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CITY OF KELOWNA

MEMORANDUM

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**Date:** February 12, 2008  
**To:** City Manager  
**From:** Council Advisory Committee on Community & Women's Issues  
**Subject:** Amendments to the Committee's Terms of Reference

Report Prepared by: *Staff Liaison Polly Palmer*

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**RECOMMENDATION:**

THAT Council receive the report from the Advisory Committee on Community and Women's Issues dated February 12, 2008 for information;

AND THAT Council approve amending the Terms of Reference with respect to the number of members required for quorum as outlined in this report dated February 12, 2008;

AND THAT Council approve amending the Terms of Reference in order to update information as outlined in this report dated February 12, 2008;

AND THAT Council appoint a member from the United Way as a member to the Advisory Committee on Community and Women's Issues to fill an existing vacancy.

**BACKGROUND:**

Council Advisory Committee on Community & Women's Issues was formed May 2006, consisting of 12 representatives from the community and 2 Councillors. The committee is having difficulty attaining a quorum of 8 at the scheduled monthly meetings, resulting in a delay of committee's work plan. The committee is requesting Council to approve an amendment to the Terms of Reference that reduces the quorum number from 8 to 5 members.

Michael Patten has resigned from the Community and Women's Issues Advisory Committee creating a vacancy. The committee is requesting Council to appoint a member from the United Way to fill this vacancy.

The section under Staff Support in the Terms of Reference is outdated with respect to the department that is providing administrative and technical support for the Committee and the support functions of the Staff Liaison and the Recording Secretary. The attached Terms of Reference have been prepared with proposed amendments in italics for Council's approval.



**EXISTING POLICY:**

City of Kelowna Advisory Council Committee for Community & Women's Issues  
Terms of Reference

**LEGAL/STATUTORY AUTHORITY:**

Council Procedure Bylaw No. 9200

Considerations that were not applicable to this report:

**LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:**

**INTERNAL CIRCULATION TO:**

**FINANCIAL/BUDGETARY CONSIDERATIONS:**

**PERSONNEL IMPLICATIONS:**

**TECHNICAL REQUIREMENTS:**

**EXTERNAL AGENCY/PUBLIC COMMENTS:**

**ALTERNATE RECOMMENDATION:**

Submitted by:

for: Polly Palmer  
C. Gran, Chair

**Attachments**

Terms of Reference



## **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.

##### **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**

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.

*Five (5) members 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 City Clerks Division of the Corporate Services Department.*

## STAFF SUPPORT

*The City Clerk's Division shall provide a Staff Liaison for administrative and technical support for the Committee. Typical technical and administrative support includes the following:*

- Organizing and preparing the agenda, in conjunction with the Committee Chair;*
- Distributing the agenda packages to Committee members;*
- Forwarding the agenda to the Recording Secretary for posting as a public notice;*
- Receiving all correspondence, and preparing correspondence on behalf of the Committee;*
- In conjunction with the Chair, drafting and presenting Committee reports to Council;*
- Managing the files of the Committee, as necessary;*
- Maintaining a list of outstanding issues for Committee action;*

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

- Taking and preparing draft minutes, and providing the final minutes to the City Clerk and Committee staff liaison;*
- Maintain the records of the Committee including posting of agendas and filing of minutes*

Endorsed by Council: *February 18, 2008*

Revised: