

Date: May 16, 2008
File: 0540-20

Draft Resolution

Re: Council Appointments to the City of Vernon Biosolids Advisory Committee

THAT Councillors Day, Hobson , and Rule be appointed as Council's representatives to the City of Vernon Biosolids Compost Site Committee for the remainder of this Council term.

BACKGROUND:

Vernon City Council created the City of Vernon Biosolids Advisory Committee earlier this month. The Terms of Reference for this Committee call for three (3) representatives from the Kelowna City Council. The committee will meet twice per year to review operations, capital and expansion requirements at the joint Biosolids Facility (OGOGROW Facility).

Attach: City of Vernon Biosolids Advisory Committee Terms of Reference
City of Vernon Staff Report and Council Resolution





THE CORPORATION OF THE CITY OF VERNON

ORIGINAL

REPORT/RECOMMENDATION TO COUNCIL

COPY

SUBMITTED BY: Shirley Koenig, Operations Manager

DATE: May 2, 2008

FILE: 85-06

SUBJECT: Biosolids Advisory Committee Terms of Reference

PURPOSE:

To request Council approve the draft Terms of Reference for the Biosolids Advisory Committee to be comprised of members of the Kelowna and Vernon City Councils.

RECOMMENDATION:

1. That the Biosolids Advisory Committee Terms of Reference as shown in Schedule A be approved, and
2. That two City of Vernon Council members be appointed to the Committee to allow for the first meeting with members of the Kelowna City Council to be arranged within the next month.

ALTERNATIVES & IMPLICATIONS:

1. That the Biosolids Advisory Committee Terms of Reference as shown in Schedule A not be approved. It is unlikely that a meeting of the joint committee can be arranged within the next month.

ANALYSIS:

A. Rationale:

1. The Regional Biosolids Composting Facility Joint Operating Agreement was signed by the City of Vernon in April of 2007. This agreement defines the terms of the operation of the Biosolids Facility between the City of Vernon and the City of Kelowna. Under the agreement, the management and operation of the facility is the responsibility of the City of Kelowna and costs are split according to the percentage of waste each municipality is contributing to the facility for composting. At present, the City of Vernon is paying approximately 30% of the overall capital and operating costs.
2. As the facility is located within Greater Vernon, complaints and queries regarding the operation are often directed to the City of Vernon. Since the management of the facility is under the direction of the City of Kelowna, the City of Vernon is often unaware of the operational issues affecting the facility.

3. By initiating a joint Biosolids Advisory Committee comprised of members of Council from the City of Vernon and the City of Kelowna, each community can be advised of the challenges and direction of the facility's operation.
4. The Terms of Reference for the Biosolids Advisory Committee (copy attached) have been reviewed by the representatives of the City of Kelowna who have agreed to participate in this committee.
5. In order to review the Biosolids Composting Facility's first quarterly report and to discuss the concerns and direction of the operation prior to the summer season, it is recommended that the first meeting of the Committee be arranged within the next month.

B. Attachments:

1. Schedule A – Proposed Terms of Reference for the Biosolids Advisory Committee

C. Strategic Plan Objectives:

The initiation of a joint committee with address Council's goal of "planning for the future".

D. Policy (Existing/Relevance/None):

N/A

E. Relevant History:

N/A

F. Applicants Response:

N/A

G. Committee/Board Recommendations:

N/A

H. Reasons for Bylaw:

N/A

I. Resources:

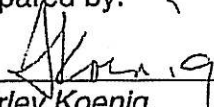
Attendance by two City of Vernon Council members and staff representatives will be required for the bi-annual meetings of the Biosolids Advisory Committee.

BUDGET IMPLICATIONS:

There will be no budget requirements for the Biosolids Advisory Committee other than staff time.

Prepared by:

Approved for submission to Council:


Shirley Koenig,
Manager, Operation Services


Leon Gous, CAO

Date: 5 May 08

APPROVALS	DATE	COUNCIL AGENDA INFORMATION:	
Supervisor _____	_____	<input checked="" type="checkbox"/> Regular	Date: <u>May 12/08</u> Item # _____
Division Manager _____	_____	<input type="checkbox"/> In-Camera/COW	Date: _____ Item # _____
		<input type="checkbox"/> Information Item	Date: _____ Item # _____
		<input type="checkbox"/> Agenda Addenda	Date: _____ Item # _____

REVIEWED WITH	REVIEWED WITH	REVIEWED WITH	REVIEWED WITH Committees
<input type="checkbox"/> Bylaw & Licences	<input type="checkbox"/> Environment	<input type="checkbox"/> Public Works	<input type="checkbox"/> _____
<input type="checkbox"/> Clerk	<input type="checkbox"/> Facilities	<input type="checkbox"/> Planning	<input type="checkbox"/> _____
<input type="checkbox"/> Economic Dev.	<input type="checkbox"/> Finance	<input type="checkbox"/> Engineering	<input type="checkbox"/> _____
<input type="checkbox"/> RCMP	<input type="checkbox"/> Fire	<input type="checkbox"/> Transit	<input type="checkbox"/> _____
<input type="checkbox"/> Building & Bylaws	<input type="checkbox"/> GVS - Parks	<input type="checkbox"/> GVS - Water	
<input type="checkbox"/> Human Relations	<input type="checkbox"/> Utilities	<input type="checkbox"/> Other _____	

NOTE: City Administrator's comments will be provided if required as an addendum to the report

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TERMS OF REFERENCE

Committee Name: Biosolids Advisory Committee

Type: Standing

Approvals/Reviews/Amendments

Approved by Council:	Amendment Approved by:	Amendment Approved by:	
"Wayne Lippert"			
Mayor:			
Date: May 2, 2008	Date:	Date:	

1.0 Committee Purpose

- 1.01 To provide strategic planning advice, budgetary and operational updates for the Regional Biosolids Composting Facility

2.0 Duties

- 2.01 The Committee will review for information purposes annual work plans, projected budgetary needs and semi annual operating expenditures of the Regional Biosolids Composting Facility and provide recommendations to Council on same.
- 2.02 The Committee will consider the need, costs and benefits of how to expand the facility as necessary to meet the continued growth of the respective sewer utilities consistent with the terms of the Regional Biosolids Composting Facility Joint Operating Agreement and the current waste water management plans.
- 2.03 The Committee will review the Regional Biosolids Composting Facility Joint Operating Agreement on an annual basis and make recommendations for changes if necessary.
- 2.04 The Committee will review for information purposes all complaint records.

3.0 Membership

- 3.01 Appointment by respective Council

The Committee will be comprised of five (5) voting members as follows:

- (a) Three (3) members of City of Kelowna Council and alternates
- (b) Two (2) members of City of Vernon Council and alternates
- (c) One (1) City of Kelowna designated non-voting staff support
- (d) One (1) City of Vernon designated non-voting staff support

Pursuant to section 1.4 of the Council Committee System Policy, terms of appointment are for three years and members are to remain in office until their respective successor is appointed or unless otherwise directed by Council.

A Chair and alternate shall be appointed by a majority vote of the Committee.

4.0 Operations of the Committee

4.01 Meeting Schedule

The Committee will meet semi annually at the end of April and the beginning of October or as required by the Chair.

4.02 Notice of Meeting

Notices of meetings shall be posted on the City Hall bulletin board in accordance with the Council Procedure Bylaw.

4.03 Rules of Procedure

Meeting Agendas

Meeting agendas will be prepared by the Committee Clerk and approved by the Chairperson. The agenda is to be distributed to all members of the Committee at least five days prior to the meeting date. Each member of Council is to be provided with a copy of the approved agenda prior to the meeting.

Minutes

Minutes of the meeting will be recorded by a Biosolids staff member and any action items will be undertaken as directed by the Committee. Minutes will be distributed to all members of Council following approval by the Chairperson.

Recommendations

All decisions of the Committee shall be by majority vote. The recommendations of the Committee on items referred to it by Council shall be reported back to the City of Vernon and Kelowna Councils at the next meeting of the Councils. A memorandum to the Councils shall be prepared, outlining the recommendations of the Committee, including the background information and/or reports that have been provided to the Committee.

Shirley Koenig

From: Gail Mrazek
Sent: Wednesday, May 14, 2008 11:45 AM
To: Shirley Koenig
Subject: Biosolids Advisory Committee TOR

Council, at its Regular Meeting held Monday, May 12th, 2008, reviewed your report on the above subject dated May 2, 2008 and adopted the following resolution:

"THAT Council approves the Biosolids Advisory Committee Terms of Reference;

AND FURTHER, that two City of Vernon Council members be appointed to the Committee to allow for the first meeting with members of the Kelowna City Council to be arranged within the next month.

Carried."

Gail Mrazek,
Committee Clerk
City of Vernon
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550-3517
gmrazek@vernon.ca

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