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CITY OF KELOWNA

MEMORANDUM

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**Date:** June 10, 2009  
**File No.:** 0360-20  
**To:** City Manager  
**From:** Community Planning Manager  
**Subject:** Housing Committee

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**RECOMMENDATION:**

THAT City Council appoint Robyn Williams and Charisse Daley as new members of the Housing Committee to fill the existing vacancies.

AND THAT Council accept, with regret, the resignations of Randy Murray and Viki May from the Housing Committee;

AND THAT the Mayor be authorised to write a letter of thanks to the departing members.

**REPORT:**

Randy Murray and Viki May submitted their resignations from the Housing Committee due to time conflicts with their professional responsibilities. Applications in the Clerk's Department for Committee positions were reviewed as part of the process towards filling these vacancies. Names were presented to the Housing Committee at the April and May meetings in 2009. At the May meeting two names were recommended to Council.

Charisse Daley is recommended for Council appointment to the Housing Committee. Ms. Daley serves as Executive Director for the Kelowna and District Society for Community Living. The Society has provided services to folks with developmental disabilities in Kelowna on a site leased from the City at no cost since 1992. It is in the process of building housing on this site to help address housing needs of its clients. It also manages housing at other locations. Ms. Daley expresses a desire to work with the City to help address needs for affordable and special needs housing.

Robyn Williams is also recommended for Council appointment to the Housing Committee. Ms Williams is a single mother with extensive knowledge of homelessness and housing needs of low income residents of Kelowna. She volunteers with multiple non-profit agencies in the City including the Kelowna Drop-In Centre, John Howard Society, Interior Health and serves as a member of the Community Advisory Group for Cardington Apartments.

The Terms of Reference for the Committee are attached. The City looks to achieve a balance between the business/development sectors and the social service sectors in membership for this Committee. The recommended members were considered for their potential to remind the City of the housing issues of low income and special needs individuals and families.



Terms of membership will run concurrent with the term of City Council, until 2011, when committee membership will be reviewed.

**LEGAL/STATUTORY AUTHORITY:**

Community Charter: Part 5, Division 4, 142 and 144.

**LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:**

Terms of Reference for the Housing Committee: Attached.

**EXISTING POLICY:**

Official Community Plan:

8.1.3 Social Planning and Housing Committee.

8.1.9 Housing Forums.

8.1.24 Housing Affordability Indicators.

**INTERNAL CIRCULATION TO:**

Clerks' Department.

Considerations that were not applicable to this report:

**FINANCIAL/BUDGETARY CONSIDERATIONS:**

**PERSONNEL IMPLICATIONS:**

**TECHNICAL REQUIREMENTS:**

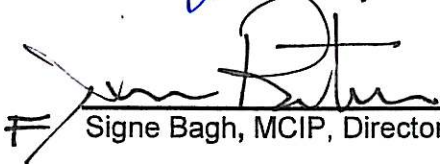
**EXTERNAL AGENCY/PUBLIC COMMENTS:**

**ALTERNATE RECOMMENDATION:**

Submitted by:



T. Eichler, Community Planning Manager



Signe Bagh, MCIP, Director, Policy and Planning

Approved for Inclusion:



Cc: Clerk's Department



## **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