dialogue regarding waterfront high rises.
- Assess merits and costs of a model of Downtown to convey the vision of the Downtown Plan.

Other

- Consider options for broadband technology in the Downtown
- Consider whether there is a role for an ongoing committee once task force work has been completed.

MEMBERSHIP

Seven representatives of the community at large
Two members of Council

APPOINTMENT AND TERM

Members shall be appointed by Council for a term ending in December 2007.

Council may, at any time, remove any member of the Committee and any member of the Committee may resign therefrom 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.

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 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 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.

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 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 Department budget.

STAFF SUPPORT

The Manager of Policy, Research and Strategic Planning 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 & 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: