

# Memo



**Date:** October 05, 2009  
**File:** 0530-01  
**To:** City Manager  
**From:** Deputy City Clerk  
**Subject:** 2009 Council Committee Review

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## **Recommendation:**

THAT Council receive for information the Committee Review report of the Deputy City Clerk, dated October 05, 2009;

AND THAT Council endorse the revised Terms of Reference for the Agricultural Advisory Committee, attached to the report of the Deputy City Clerk, dated October 05, 2009;

AND THAT Council endorse the revised Terms of Reference for the Public Art Committee attached to the report of the Deputy City Clerk, dated October 05, 2009;

AND THAT Council endorse the revised Terms of Reference for the Community Heritage Commission attached to the report of the Deputy City Clerk, dated October 05, 2009;

AND THAT Council endorse the revised Terms of Reference for the Accessibility Advisory Committee, formerly the Advisory Committee for People with Disabilities Committee, attached to the report of the Deputy City Clerk, dated October 05, 2009;

AND THAT Council endorse the revised Terms of Reference for the Airport Advisory Committee attached to the report of the Deputy City Clerk, dated October 05, 2009;

AND THAT Council endorse the revised Terms of Reference for the Housing Committee attached to the report of the Deputy City Clerk, dated October 05, 2009;

AND THAT Council endorse the revised Terms of Reference for the Women's & Community Advisory Committee, formerly the Advisory Committee on Women's and Community Issues, attached to the report of the Deputy City Clerk, dated October 05, 2009;

AND THAT Council endorse the revised Terms of Reference for the Youth Advisory Committee attached to the report of the Deputy City Clerk, dated October 05, 2009;

AND THAT Council endorse the revised Terms of Reference for the Community Heritage Commission attached to the report of the Deputy City Clerk, dated October 05, 2009;

A handwritten signature in black ink, appearing to be a stylized 'R' or 'N' followed by a horizontal stroke.

AND THAT Council give reading consideration to Bylaw No. 10203 being Amendment No. 2 to Bylaw No. 8546 being the Advisory Planning Commission Bylaw;

AND THAT Council direct staff to investigate the establishment of a Design Review Panel and report back to Council;

AND THAT Council give reading consideration to Bylaw No. 10206 being Amendment No. 5 to Bylaw No. 7776 being the Heritage Procedures Bylaw;

AND FURTHER THAT Council Policy No.285, "Council Committees" and Council Policy No. 286, "Minutes of Select and Standing Committee Meetings" be amended as per Appendix D attached to the report of the Deputy City Clerk, dated June 04, 2009.

## **BACKGROUND:**

Advisory Committees provide an opportunity for members of the public to work collaboratively on matters referred to them by Council. Early in 2009, Council directed staff to conduct a review of these Council Committees, including their objectives and scope of work, as well as procedures surrounding membership, appointment and term, role of the Chair, meeting protocol, budget and staff support roles.

The work of the committees, while established under varying conditions and for a variety of purpose, is recognized for their many contributions over a number of years. Committee members working together are dedicated to providing a benefit to City policies, operations and services, and advise accordingly on issues as directed by Council. Some notable contributions include:

- Council Policy on Accessibility Measures for Hotels and Motels
- Official Community Plan, the Agricultural Plan and Soil Bylaw
- Facilitating input from local governments, business and the community at large on matters associated with the development of Kelowna International Airport
- Advising on matters related to Heritage and development for the City as a whole
- Engaging youth for their perspective on social issues, arts and culture, sports and recreation, transportation, environment and related opportunities
- Assisting in the creation of the Domestic Violence Unit
- Organizing community-wide awareness events that engage the citizens of Kelowna on issues that are important to the City

## **REVIEW:**

In conducting this review, all committees were considered, with proposed revisions to nine (9) advisory committees (Appendix A) which are included in this report for Council consideration. Each committee's objective and scope of work is endorsed by Council through their Terms of Reference (TOR), and with recent updates to the Board of Variance and Audit Committee, and the proposed development of terms of reference for the Communities in Bloom and Civic Awards committees, the intent is to ensure all committees are provided with clarity of their role and consistency in their process.

Throughout the review process, input was sought from staff liaisons and committee members, as well as their respective supporting departments. The staff liaisons identified key areas early on in the review process that, from a staff perspective, required further support and/or clarification in common areas of committee organization. These areas included the appointment of members; training/orientation for Chair/Vice-Chair; communication link to Council; clear objectives, reporting criteria and mechanisms; role of staff liaison and Council (Committee) Recording Secretary; and committee resources.

The common procedural recommendations resulting from these staff consultations can be found in the new Terms of Reference (TOR) template for 2009-2011 Council Committees (Appendix B). Each committee TOR was adapted to the new template, and staff liaisons were provided an opportunity to review the Objective and Scope of Work to ensure the committee roles and responsibilities were reflective of the work they were undertaking on behalf of Council. This was reviewed carefully based on the work the committee has been undertaking, or work that was identified as an operational need based on the intent of Council's direction.

Specific to the Advisory Planning Commission (APC), it is a recommendation of Land Use Management staff that the mandate of this committee be reviewed. In recent years, the pace and scale of development proposals, both infill projects and greenfield developments, has increased significantly. This has put added pressure on the APC to provide input relative to the Form and Character for Development Permit applications. In light of this, consideration should be given to a Design Review Panel to either replace the APC, or to supplement the form and character review process.

Staff envisions that such a Design Review Panel would give impartial and professional advice to the Director of Land Use Management and City Council on any proposal or policy affecting the community's urban environment. It is anticipated that this initiative will further recognize the significance of good urban design in City growth and its role in fostering a high quality of life for Kelowna's citizens and enhancing the City's economic competitiveness. Kelowna is experiencing an unprecedented public interest in the design quality of the private and public realm. Implementation of the Design Panel is viewed as a timely step to strengthen the development approvals process and contribute to building a dynamic, vital and beautiful City.

In summary, the procedural recommendations flowing from this review have been incorporated into the attached Terms of Reference, Council Policies and Bylaws that have been presented for endorsement by Council. Equally important to this review however, was the collaboration among staff and committee members who, through, providing clearly stating committee objectives, identifying shared resources, and committing to consistent training and materials, will provide enhanced support to both the committees and Council. The recommendations are meant to accomplish the following within the various areas:

- Committee Objective and Scope of Work
  - Reformat to ensure each committee has a statement of objective followed by a bulleted list that encompasses a scope of work,
  - update committee terms of reference to clarify objective and scope of work (as attached in Appendix C and highlighted), and
  - review the mandate of the APC and direct staff to investigate the possibility of a Design Review Panel that is primarily focused on reviewing the urban design (form and character) of significant Development Permit applications, comprehensive rezoning applications and projects of public interest.

- Reporting to Council
  - In support of good governance, provide an accountability and communication link between the committees and Council.
- Meeting Procedures
  - Minimum number of meetings per year to ensure that meetings are held when there are clear items of business to address and quorum confirmed, in order to ensure the appropriate number of meeting materials and services are provided.
- Staff Support
  - Roles and responsibilities are clear and connected with operational requirements and levels of service.
- Committee Member Handbook
  - For distribution to all committee members that will include the Terms of Reference, Council Committee Policies, summary of Committee Roles and Responsibilities, copies of relevant legislation, and other items of interest included by the staff liaison.
- Training/orientation for Chair/Vice-Chair
  - To be offered in February of each year following election of the Chair/Vice Chair, with the staff liaison, Council Recording (Committee) Secretary, and Deputy City Clerk participating.

During the review, questions regarding the difference between Committees, Commissions, Task Force, Steering or Working and Subcommittees have been raised. Council Policy No.285, Council Committees (Appendix D), has been updated to include naming conventions as a way to provide direction when new committees of council are being considered.

To ensure the Community Heritage Commission mandate is supported, Heritage Bylaw No. 7776, being Heritage Procedures Bylaw should be amended as follows by changing Section 9.0 KELOWNA HERITAGE REGISTER, sub-section 9.2 Withholding of Approvals be deleted in its entirety and replaced with the following (Appendix E):

**“9.2 Demolition and/or Building Permit**

- |   |   |
|---|---|
| (a)      An application for any building permit, exclusive of a building permit related to signage that would authorize an alteration to the exterior of a property that is included in the Heritage Register may be forwarded to the Community Heritage Commission for review, prior to consideration of issuance by the Director of Development Services. | (b)      An application for any demolition permit that would authorize an alteration to the exterior of a property that is included in the Heritage Register shall be forwarded to the Community Heritage Commission for review, prior to consideration of issuance by the Director of Development Services.” |
|---|---|

**INTERNAL CIRCULATION TO:**

Land Use Management  
 Policy and Planning  
 City of Kelowna International Airport  
 Recreation and Cultural Services  
 Corporate Services  
 Development Services  
 Infrastructure Planning



Community & Media Relations

**LEGAL/STATUTORY AUTHORITY:**

*Local Government Act*

*Community Charter*

**EXISTING POLICY:**

Council Policy No. 285 Council Committees

Council Policy No. 286 Minutes of Select & Standing Committee Meetings

**COMMUNICATIONS CONSIDERATIONS:**

Considerations not applicable to this report:

**FINANCIAL/BUDGETARY CONSIDERATIONS:**

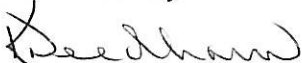
**PERSONNEL IMPLICATIONS:**

**TECHNICAL REQUIREMENTS:**

**EXTERNAL AGENCY/PUBLIC COMMENTS:**

**ALTERNATE RECOMMENDATION:**

Submitted by:



*K. Needham, Deputy City Clerk*

Approved for Inclusion:



*Rob Mayne, Director Corporate Services*

Encl: Council Committee Review

# Council Committee Review

Office of the City Clerk  
October 05, 2009

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## Appendix A: Introduction - 2009 Committee Review

The City of Kelowna currently has committees of Council, created under the *Local Government Act* and the *Community Charter*, which provide an opportunity for members of the public to work collaboratively on matters referred to them by Council. As they are created by Council, and do business on Council's behalf, committees are intended to be:

- **Public-focused**, by being responsive to public needs of the community as a whole
- **Collaborative** in nature, respectful and flexible
- **Accountable and responsive**, to Council leadership and direction
- **Open and transparent**, by observing meeting protocol

In compliance with the applicable legislation, committees are provided their governance structure by Council through the establishment of a Bylaw or individual Terms of Reference.

The following is a list of current City of Kelowna Council Committees:

Statutory:	Board of Variance Parcel Tax Roll Review Panel (Court of Revision)
Advisory (no Council representation):	Advisory Planning Commission (APC) Agricultural Advisory Committee (AAC) Community Heritage Commission (CHC) Public Art Committee (PAC)
Advisory (with Council representation):	Accessibility Advisory Committee Airport Advisory Committee Audit Committee Housing Committee Women's & Community Advisory Youth Advisory Committee
Internal (with Council representation):	Citizen of the Year/Civic Awards Communities in Bloom

While committees may be established under varying conditions and for a variety of purpose, the intent of this review is to provide recommendations to ensure advisory committees of Council are established with a clear objective; have a clear mandate; reflect the governance model of Council; and once established, are provided with support and consistency in their organization and process.

## **Appendix B: Terms of Reference Template**

Section 1: Objectives - see individual Terms of Reference in Appendix C

Section 2: Membership

- i) Appointment
- ii) Term
- iii) Council Representation

Section 3: Chairperson/Vice

- i) Election/appointment
- ii) Term
- iii) Training

Section 4: Meeting Procedures

- i) Frequency
- ii) Agenda and resources
- iii) Procedure Bylaw No. 9200
  - a. Council/Committee comparison

Section 5: Reporting to Council

- i) Accountability
- ii) Recognition
- iii) Communication link

Section 6: City Resources

- i) Budget
- ii) Staff Liaison
- iii) Committee Recording Secretary



**CITY OF KELOWNA  
TERMS OF REFERENCE  
@ COMMITTEE**

**INTRODUCTION**

@

The @ is a @ Committee of Council

**Section 1:**

**OBJECTIVE**

The objective(s) of the Committee is to @

**SCOPE OF WORK**

To achieve this(these) objective(s), the @ Committee will undertake the following activities:

- @

**Section 2:**

**MEMBERSHIP**

In order to provide representation from the community, the membership of the committee is as follows:

- @ Representatives of the community at large
- @ Representatives from specific organizations or groups
- @ Members of Council as non-voting liaison members only (*will vary*)

**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 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 motion 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. Any sub-committee so created will report to the Committee.

### Section 3:

#### 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.

The Chair and Vice Chair shall be provided a training session by the City on procedures for Committees of Council.

### Section 4:

#### MEETING PROCEDURES

The Chairperson shall call meetings of the Committee # times per year, in order to deal with the business of the Committee.

The Committee will recognize that each meeting can require a significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope of work.

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 and by delivering a copy of the notice to the Office of the City Clerk for posting.

Unless otherwise authorized by the *Community Charter* or City of Kelowna Council Procedures 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. A meeting shall not proceed if a quorum cannot be achieved. Members must notify the City at least two (2) working days before the meeting if they are unable to attend.

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. Items for the agenda, including presentation materials, will be forwarded electronically to the Office of the City Clerk three complete working days prior to the meeting date to be posted for the public. Minutes of the meetings will be prepared by the Office of the City Clerk and 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.

#### Conflict of Interest

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 their vote, or has left the meeting without declaring a conflict, is counted as having voted in favour of the question.

If the votes are equal for and against, the question is defeated.

#### **Comments in Public or to the Media**

When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, 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.

### **Section 5:**

#### **REPORTING TO COUNCIL**

Recommendations of the Committee must be adopted by Committee motion prior to presentation to Council.

The Committee will provide a status report to Council annually. This report should include a record of work conducted and an indication of the associated costs attached to the Committee's work including staff resources.

The Committee Chairperson, Vice Chair, or a Committee member appointed by the committee, will, accompanied by the staff liaison, report to Council on behalf of the Committee.

The Office of the City Clerk will ensure Committee Agendas and Minutes are available electronically for reference by all Council members.

### **Section 6:**

#### **BUDGET**

The routine operations and any special initiatives of the Committee will be funded by allocations within the @ Department budget.

#### **STAFF SUPPORT**

Staff shall be assigned by the City Manager to serve as administrative liaison to the Committee.

The @ Department shall provide support for the Committee to undertake work assigned by Council within the Committee's scope of work. Support functions may include the following:

- Organizing and preparing the meeting agendas, in conjunction with the Committee Chair and staff liaison;
- distributing the agenda packages to Committee members;
- forwarding the agenda to the Office of the City Clerk for posting as a public notice;

- receiving all correspondence, and preparing correspondence and reports on behalf of the Committee;
- reviewing the draft minutes and returning them to the Office of the City Clerk to finalize prior to adoption by the Committee;
- managing the files of the Committee, as necessary; and
- maintaining a list of outstanding issues for committee action in accordance with the Committee's scope of work and Council's direction.

The staff liaison shall initiate recommendations to Council for committee appointments and maintain an updated list of appointees, the date they were appointed whenever changes occur, and provide a copy of the updated list to the Office of the City Clerk.

The Office of the City Clerk shall provide secretarial support for the Committee. Support functions include the following:

- Organizing and preparing the meeting agendas, in conjunction with the Committee Chair & staff liaison;
- receiving and organizing all agenda-related presentation materials and/or hand-outs prior to the meeting date for inclusion in the Agenda package;
- posting all meeting notices and agendas for the public in accordance with the statutory timelines;
- taking and preparing draft minutes, and providing the final minutes to the Office of the City Clerk and Committee staff liaison; and
- maintaining the records of the Committee, including posting and filing of minutes for the public record.

Endorsed by Council:  
Revised:

## **Appendix C: Terms of Reference**

### **A. Advisory Committees (no Council representation)**

1. Advisory Planning Commission (APC)
2. Agricultural Advisory Committee (AAC)
3. Community Heritage Commission (CHC)
4. Public Art Committee (PAC)

### **B. Advisory Committees (with Council representation)**

5. Accessibility Advisory Committee
6. Airport Advisory Committee
7. Audit Committee
8. Housing Committee
9. Women's & Community Advisory Committee
10. Youth Advisory Committee



## **Advisory Committees (no Council representation)**

1. Advisory Planning Commission (APC)
2. Agricultural Advisory Committee (AAC)
3. Community Heritage Commission (CHC)
4. Public Art Committee (PAC)

**CITY OF KELOWNA  
BYLAW NO. 8546  
REVISED:**

**A bylaw to establish an Advisory Planning Commission**

<b>CONSOLIDATED FOR CONVENIENCE TO INCLUDE BYLAW NO. 9122</b>
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WHEREAS the *Local Government Act* provides that Council may, by bylaw, establish an Advisory Planning Commission;

NOW THEREFORE, the Municipal Council of the City of Kelowna hereby enacts as follows:

**1.0 TITLE**

1.1 This bylaw may be cited for all purposes as the "Advisory Planning Commission Bylaw No. 8546."

1.2 In this bylaw:

'**Commission**' means the Advisory Planning Commission established by this bylaw,

'**Council**' means the Municipal Council of the City of Kelowna,

'**Director of Land Use Management Department**' means the person appointed by Council as such,

**Bylaw No. 9122 added the following definition of 'member':**

'**Member**' means a regular member or an alternate member of the **Commission**, or both, as the context requires,

'**Official Community Plan**' means Kelowna Official Community Plan (1994-2013) Bylaw No. 7600' as amended or replaced from time to time',

'**Zoning Bylaw**' means City of Kelowna Zoning Bylaw No. 8000 as amended or replaced from time to time.

**2.0 ESTABLISHMENT**

2.1 There is hereby established an Advisory Planning Commission which shall be known as the "City of Kelowna Advisory Planning Commission."

**3.0 ROLE OF COMMISSION**

3.1 The role of the **Commission** is to advise **Council** on matters respecting land use, community planning, or proposed bylaws and permits under Divisions 1, 2, 4, 5, 7, 9, and 11 of Part 26 of the *Local Government Act*, and for this purpose, **Council** may refer matters to the **Commission** by resolution or bylaw.

- 3.2 The **Commission** may advise **Council**, when requested, on any matter respecting land use, project design, landscaping, or community planning and may also investigate and survey the physical, environmental, social, and economic conditions in relation to matters considered by it.
- 3.3 The **Commission** may advise **Council**, when requested, on any matter related to the implementation of any aspect of the **Official Community Plan** and **Zoning Bylaw**.
- 3.4 The Land Use Management Department shall refer the following matters to the **Commission** for review:
- (a) Development Permit applications
    - (i) Form and Character (Design) Development Permit applications for multi-family residential, commercial, industrial, or institutional proposals (when located within an urban centre), except for new development on existing developed sites if they are consistent with the form and character of existing development and are not deemed to have an impact on nearby residential uses, as determined by the **Director of Land Use Management**;
  - (b) Temporary Commercial and Industrial Development Permits applications;
  - (c) Development Variance Permit applications, excluding those which are deemed to be minor in nature by the **Director of the Land Use Management Department**, and where confirmation from affected neighbours supporting the variance has been received;
  - (d) **Zoning Bylaw** amendment applications, excluding rezoning applications to add an "s" designation for a secondary suite, a "b" designation for boarding and lodging houses or an "h" designation for hillside development;
  - (e) Land Use Contract amendments involving changes to use or density;
  - (f) **Official Community Plan** amendments, unless another form of City-initiated public consultation has been conducted;
  - (g) Heritage Revitalization Agreement applications; and
  - (h) Major Heritage Alteration Permit applications that include a variance to the **Zoning Bylaw**.

#### 4.0 MEMBERSHIP OF COMMISSION

**BL9122 deleted section 4.1 and replaced it with the following new section 4.1, as follows:**

- 4.1 The **Commission** shall be composed of seven (7) regular members, and two (2) alternate members, appointed by **Council** resolution .

**BL9122 added the word 'regular' in front of the word members in section 4.2:**

- 4.2 All members shall be residents of the City of Kelowna and represent a variety of community interests.
- 4.3 Members shall be appointed by Council for a three-year term to run concurrent with the Council term.
- 4.4 **Council** may revoke the appointment of any member of the **Commission** at any time by a vote of **Council**.

**BL9122 added the following new section 4.5 and renumbered subsequent sections:**

- 4.5 In the event that a regular member is unable to attend a meeting of the **Commission**, an alternate member may be called upon to attend in his or her place.

**BL9122 added the word 'regular' in front of the word member in the following section:**

- 4.6 In the event a regular member fails to attend three consecutive regular meetings of the **Commission**, the member's seat shall be deemed to be vacant unless they have been excused by resolution of the **Commission**.
- 4.7 Whenever a vacancy arises on the **Commission**, **Council** may appoint a person to fill the vacancy for the balance of the term.
- 4.8 The **Director of Land Use Management**, or the designate, may attend **Commission** meetings in a resource capacity.

**5.0 CHAIRPERSON OF COMMISSION**

- 5.1 The **Commission** members shall elect a Chairperson at the first meeting of each calendar year, and in the absence of the Chairperson at any particular meeting may appoint an Acting Chairperson.
- 5.2 The Chairperson of the **Commission** shall be responsible for the execution of documents on behalf of the **Commission**, including the signing of minutes.

**6.0 MEETINGS OF COMMISSION**

- 6.1 Meetings of the Commission shall take place on a bi-weekly basis, commencing at 6:00 p.m. to be consistent with Public Hearings as required to accomplish the business of the Commission.
- 6.2 A majority of the members of the **Commission** shall constitute a quorum. If a quorum is not present within fifteen minutes after the time fixed for a meeting, the Chairperson shall record the names of the members present and the **Commission** shall stand adjourned until the next regular meeting.
- 6.3 Unless otherwise authorized pursuant to Section 5.93 of the *Community Charter*, or by Council Bylaw No. 9200, meetings of the **Commission** must be open to the public. A **Commission** meeting or part of a **Commission** meeting may be closed to the public if the subject matter being considered relates to one or more of the matters referred to in section 5.90 of the *Community Charter*.
- 6.4 A special meeting of the **Commission** may be called by the Chairperson or three members of the **Commission** who submit their request in writing to the Secretary.
- 6.5 When the **Commission** is considering an amendment to a plan or bylaw, or the issuance of a permit, the applicant for the amendment or permit is entitled to attend the meeting and to be heard.
- 6.6 After the applicant has addressed the **Commission**, the **Commission** may hear from any person who deems they are affected by the proposal or who have an interest in the proposal. The **Commission** will not receive any representations from the applicant or the public after they have rendered their decision on a particular matter.

- 6.7 In accordance with section 231(1) of the *Local Government Act*, sections 4.5.4 through 4.5.8, inclusive of Council Bylaw No.9200, as amended from time to time, apply to meetings of the **Commission**.
- 6.8 All persons wishing to speak at a meeting of the **Commission** must have the permission of the Chairperson, and all persons in attendance shall maintain order and quiet and not applaud or otherwise interrupt any speech or action of the assembly. Public addressing the **Commission** will be given a limitation of five minutes to make their presentation.
- 6.9 Voting:
- (a) All members of the **Commission**, including the Chairperson, must vote on every question unless they have declared a conflict and left the meeting
  - (b) 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
  - (c) If the votes are equal for and against, the question is defeated:

## 7.0 ORDER OF BUSINESS

- 7.1 The following shall be the regular order of business at a meeting of the **Commission**:
- (a) Call to Order
  - (b) Opening remarks by Land Use Management staff on the conduct of the meeting.
  - (c) Staff presentation, applicant presentation, public comments and committee discussion of various applications
  - (d) Advisory Planning Commission Recommendations
  - (e) New Business
  - (f) Termination

## 8.0 STAFF SUPPORT FOR THE COMMISSION

- 8.1 Land Use Management staff shall initiate and carry out any necessary investigations or analysis in regards to applications to be considered by the **Commission**, prepare an administrative report on the proposal, and submit the report, maps, and all relevant materials to the **Commission**.
- 8.2 Land Use Management staff shall initiate recommendations to Council for committee appointments and maintain an updated list of appointees, the date they were appointed whenever changes occur, and provide a copy of the updated list to the Office of the City Clerk
- 8.2 Land Use Management shall prepare an agenda of all business to be brought before the **Commission** for each meeting and shall provide each member of the **Commission** with a copy the agenda package in advance of the meeting date.
- 8.3 **Council** will provide funds for the routine operation of the **Commission** and the budget allocation will be within the Land Use Management Department budget.

## 9.0 NOTICE OF MEETING

- 9.1 The Office of the City Clerk shall publish a notice of a meeting of the **Commission** in a newspaper a minimum of ten calendar days prior to the meeting.
- 9.2 If an item is withdrawn by an applicant from a particular meeting, and if the Chairperson is able to announce the new meeting date at which the matter is considered at the



meeting from which the item was withdrawn, the matter does not require re-advertising in a newspaper.

- 9.3 Development Application Signs shall be posted by the Applicant on the subject property a minimum of ten days prior to the meeting in accordance with Development Application Procedures Bylaw No. 8140.
- 9.4 Notice of a meeting of the **Commission** shall be forwarded to the Office of the City Clerk in accordance with Council Bylaw No.9200.

## 10.0 MINUTES

- 10.1 The Office of the City Clerk shall supply a Secretary for the **Commission** who shall be responsible for the preparation of the minutes of the meetings of the **Commission**.
- 10.2 Minutes of the **Commission** shall be signed by the Chairperson or Acting-Chairperson presiding at the meeting.
- 10.3 Minutes and all of the documents considered by the **Commission** in an open meeting shall be available for public inspection at City Hall during normal business hours.
- 10.4 The original copy of the minutes, including minutes of a closed portion of a meeting of the **Commission**, shall be forwarded to the City Clerk for safekeeping.
- 10.5 Applicants of matters considered by the **Commission** shall be notified in writing of the decision of the **Commission** within ten working days of the **Commission** meeting. The notification shall include the recommendation adopted by resolution of the **Commission**.
- 10.6 The **Commission** shall forward their recommendation to the Land Use Management Department who shall include the **Commission's** recommendation in their report to **Council** on the application.

## 11.0 CONFLICT OF INTEREST

- 11.1 If a **Commission** member attending a meeting of the **Commission** considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the **Commission** member has a direct or indirect pecuniary interest in the matter or for any other reason, the member must declare this and state the general nature of why the member considers this to be the case.
- 11.2 After making the declaration in accordance with section 5100 of the Community Charter, the **Commission** member
- (a) must not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter,
  - (9) must immediately leave the meeting or that part of the meeting during which the matter is under consideration, and
  - (9) 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.

11.3 When the **Commission** member's declaration is made under section 5100.2

- (a) the person recording the minutes of the meeting must record the member's declaration, the reasons given for it, and the times of the member's departure from the meeting room, and if applicable, the member's return, and
- (b) the person presiding at the meeting must ensure that the member is not present at the meeting at the time of any vote on the matter.

## 12.0 CONDUCT OF MEMBERS

12.1 Members should be careful when speaking in public or to the media and should always regard themselves as being regarded by the public as members of the **Commission**.

12.2 **Commission** members are given opportunity to influence zoning and land use decisions through the process statutorily provided for by the *Local Government Act*. Accordingly it is inappropriate for members to speak to the issues at subsequent **Council** public hearings in their capacity as members of the public.

## 13.0 MISCELLANEOUS

13.1 A decision of **Council** by resolution or bylaw on any matter respecting land use, community planning or proposed bylaws and permits under divisions 1, 2, 4, 5 and 7 of Part 26 of the *Local Government Act* that has been referred to the **Commission** by the **Council** shall not be rendered invalid by reason of non-compliance by the **Commission** with the provisions of this bylaw.

13.2 Any enactment referred to herein is a reference to an enactment of the Province of British Columbia and the regulations thereto, as amended, revised, consolidated, or replaced from time to time, and any bylaw referred to herein is a reference to an enactment of **Council**, as amended, revised, consolidated, or replaced from time to time.

13.3 "Advisory Planning Commission Bylaw No. 7022" and amendments thereto are hereby repealed.

Read a first, second and time by the Municipal Council this 18<sup>th</sup> day of November, 2002.

Adopted by the Municipal Council of the City of Kelowna this 25<sup>th</sup> day of November, 2002.

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Mayor

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City Clerk

**CITY OF KELOWNA**  
**TERMS OF REFERENCE**  
**AGRICULTURAL ADVISORY COMMITTEE**

**INTRODUCTION**

The Agricultural Advisory Committee was formed to advise Council on issues important to the agri-business community. The Committee advises Council on land use and economic development matters with respect to agriculture, and acts as a liaison between Council and the agri-business community.

The Agricultural Advisory Committee is an Advisory Committee of Council.

**OBJECTIVES**

The objective of the Committee is to advise on land use and economic development matters affecting the agri-business community.

**SCOPE OF WORK**

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

- Review and provide recommendations to Council on Land Commission applications, which are to be considered by Council.
- Review and provide recommendations to Council on Official Community Plan and Zoning Bylaw Amendments where the subject property is within the Land Reserve or within 100 meters of the Land Reserve Boundary.
- Review comprehensive planning documents such as Official Community Plans, Zoning Bylaws, Sector and Neighborhood Plans and make recommendations to Council with respect to impact on agri-business.
- Work with Council, at Council's request, on submissions related to agricultural issues to other levels of government.

The Committee shall consider the following when reviewing proposals:

- The effect of the proposal on the agricultural potential of the subject property,
- The effect of the proposal on adjacent Land Reserve properties and surrounding agricultural production,
- A rating of the priority of the application for the maintenance of the Land Reserve lands,
- Possible acceptable alternatives to the proposal, where deemed appropriate
- The identification of issues relating to the protection of Land Reserve lands specific to the application.

**MEMBERSHIP**

In order to provide representation from the agricultural community, the membership of the Committee is as follows:

- Seven representatives of the Agricultural community at large
- Two alternates may be appointed to replace regular representatives when they are unable to attend committee meetings.

**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. Any sub-committee so created will report to the Committee.

#### CHAIR

The Committee shall elect a Chairperson at their first meeting each year. In the absence of the Chairperson, the Committee may elect an Acting Chairperson from those members present at an individual meeting.

The Chair and Vice Chair shall be provided a training session by the City on procedures for Committees of Council.

#### MEETING PROCEDURES

The Chairperson shall call meetings of the Committee on a monthly basis unless there are no items to be reviewed in a particular month. All meetings will be held on the second Thursday of each month, in City Hall.

The Committee will recognize that each meeting requires a significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope of work.

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 and by delivering a copy of the notice to the Office of the City Clerk for posting.

Unless otherwise authorized by 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. A meeting shall not proceed if a quorum cannot be achieved. Members must notify the City at least two (2) working days before the meeting if they are unable to attend.

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. Items for the agenda will be forwarded electronically to the Office of the City Clerk at least seven complete working days prior to the meeting date for Agenda preparation and posting for the public. Minutes of the meetings will be prepared by the Office of the

City Clerk and signed by the Committee Chair. Originals of the minutes will be forwarded to the Office of the City Clerk for safekeeping.

Committee members have a responsibility to make decisions based on the best interests of the City-at-large.

#### **Conflict of Interest**

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.

Members who do not indicate their vote, or have left the meeting without declaring a conflict, are counted as having voted in favour of the question.

If the votes are equal for and against, the question is defeated.

#### **Comments in Public or to the Media**

When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, 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 motion prior to presentation to Council. The Committee will report their recommendations to the Land Use Development Department who shall forward the Committee recommendations to Council as part of a comprehensive report on the development proposal or bylaw.

The Committee will provide a status report to Council annually. This report should include a record of work conducted and an indication of the associated costs attached to the Committee's work including staff resources.

The Committee Chairperson, Vice Chair, or a Committee member appointed by the committee will, accompanied by the staff liaison, report to Council on behalf of the Committee.

The Office of the City Clerk will ensure Committee Agendas and Minutes are forwarded electronically for circulation to all Council members.

#### **BUDGET**

The routine operations and any special initiatives of the Committee will be funded by allocations within the Community Sustainability Division budget.



## STAFF SUPPORT

Staff shall be assigned by the City Manager to serve as administrative liaison to the Committee.

The Planning and Land Use Development Department shall provide support for the Committee to undertake work assigned by Council within the Committee's scope of work. Support functions may include the following:

- Forwarding all agenda items to the Office of the City Clerk at least seven working days prior to the meeting date for Agenda preparation and posting as a public notice;
- distributing the agenda packages to Committee members;
- receiving all correspondence, and preparing correspondence and reports on behalf of the Committee;
- reviewing the draft minutes and returning them to the Office of the City Clerk to finalize prior to adoption by the Committee;
- managing the files of the committee, as necessary;
- maintaining a list of outstanding issues for committee action in accordance with the Committee's scope of work and Council's direction.

The staff liaison shall initiate recommendations to Council for committee appointments and maintain an updated list of appointees, the date they were appointed whenever changes occur, and provide a copy of the updated list to the Office of the City Clerk.

The Office of the City Clerk shall provide secretarial support for the Committee. Support functions include the following:

- Organizing and preparing the meeting agendas, in conjunction with the Committee Chair & staff liaison;
- receiving and organizing all agenda-related presentation materials and/or hand-outs prior to the meeting date for inclusion in the Agenda package;
- Distributing the agenda packages to committee members.
- posting all meeting notices and agendas for the public in accordance with the statutory timelines;
- taking and preparing draft minutes, and providing the final minutes to the City Clerk and Committee staff liaison; and
- maintaining the records of the Committee, including posting and filing of minutes for the public record.

Endorsed by Council: December 18, 2000

Revised & Endorsed by Council: August 26, 2002

Revised & Endorsed by Council: November 18, 2002

Revised & Endorsed by Council:

**CITY OF KELOWNA**  
**TERMS OF REFERENCE**  
**COMMUNITY HERITAGE COMMISSION**

**INTRODUCTION**

The Community Heritage Commission was formed to seek community input on matters related to heritage protection and conservation.

The Community Heritage Commission is an Advisory Committee of Council.

**OBJECTIVE**

The objective of the Commission is to advise Council on any matter related to the heritage significance of any building, structure or landscape feature located within City limits.

**SCOPE OF WORK**

To achieve this objective, the Commission may make recommendations to Council respecting applications which may have an impact upon a building, structure, or landscape feature having possible heritage significance to the City, including but not limited to:

- Subdivision;
- Zoning Bylaw Amendments;
- Development Permits;
- Development Variance Permits; and
- Official Community Plan Amendments.

The Commission may also advise Council on:

- Heritage Designation of real property, in whole or in part;
- Heritage Revitalization Agreements;
- Heritage Alteration Permits;
- Applications for demolition of buildings or structures having possible heritage significance to the community; and
- Applications on alterations (building permits) for heritage register properties which may impact the exterior of the building.

The Commission may undertake or provide support for Council approved initiatives related to heritage management, heritage planning, and implementation of heritage policies and actions aimed at increasing public awareness of the social and economic benefits of heritage conservation.

The Commission shall advise Council on any matter referred to it by Council.

The Commission shall solicit input from community representatives when it deems it appropriate to do so.

**MEMBERSHIP**

In order to provide representation from the community, the membership of the commission shall be as follows:

- one member and alternate recommended by the Kelowna Museums Society
- one member and alternate recommended by the Okanagan Historical Society
- one member and alternate recommended by the Central Okanagan Heritage Society
- four members from the community at large

## **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 Commission, and any member of the Commission may resign at any time upon sending written notice to the Chairperson of the Commission.

Commission members who are absent for three consecutive meetings shall forfeit their appointment, unless such absence is authorized by motion of the Commission.

Commission members may stand for re-appointment at the conclusion of their term.

Members of the Commission 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 Commission may appoint sub-Commissions to deal with any special matters coming within the scope and jurisdiction of the Commission. Any sub-commission so created will report to the Commission.

## **CHAIR**

The Commission shall elect a Chairperson at their first meeting each year. In the absence of the Chairperson, the Commission may elect an Acting Chairperson from those members present at an individual meeting.

The Chair and Vice Chair shall be provided a training session by the City on procedures for committees of Council.

## **MEETING PROCEDURES**

The Chairperson shall call meetings of the Commission on a monthly basis, or otherwise as necessary.

The Commission will recognize that each meeting can require a significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope of work.

A special meeting may be called by the Chairperson or at the request of any three members of the Commission. 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 Commission and by delivering a copy of the notice to the Office of the City Clerk for posting.

Unless otherwise authorized by 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 Commission, the public shall only address the Commission when they are a scheduled delegation on the Commission meeting agenda.

A majority of the Commission shall represent a quorum. A meeting shall not proceed if a quorum cannot be achieved. Members must notify the City at least two (2) working days before the meeting if they are unable to attend.

The order of business is to be as set out in an agenda package to be provided to the Commission members in advance of the meeting date. Items for the agenda, including presentation materials, will be forwarded electronically to the Office of the City Clerk at least five complete working days prior to the meeting date. Minutes of the meetings will be prepared by the Office of the City Clerk and signed by the Commission Chair. Originals of the minutes will be forwarded to the City Clerk for safekeeping.

Commission members have a responsibility to make decisions based on the best interests of the City-at-large.

#### **Conflict of Interest**

Commission 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 Commission 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 Commission, including the Chair, vote on every question unless they have declared a conflict and left the meeting.

Members who do not indicate their vote, or have left the meeting without declaring a conflict, are counted as having voted in favour of the question.

If the votes are equal for and against, the question is defeated.

#### **Comments in Public or to the Media**

When speaking in public or to the media on an issue, Commission members must distinguish whether they are speaking as a member, a representative of another agency or community group, or as an individual. Commission 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 Commission must be adopted by a motion of the Commission and shall be forwarded to the Land Use Management Department who shall include the Commission's recommendation in their report to Council on an application.

The Commission will provide a status report to Council annually. This report should include a record of work conducted and an indication of the associated costs attached to the Commission's work including staff time.

The Commission Chairperson, Vice Chair, or a Commission member appointed by the commission, will, accompanied by the staff liaison, report to Council on behalf of the Commission.

The Office of the City Clerk will ensure Commission Agendas and Minutes are forwarded electronically for circulation to all Council members.

#### **BUDGET**

The routine operations and any special initiatives of the Commission will be funded by allocations within the Community Sustainability Division budget.

## STAFF SUPPORT

Staff shall be assigned by the City Manager to serve as administrative liaison to the Commission.

The Community Sustainability Division shall be assigned to provide support for the Commission to undertake work assigned by Council within the Commission's scope of work. Support functions may include the following:

- Forwarding the final agenda to the City Clerk for posting as a public notice;
- distributing the agenda packages to Commission members;
- mailing or delivering all meeting notices and agendas;
- receiving all correspondence, and preparing correspondence and reports on behalf of the Commission;
- reviewing the draft minutes and returning them to the Office of the City Clerk to finalize prior to adoption by the Commission;
- managing the files of the Commission, as necessary; and
- maintaining a list of outstanding issues for commission action in accordance with the Commission's scope of work and Council's direction.

The staff liaison shall initiate recommendations to Council for commission appointments and maintain an updated list of appointees, the date they were appointed whenever changes occur, and provide a copy of the updated list to the Office of the City Clerk.

The Office of the City Clerk shall provide secretarial support for the Commission. Support functions include the following:

- Organizing and preparing the meeting agendas, in conjunction with the Commission Chair & staff liaison;
- receiving and organizing all agenda-related presentation materials and/or hand-outs one week prior to the meeting date for inclusion in the Agenda package;
- taking and preparing draft minutes, and providing the final minutes to the City Clerk and Commission staff liaison; and
- maintaining the records of the Commission, including posting and filing of minutes for the public record.

Endorsed by Council: November 18, 2002

Revised & Endorsed by Council:

**CITY OF KELOWNA**  
**TERMS OF REFERENCE**  
**PUBLIC ART COMMITTEE**

**INTRODUCTION**

Council has established a Public Art Reserve Fund to acquire art for public display, and deems it appropriate to seek professional and community advice on the disbursement of these funds through the establishment of a Public Art Committee. Council recognizes that the aesthetic nature and charm of the community can be enhanced through the provision of works of art in public places and that increased public awareness and appreciation of the arts will help to stimulate the growth of the arts and arts-related businesses within Kelowna.

The Public Art Committee is an Advisory Committee of Council.

**OBJECTIVES**

The objectives of the Committee are to work with the community to humanize and animate the urban environment, increase the livability and artistic richness of the community, and stimulate the growth of arts and arts-related businesses through the provision of public art.

**SCOPE OF WORK**

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

- Make recommendations on suitable publicly accessible areas and public buildings for public art installations, with priority given to the Urban Town Centers as defined in the Official Community Plan
- Hold competitions, at the Committee's discretion, for the commissioning of public art works and to make recommendations to Council concerning the awarding of commissions of public art works
- Make recommendations to Council concerning the acceptance of gifts or donations of art, of a permanent or temporary nature, having regard to artistic merit, site suitability, City liability, and maintenance.
- Select artists to be invited to compete for limited competitions, and to determine the amount of compensation to be provided to competing artists for open and limited competitions
- Seek advice from the general public when deemed appropriate by the Committee or Council
- Consider and recommend to Council any jointly funded installation of public art within a publicly accessible area or public building
- Maintain a record of all works of art acquired using the Public Art Reserve Fund

Public Art means visual works of aesthetic merit which include, but are not limited to:

- (a) Sculpture, in any material or combination of materials, whether in the round, bas relief, high relief, mobile, fountain, kinetic, or electronic.
- (b) Murals, mosaics, fibre works, glass works, photography, paintings, or other art forms in any material or combination of materials.
- (c) Tableaux or creative displays of an artistic/informational nature which interpret the heritage significance of a building or site.
- (d) Architectural embellishments such as ornamental surface treatments, street inlays, or landscaping features with artistic intent.

This does not include reproductions or unlimited editions of original works, mass produced art objects, or architectural restoration or rehabilitation.



**Publicly accessed areas** are those spaces frequented by the public, or within public view, and accessible to or visible by the public during normal business hours or longer. Such areas may be in the public or private domain. Typical examples include parks, boulevards, streets, sidewalks, bridges, foyers, conference rooms, auditoria, courtyards and concourses, the exteriors of buildings including arenas, community centres, theatres, museums, parking arcades, schools, hospitals, retail and commercial buildings.

**Public Building** means any building available for the unrestricted access of the general public during normal business hours or longer. Examples include City Hall, libraries and administration buildings, sporting facilities, transit customer facilities, police stations and pedways.

When making a recommendation regarding the selection of art works, the Committee shall have regard to the following criteria:

- Style and nature - art works which are appropriate as art in public places and compatible in scale, material, form and content with their surroundings
- Quality - the quality of the work itself shall be considered to be of the highest priority
- Media - all visual or tactile art forms may be considered, and works may be either portable or permanently affixed
- Elements and Design - art in public places may function as art standing alone, focal points, modifiers of specific spaces, or establishers of identity
- Permanence - due consideration shall be given to structural and surface soundness and to permanence in terms of relative proof against age, theft, vandalism, weathering, and excessive maintenance or repair costs
- Diversity - reasonable diversity shall be attained in style, scale, media, and materials
- Acquisition - new works may be commissioned or existing works may be acquired

Once a project has been proposed, the following methods of selection may be employed by the Committee:

- **Direct Selection** - after reviewing proposals or resumes, the Committee may select an artist or a completed work
- **Limited Competition** - after a review of proposals or resumes, the Committee may invite a limited number of artists to enter a competition
- **Open Competition** - any artist, subject to any limitations established by the Committee shall be eligible to enter

## MEMBERSHIP

In order to provide for broad representation from the community, the membership of the Public Art Committee is to be composed of a diverse group of individuals with a variety of backgrounds, all with interest in the arts and public art in particular.

The membership of the Committee shall be as follows:

- Eleven individuals, who reside, are employed or own property in the City. A majority of the members shall live within the City of Kelowna.

The role of the Public Art Committee is to make recommendations to Council on public art issues affecting the city and therefore members have a responsibility to make decisions based on the best interests of the city-at-large.

## 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 motion 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. Any sub-committee so created will report to the Committee.

#### CHAIR

The Committee members shall elect a Chairperson and a Vice-Chairperson at the first meeting of each year. The Chairperson and Vice Chairperson shall be the executive of the Committee.

The Chair and Vice Chair shall be provided a training session by the City on procedures for Committees of Council.

#### MEETING PROCEDURES

The Committee shall meet on the third Wednesday of each month, as required, in order to deal with the business of the Committee.

The Committee will recognize that each meeting can require a significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope of work.

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 Office of the City Clerk for posting.

Unless otherwise authorized by 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 all members of 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. A meeting shall not proceed if a quorum cannot be achieved. Members must notify the City at least two (2) working days before the meeting if they are unable to attend.

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. Items for the agenda, including presentation materials, will be forwarded electronically to the Office of the City Clerk at least three complete working days prior to the meeting date to be posted for the public. Minutes of the meetings will be prepared by the Council (Committee) Recording Secretary and then signed by the Committee Chair.. Originals of the minutes will be forwarded to the Office of the City Clerk for safekeeping.

### **Conflict of Interest**

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

Members who do not indicate how they vote, or have left the meeting without declaring a conflict, are counted as having voted for the question

If the votes are equal for and against, the question is defeated:

### **Comments in Public or to the Media**

When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, 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 motion prior to presentation to Council.

The Committee shall submit annual reports to Council and shall provide other reports as requested from time to time.

The Committee will provide a status report to Council annually. This report should include a record of work conducted and an indication of the associated costs attached to the Committee's work including staff time.

The Chair or Vice Chair, or a Committee member appointed by the Committee, will, accompanied by the staff liaison, report to Council on behalf of the Committee.

The Office of the City Clerk will ensure Committee Agendas and Minutes are forwarded electronically for circulation to all Council members.

Neither the Committee nor any member of the Committee shall have the power to pledge the credit of the City in connection with any matter or to authorize any expenditure to be charged against the City of Kelowna.

## **BUDGET**

The routine operations and any special initiatives of the Committee will be funded by allocations within the Recreation and Cultural Services Department budget.

## STAFF SUPPORT

Staff shall be assigned by the City Manager to serve as administrative liaison to the Committee.

The Infrastructure Planning Department shall provide support for the Committee to undertake work assigned by Council within the Committee's scope of work. Support functions may include the following:

- Organizing and preparing the meeting agendas, in conjunction with the Committee Chair & staff liaison
- Distributing the agenda packages to Committee members
- Receiving all correspondence, and preparing correspondence and reports on behalf of the Committee
- Reviewing the draft minutes and returning them to the Office of the City Clerk to finalize prior to adoption by the Committee
- Managing the files of the Committee
- Maintaining a list of outstanding issues for committee action in accordance with the Committee's scope of work and Council's direction
- Maintaining an inventory of public art works
- Maintaining the inventory of public art in good condition including overseeing extraordinary repairs due to vandalism, etc.
- Administering contracts with artists including coordination with other staff and external consultants and agents
- Overseeing any related public consultation
- Providing input and advising on media relations
- Overseeing promotion of the public art inventory and the public art program
- Advising the Public Art Committee on procedural matters and adherence to its Terms of Reference

The staff liaison shall initiate recommendations to Council for committee appointments and maintain an updated list of appointees, the date they were appointed whenever changes occur, and provide a copy of the updated list to the Office of the City Clerk.

The Office of the City Clerk shall provide secretarial support for the Committee. Support functions include the following:

- Taking and preparing draft minutes, and providing the final minutes to the Office of the City Clerk and Committee members
- Maintaining the records of the Committee, including posting and filing of minutes for the public record

Other support functions may include the following:

- Organizing and preparing the meeting agendas, in conjunction with the Committee Chair & staff liaison
- Receiving and organizing all related presentation materials and/or correspondence prior to the meeting date to ensure inclusion with the committee member's agenda package, and for the public record
- Distributing the agenda packages to committee members

Endorsed by Council: December 18, 2000

Revised: August 26, 2002

Revised & Endorsed by Council:

## **Advisory Committees (with Council representation)**

5. Accessibility Advisory Committee
6. Airport Advisory Committee
7. Audit Committee (endorsed by Council, June 2009)
8. Housing Committee
9. Women's & Community Advisory Committee
10. Youth Advisory Committee

**CITY OF KELOWNA**  
**TERMS OF REFERENCE**  
**ACCESSIBILITY ADVISORY COMMITTEE**

**INTRODUCTION**

The City of Kelowna recognizes that communities thrive when all citizens are able to participate in all aspects of community life. When barriers exist that prevent citizens from realizing their potential in the community everyone suffers. An accessible community works to support the independence, comfort, self-esteem, and security of all its members, especially those with disabilities. The Accessibility Advisory Committee will report to City Council.

The Accessibility Advisory Committee is an **Advisory Committee** of Council.

**OBJECTIVES**

The objectives of the Committee are:

- To make the City of Kelowna more livable for its citizens with disabilities by the removal of physical, economic and social barriers which impede their full participation in all aspects of city life.
- To make strategic efforts to remove barriers and discrimination that prevent full inclusion of the citizens of Kelowna, while implementing new supportive measures and leading by example.

**SCOPE OF WORK**

To achieve these objectives, the Accessibility Advisory Committee will undertake the following activities:

- Review and monitor City programs under consideration to ensure the needs of People with Disabilities are considered.
- Bring to staff, and when necessary Council, matters identified as

requiring action by the City.

- Operational matters would normally be handled by staff and policy matters will be forwarded to Council.
- Raise awareness of accessibility issues in the City of Kelowna.
- Receive delegations from the Community on accessibility issues.

## **MEMBERSHIP**

In order to provide representation from the community, the membership of the Committee is as follows:

- Seven (7) members selected on the basis of their knowledge of, and interest in, the needs of People with Disabilities and not on the basis of disability or membership in a particular agency, society or association.
- 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 motion 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. Any sub-committee so created will report to 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.

The Chair and Vice Chair shall be provided a training session by the City on procedures for Committees of Council.

## **MEETING PROCEDURES**

The Committee shall meet at least six times annually.

All written materials prepared by the City and sent to Committee members shall be written in clear fourteen 14 point font.

The Committee will recognize that each meeting can require a significant commitment of staff resources and four hours of hearing interpreter (based on two interpreters) services, and meetings should therefore be held when there are clear items of business to address in accordance with the scope of work.

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 the *Community Charter*, or by the 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. A meeting shall not proceed if a quorum cannot be achieved. Members must notify the City at least two (2) working days before the meeting if they are unable to attend.

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. Items for the agenda, including presentation materials, will be forwarded electronically to the Office of the City Clerk three complete working days prior to the meeting date to be posted for the public. Minutes of the meetings will be prepared by the Council (Committee) Recording Secretary and then signed by the Chairperson. Originals of the minutes will be forwarded to the Office of the City Clerk for safekeeping.

Committee members have a responsibility to make recommendations based on the best interests of the City-at-large.

### **Conflict of Interest**

Committee members must abide by the conflict of interest provisions of the *Community Charter* and City of Kelowna Council Procedure Bylaw No. 9200, including the following:

- 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.
- Members 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.

Members who do not indicate their vote, or have left the meeting without declaring a conflict, are counted as having voted in favour of the question.

If the votes are equal for and against, the question is defeated.

## **Comments in Public or to the Media**

When speaking in public, or to the media on an issue, Committee members must distinguish whether they are speaking as a member, 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 motion prior to presentation to Council.

The Committee will provide a status report to Council annually. This report should include a record of work conducted and an indication of the associated costs attached to the Committee's work including staff resources.

The Committee Chairperson, Vice Chair, or a Committee member appointed by the Committee, will, accompanied by the staff liaison, report to Council on behalf of the Committee.

The Office of the City Clerk will ensure Committee Agendas and Minutes are forwarded electronically for circulation to all Council members.

## **BUDGET**

The routine operations and any special initiatives of the Committee will be funded by allocations within the Planning and Policy - Community Planning budget.

## **STAFF SUPPORT**

Staff shall be assigned by the City Manager to serve as administrative liaison to the Committee.

The **Community Sustainability Division** shall provide support for the Committee to undertake work assigned by Council within the Committee's scope of work. Support functions may include the following:

- Organizing and preparing the meeting agendas, in conjunction with the Committee Chair and staff liaison;
- distributing the agenda packages to Committee members;
- forwarding the agenda to the Office of the City Clerk for posting as a public notice;
- receiving all correspondence, and preparing correspondence and reports on behalf of the Committee;
- reviewing the draft minutes and returning them to the Office of the City Clerk to finalize prior to adoption by the Committee;
- managing the files of the Committee, as necessary;
- providing an interpreter for those with hearing impairment at each meeting; and
- maintaining a list of outstanding issues for Committee action in accordance with the Committee's scope of work and Council's direction.

The **Office of the City Clerk** shall provide secretarial support for the Committee. Support functions include the following:

- Organizing and preparing the meeting agendas, in conjunction with the Committee Chair & staff liaison;
- receiving and organizing all agenda-related presentation materials and/or hand-outs prior to the meeting date for inclusion in the Agenda package;
- posting all meeting notices and agendas for the public in accordance with the statutory timelines;
- taking and preparing draft minutes, and providing the final minutes to the Office of the City Clerk and Committee staff liaison; and
- maintaining the records of the Committee including posting of agendas and filing of minutes for the public record.

Endorsed by Council: February 6, 2006  
Revised & Endorsed by Council:

**CITY OF KELOWNA**  
**TERMS OF REFERENCE**  
**AIRPORT ADVISORY COMMITTEE**

**INTRODUCTION**

The Airport Advisory Committee was formed to facilitate participation from local government, business and community interests within the airport catchment area on matters associated with the development of the Kelowna International Airport.

The Airport Advisory Committee is a **Select Committee** of Council.

**OBJECTIVE**

The Airport Advisory Committee reviews, reports and advises Council on matters concerning the long term development of the Kelowna International Airport.

**SCOPE OF WORK**

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

- Promote the development of the Kelowna International Airport as the major commercial hub airport in the Southern Interior
- Encourage the development of improved air services to the region
- Review and make recommendations on selected matters as requested by Kelowna City Council
- Represent the interests of the airport with the Federal and Provincial Governments
- Provide community input to airport management on airport activities

**MEMBERSHIP**

In order to provide representation from other communities served by the airport, as well as business and community interests, the membership of the Committee is as follows:

- Mayor of City of Kelowna
- One City of Kelowna Councillor
- City of Kelowna - one member of the community-at-large appointed by the City
- Central Okanagan Regional District - one member nominated by the District
- City of Vernon - one member nominated by the City of Vernon
- City of Salmon Arm - one member nominated by the City of Salmon Arm
- District of Peachland - one member nominated by the District of Peachland
- District of Lake Country - one member nominated by the District of Lake Country
- District of Westside - one member nominated by the District of Westside
- Kelowna Chamber of Commerce - one member nominated by the Chamber Board
- Vernon Chamber of Commerce - one member nominated by the Chamber Board
- Westbank Chamber of Commerce - one member nominated by the Chamber Board
- Westbank First Nations - one member nominated by Westbank First Nations
- Economic Development Commission - one member nominated by the EDC Board
- Tourism Kelowna - one member nominated by the Tourism Kelowna Board

**APPOINTMENT AND TERM**

Members shall be appointed by Council for a three-year term, to run concurrent with the Council term. City of Kelowna community-at-large representatives and Councillors shall be appointed by Council.

Members representing other local governments or Indian Bands shall be appointed by their respective organization. Members representing other business organizations (Chambers, EDC) shall be appointed by the Council of the City of Kelowna from a minimum of two nominees proposed by the individual organizations.

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 by an alternate appointed by other local governments, or upon resolution of Council from nominees provided by the representative organization.

The Committee may appoint sub-committees to deal with any special matters coming within the scope and jurisdiction of the Committee. Any sub-committee so created will report to the Committee.

#### CHAIR

The Mayor of the City of Kelowna shall be the Chairperson of the Committee. In the absence of the Mayor, the City of Kelowna Councillor shall serve as Acting Chairperson.

#### MEETING PROCEDURES

The Chairperson shall call meetings of the Committee semi-annually, provided that additional meetings will be called at the pleasure of the Chair.

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 and by delivering a copy of the notice to the Office of the City Clerk for posting.

Unless otherwise authorized by 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 meeting or part of a meeting may be closed to the public if the subject matter being considered relates to one or more of the matters referred to in section 90 of the *Community Charter*. Before a meeting or part of a meeting is closed to the public, the committee must state, by resolution, the fact that the meeting is to be closed, and the basis under Section 90 of the *Community Charter* on which the meeting or that portion of the meeting is to be closed.

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. A meeting shall not proceed if a quorum cannot be achieved. Members must notify the City at least two (2) working days before the meeting if they are unable to attend.

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



Office of the City Clerk 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 Office of the City Clerk for safekeeping.

Committee members have a responsibility to make decisions based on the best interests of the City-at-large.

#### **Conflict of Interest**

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.

Members who do not indicate their vote, or have left the meeting without declaring a conflict, are counted as having voted in favour of the question.

If the votes are equal for and against, the question is defeated.

#### **Comments in Public or to the Media**

When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, 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 motion prior to presentation to Council.

The Committee will provide a status report to Council annually. This report should include a record of work conducted and an indication of the associated costs attached to the Committee's work including staff time.

The Committee Chairperson, or his designate, will report to Council on behalf of the Committee.

The Office of the City Clerk will ensure Committee Agendas and Minutes are forwarded electronically for circulation to all Council members.

#### **BUDGET**

The routine operations and any special initiatives of the Committee will be funded by allocations within the Airport budget.



## STAFF SUPPORT

The City Manager and the Airport General Manager shall attend the meetings in a resource capacity.

The Airport staff shall provide support for the Committee to undertake work assigned by Council within the Committee's scope of work. Support functions may 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 Office of 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;
- reviewing the draft minutes and returning them to the Office of the City Clerk to finalize prior to adoption by the Committee;
- managing the files of the Committee, as necessary;
- maintaining a list of outstanding issues for committee action in accordance with the Committee's scope of work and Council's direction.

The staff liaison shall initiate recommendations to Council for committee appointments and maintain an updated list of appointees, the date they were appointed whenever changes occur, and provide a copy of the updated list to the Office of the City Clerk.

The Office of the City Clerk shall provide secretarial support for the Committee. Support functions include the following:

- Taking and preparing draft minutes, and providing the final minutes to the Office of the City Clerk and Committee members
- Maintaining the records of the Committee, including posting and filing of minutes for the public record

Other support functions may include the following:

- Organizing and preparing the meeting agendas, in conjunction with the Committee Chair & staff liaison
- Receiving and organizing all related presentation materials and/or correspondence prior to the meeting date to ensure inclusion with the committee member's agenda package, and for the public record
- Distributing the agenda packages to committee members

Endorsed by Council: December 18, 2000  
Revised: August 26, 2002  
Revised & Endorsed by Council: May 5, 2008  
Revised & Endorsed by Council:

## **CITY OF KELOWNA**

### **TERMS OF REFERENCE**

#### **AUDIT COMMITTEE**

#### **INTRODUCTION**

The Audit Committee was formed to review and critique the annual financial statements and operating results of the City of Kelowna before they are approved by Council. The Audit Committee reinforces the principle that the administrative function of the City is accountable to the legislative arm of the City, and in turn the legislative arm is accountable to the taxpayers of Kelowna.

With the dissolution of the Okanagan Mainline Municipal Labour Relations Association, there was a need for an internal committee of Council to provide oversight to of the collective bargaining process. The committee will provide this oversight, and also review the annual management exempt policy line and coordinate the City Manager's annual review and executive search in the event of a vacancy.

The Audit Committee is a **Standing Committee** of Council. (*Community Charter* Sec. 141)

#### **OBJECTIVE**

The objective of the Committee is to make recommendations to Council on the:

- Audit function of the City;
- the disposition of surplus funds;
- human resource issues related to Collective Agreement bargaining, Management and exempt staff policy line, and the City Manager's annual review and recruitment; and
- any other matter which may impact on the efficiency and effectiveness of City operations, or that will significantly impact City assets.

#### **SCOPE OF WORK**

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

- Review the annual financial statements of the City.
- Select auditors and recommend the appointment of the auditors to Council.
- Recommend "value for money audits" in various operations of the City as deemed necessary and to review results of these audits.
- Have regard for potential impact on City assets, especially future liabilities that may be created by natural or other significant events.
- Provide oversight of the collective bargaining process for all City labour agreements.
- Provide input and feedback to the City Manager's recommendation of the annual management and exempt staff policy line.
- Coordinate the annual City Manager's Review process making recommendations to Council.
- Coordinate the executive search process in the event the City Manager's position becomes vacant.

#### **MEMBERSHIP**

Three members of Council

## **APPOINTMENT AND TERM**

Members shall be appointed by Council for a three year term, to run concurrent with Council 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. Any sub-committee so created will report to the Committee.

## **CHAIR**

The Chair of the Committee shall be appointed by Council resolution.

## **MEETING PROCEDURES**

The Committee shall meet annually to review the financial statements, and review the performance of the City Manager. The Chairperson shall call meetings of the Committee as required.

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 provided to the committee members in advance of the meeting date. A copy of the agenda shall 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 staff liaison 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.

### **Conflict of Interest**

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.

Members who do not indicate how they vote, or have left the meeting without declaring a conflict, are counted as having voted for the question.

If the votes are equal for and against, the question is defeated.

#### **REPORTING TO COUNCIL**

Recommendations of the Committee must be adopted by Committee motion prior to presentation to Council. The Committee will regularly report to Council regarding current activities and recommendations.

The Chairperson will report to Council on behalf of the Committee.

The Office of the City Clerk will ensure Committee Agendas and Minutes are forwarded electronically for circulation to all Council members.

#### **BUDGET**

The routine operations and any special project initiatives of the Committee will be funded by allocations within the Financial Services Department budget.

#### **STAFF SUPPORT**

The Financial Services and the Human Resources Department will provide all staff support for the Committee. Typical support functions include 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 Office of the City Clerk a minimum of 3days prior to the meeting for posting as a public notice;
- taking and preparing draft minutes;
- forwarding the final minutes to the Office of the City Clerk for filing as a public record;
- managing the files of the committee, as necessary;
- maintaining a list of outstanding issues for committee action;
- in conjunction with the Chair, drafting Committee reports to Council; and
- providing the position of City Staff on issues discussed by the Committee.

Endorsed by Council: December 18, 2000

Revised: August 26, 2002

Revised: June 15, 2009

## **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 amalgamated with the former Social Planning Board in 2003. The Housing Committee is created to return to the primary focus on housing.

### **OBJECTIVE**

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:

- Focus specifically on affordable and special needs housing as defined by the City.
- Advise Council regarding implementation of special needs 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 special needs and affordable 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 motion 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. Any sub-committee so created will report to 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.

The Chair and Vice Chair shall be provided a training session by the City on procedures for Committees of Council.

## **MEETING PROCEDURES**

The Committee shall meet a minimum of six times a year in order to deal with the business of the Committee.

The Committee will recognize that each meeting can require a significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope of work.

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 Office of the City Clerk for posting.



Unless otherwise authorized by the *Community Charter* or City of Kelowna Council Procedures 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. A meeting shall not proceed if a quorum cannot be achieved. Members must notify the City at least two (2) working days before the meeting if they are unable to attend.

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. Items for the agenda, including presentation materials, will be forwarded electronically to the Office of City Clerk at least five complete working days prior to the meeting date to be posted for the public. Minutes of the meetings will be prepared by the Office of the City Clerk and signed by the Committee Chair. Originals of the minutes will be forwarded to the Office of the City Clerk for safekeeping.

Committee members have a responsibility to make recommendations based on the best interests of the City-at-large.

#### **Conflict of Interest**

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.

Members who do not indicate their vote, or have left the meeting without declaring a conflict, are counted as having voted in favour of the question.

If the votes are equal for and against, the question is defeated.

#### **Comments in the Public or to the Media**

When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, 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 motion prior to presentation to Council.

The Committee will provide a status report to Council annually. This report should include a record of work conducted and an indication of the associated costs attached to the Committee's work including staff time.

The Chair, Vice Chair or a Committee member appointed by the Committee, will report to Council on behalf of the Committee.

The Office of the City Clerk will ensure Committee Agendas and Minutes are forwarded electronically for circulation to all Council members.

## **BUDGET**

The routine operations and any special initiatives of the Committee will be funded by allocations within the Policy and Planning Department- Community Planning budget.

## **STAFF SUPPORT**

Staff shall be assigned by the City Manager to serve as administrative liaison to the Committee.

The Community Sustainability Division shall be assigned to provide support for the Committee to undertake work assigned by Council within the Committee's scope of work. Support functions may 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 Office of the City Clerk for posting as a public notice;
- receiving all correspondence, and preparing correspondence and reports on behalf of the Committee;
- reviewing the draft minutes and returning them to the Office of the City Clerk to finalize prior to adoption by the Committee;
- managing the files of the Committee, as necessary;
- maintaining a list of outstanding issues for Committee action in accordance with the Committee's scope of work and Council's direction.

The staff liaison shall initiate recommendations to Council for committee appointments and maintain an updated list of appointees, the date they were appointed whenever changes occur, and provide a copy of the updated list to the Office of the City Clerk.

The Office of the City Clerk shall provide secretarial support for the Committee. Support functions include the following:

Housing Committee  
Terms of Reference

- Receiving and organizing all agenda-related presentation materials and/or hand-outs prior to the meeting date to ensure inclusion with the committee member's agenda package, and for the public record;
- preparing draft minutes, and providing the final minutes to the Office of the City Clerk and Committee staff liaison; and
- maintaining the records of the Committee including posting and filing of minutes for the public record.

Other support functions may include the following:

- Organizing and preparing the meeting agendas, in conjunction with the Committee Chair & staff liaison;
- Distributing the agenda packages to committee members.

Endorsed by Council: November 18, 2002  
Revised: October 15, 2007

DRAFT

## CITY OF KELOWNA

### TERMS OF REFERENCE

#### WOMEN'S AND COMMUNITY ADVISORY COMMITTEE

##### INTRODUCTION

The Women's and Community Advisory Committee 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 Women's and Community Advisory Committee is an Advisory Committee of Council.

##### OBJECTIVE

The purpose of the Women's and Community Advisory Committee is to identify areas where the city can further its objectives of being a safer, healthier and more equitable community, 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 Women's and Community Advisory Committee will undertake the following activities:

- 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.
- Identify and prioritize a work program that will focus on areas for further research (i.e. safety audit).
- Advise Council as requested on policies related to, and/or undertake approved initiatives aimed at increasing public awareness for, a safer, healthier and more equitable community.

##### MEMBERSHIP

In order to provide representation from the community, the membership of the committee is as follows:

- Nine (9) members from the community at large with diversity in terms of area of residence, age, gender, ethnicity, education and occupation
- One (1) representative from School District 23
- One (1) representative from the United Way
- One (1) non-voting RCMP staff member
- Up to two (2) non voting members of Council.

##### 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 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 motion 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. Any sub-committee so created will report to 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.

The Chair and Vice Chair shall be provided a training session by the City on procedures for Committees of Council.

#### MEETING PROCEDURES

The Committee shall meet a minimum of six times a year in order to deal with the business of the Committee.

The Committee will recognize that each meeting can require a significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope of work.

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 and by delivering a copy of the notice to the Office of the City Clerk for posting.

Unless otherwise authorized by 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 simple majority of the Committee shall represent a quorum. A meeting shall not proceed if a quorum cannot be achieved. Members must notify the City at least two (2) working days before the meeting if they are unable to attend.

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. Items for the agenda, including presentation materials, will be forwarded electronically to the Office of the City Clerk at least three complete working days prior to the meeting date to be posted for the public. Minutes of the meetings will be prepared by the Office of the City Clerk and signed by the Committee Chair. Originals of the minutes will be forwarded to the Office of the City Clerk for safekeeping.

Committee members have a responsibility to make decisions based on the best interests of the City-at-large.

### **Conflict of Interest**

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.

Members who do not indicate their vote, or have left the meeting without declaring a conflict, are counted as having voted in favour of the question.

If the votes are equal for and against, the question is defeated.

### **Comments in Public or to the Media**

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, 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 motion prior to presentation to Council.

The Committee will provide a status report to Council annually. This report should include a record of work conducted and an indication of the associated costs attached to the Committee's work including staff resources.

The Committee Chairperson, Vice Chair, or a Committee member appointed by the committee will, accompanied by the staff liaison, report to Council on behalf of the Committee.

The Office of the City Clerk will ensure Committee Agendas and Minutes are forwarded electronically for circulation to all Council members.

## **BUDGET**

The routine operations and any special initiatives of the Committee will be funded by allocations within the Corporate Services Department budget.

## **STAFF SUPPORT**

Staff shall be assigned by the City Manager to serve as administrative liaison to the Committee.

The Office of the City Clerk shall provide support for the Committee to undertake work assigned by Council within the Committee's scope of work. Support functions may include the following:

- Organizing and preparing the meeting agendas, in conjunction with the Committee Chair & staff liaison;
- distributing the agenda packages to Committee members;
- forwarding the agenda to the Office of the City Clerk for posting as a public notice;
- receiving all correspondence, and preparing correspondence and reports on behalf of the Committee;
- reviewing the draft minutes and returning them to the Office of the City Clerk to finalize prior to adoption by the Committee;
- managing the files of the Committee, as necessary; and
- maintaining a list of outstanding issues for committee action in accordance with the Committee's scope of work and Council's direction.

The staff liaison shall initiate recommendations to Council for committee appointments and maintain an updated list of appointees, the date they were appointed whenever changes occur, and provide a copy of the updated list to the Office of the City Clerk.

The Office of the City Clerk shall provide secretarial support for the Committee. Support functions include the following:

- Organizing and preparing the meeting agendas, in conjunction with the Committee Chair & staff liaison;
- receiving and organizing all agenda-related presentation materials and/or hand-outs one week prior to the meeting date for inclusion in the Agenda package;
- posting all meeting notices and agendas for the public in accordance with the statutory timelines;
- taking and preparing draft minutes, and providing the final minutes to the City Clerk and Committee staff liaison;
- maintaining the records of the Committee, including posting and filing of minutes for the public record.

Endorsed by Council: February 18, 2008  
Revised:



**CITY OF KELOWNA**  
**TERMS OF REFERENCE**  
**YOUTH ADVISORY COMMITTEE**

**INTRODUCTION**

The Youth Advisory Committee was formed to develop effective, mutually beneficial working partnerships with communities, agencies and corporate sponsors that focus on addressing youth activities and interests.

The Youth Advisory Committee is an Advisory Committee of Council.

**OBJECTIVE**

The objective of the Committee is to encourage youth to provide input into a cross section of issues which affect the municipality and community-at-large.

**SCOPE OF WORK**

To achieve this objective, the Youth Advisory Committee will review and provide input to Council on the following:

- Youth perspective on various topics including social issues, arts and culture, sports and recreation, transportation, environment and related opportunities while:
  - providing the opportunity for the exchange of ideas;
  - encouraging priority setting; and
  - develop leadership skills to strengthen and empower youth in our community.
- Projects, services and priorities that are important to youth;
- Partnerships and relationships with institutions, businesses, and agencies that incorporate or support youth activities and interests; and
- Creation of theme-specific ideas related to working groups, i.e. social, arts and culture, planning, transportation, and environment.

**MEMBERSHIP**

In order to provide representation from the community, the membership of the committee is as follows:

- One member from School District #23, Board of Trustees
- Two members of Kelowna City Council

**APPOINTMENT AND TERM**

Members shall be appointed by Council for a three-year term, to run concurrent with the Council 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 will form a Steering Group of senior City staff, facilitator(s) and youth representatives to address special matters coming within the scope and jurisdiction of the Committee. The Committee will establish up to four Youth Forums throughout the year to address issues and topics to include:

- Social issues

- Sports & Recreation
- Transportation
- Environment
- Arts & Culture

Information collected from each Youth Forum will be presented to the Committee outlining results and recommendations.

#### CHAIR

The Chair of the Committee shall be appointed by Council resolution.

#### MEETING PROCEDURES

The Chairperson shall call meetings of the Committee as required.

The Committee will recognize that each meeting can require a significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope of work.

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 and by delivering a copy of the notice to the Office of the City Clerk for posting.

Unless otherwise authorized by 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. A meeting shall not proceed if a quorum cannot be achieved. Members must notify the City at least two (2) working days before the meeting if they are unable to attend.

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 Office of the City Clerk 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 Office of the City Clerk for safekeeping.

Committee members have a responsibility to make decisions based on the best interests of the City-at-large.

#### Conflict of Interest

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.

Members who do not indicate their vote, or have left the meeting without declaring a conflict, are counted as having voted in favour of the question.

If the votes are equal for and against, the question is defeated.

### **Comments in Public or to the Media**

When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, 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 motion prior to presentation to Council.

The Committee will regularly report to Council regarding current activities and recommendations. An annual report should include a record of work conducted and an indication of the associated costs attached to the Committee's work including staff time.

The Committee Chairperson or his/her designate will report to Council on behalf of the Committee.

The Office of the City Clerk will ensure Committee Agendas and Minutes are forwarded electronically for circulation to all Council members.

### **BUDGET**

The routine operations of the Committee will be funded by allocations within the Recreation, Parks and Cultural Services Department budget. The Youth Forum(s) and any special initiatives of the Committee will be budgeted separately.

### **STAFF SUPPORT**

Staff shall be assigned by the City Manager to serve as administrative liaison to the Committee.

The Development Manager for Recreation, Parks, and Cultural Services shall attend the meetings in an advisory capacity. Other senior staff will include: Community Planning Manager, Environmental Manager, Sport and Recreation Manager, Cultural Services Manager, and Transportation Manager as required.

The Recreation, Parks and Cultural 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 & 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

- reviewing the draft minutes and returning them to the Office of the City Clerk to finalize prior to adoption by the Committee;
- managing the files of the committee, as necessary and,
- maintaining a list of outstanding issues for committee action in accordance with the Committee's scope of work and Council's direction.

The staff liaison shall initiate recommendations to Council for committee appointments and maintain an updated list of appointees, the date they were appointed whenever changes occur, and provide a copy of the updated list to the Office of the City Clerk.

The Office of the City Clerk shall provide secretarial support for the Committee. Support functions include the following:

- Receiving all agenda-related presentation materials and/or hand-outs prior to the meeting date for inclusion in the Agenda package;
- posting all meeting notices and agendas for the public in accordance with the statutory timelines;
- taking and preparing draft minutes, and providing the final minutes to the City Clerk and Committee members; and
- maintaining the records of the Committee, including posting and filing of minutes for the public record.

Other support functions may include the following:

- Organizing and preparing the meeting agendas, in conjunction with the Committee Chair & staff liaison
- Distributing the agenda packages to committee members

Endorsed by Council:  
Revised: March 26, 2007  
Revised:

## **Appendix D: Council Policies**

Council Policy No. 285, Council Committees

Council Policy No. 286, Minutes of Select and Standing Committee Meetings



# CITY OF KELOWNA

POLICY: 285

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## COUNCIL POLICY MANUAL

APPROVAL DATE: 2000-12-18  
RESOLUTION #: R1005/00/12/18  
REPLACING #: R128/00/02/21  
DATE OF LAST REVIEW: November 2008

SUBJECT: COUNCIL COMMITTEES

1. Committees of Council, created by Council to undertake business on Council's behalf, may be generally defined as follows:

**Advisory Committee** – an ongoing committee, which may be given a broad to narrow term of reference, and is advisory in nature.

**Select Committee** – or a "Task Force" – established and appointed by Council to accomplish a specific mandate in a short time frame, is advisory in nature and must have at least one Council member in the membership of the committee.

**Standing Committee** – at least half of a standing committee must be council members appointed by the Mayor to undertake matters the mayor considers better dealt with by committee.

**Sub-Committee** – created by an existing committee for a specific advisory purpose which will report back to the committee under which it was created.

**Commission or Board** – are terms from the *Local Government Act* or the *Community Charter* that have statutory terms of reference and mandates.

2. All committees shall have a Term of Reference adopted by Council that includes:

- Committee Objective and Scope of Work as directed by Council
- Committee membership, including the number, representation from the community-at-large, specific organizations, and Council
- Chairperson (whether elected or appointed)
- Meeting procedures including regular meeting dates and frequency
- Reporting and information link to Council
- Budget
- Staff Support

1. All committees shall have a Terms of Reference adopted by Council that will include how the presiding member (Chairperson) is to be appointed (by Council or by the committee) and committee membership (whether all members have to be City of Kelowna residents or whether a percentage can be residents of the Regional District and how many members of Council are to be appointed to the committee, if applicable). The Terms of Reference will also state whether the committee is a "Standing" committee, a "Select" committee, an "Other" committee or an "Advisory" committee.

- 2.3. Pursuant to the *Community Charter*, all Council committee meetings must be open to the public. The public may not participate in the meeting unless scheduled on the agenda.

- 3.4. Pursuant to the *Community Charter*, a part of a committee meeting may be closed to the public if the subject matter being considered is exempt under statute.

- 4.5. Standing Committee appointments are made by the Mayor.

- 5.6. All new Select and Advisory Committees will be advertised and members (other than Council or staff)



selected from nominations received from the public. Vacancies, as they arise, will also be selected from nominations resulting from advertising. This does not apply to the appointment of committee members appointed at an Inaugural Council Meeting.

- 6.7. The staff liaison on the Select and Advisory Committees will be responsible for advertising for nominations for vacancies on the committee and initiating a recommendation of appointment to Council.
7. ~~The Terms of Reference for all Council Committees will identify how the Committee's meeting dates and locations are established.~~
8. A minimum of 3 days before a meeting of a Council Committee, the staff liaison shall provide the City Clerk with an electronic copy of the agenda.

REASON FOR POLICY: To further clarify committee membership and responsibilities.

LEGISLATIVE AUTHORITY: *Community Charter*; Council Procedure Bylaw No. 9200, Council Resolution.

PROCEDURE FOR IMPLEMENTATION: As outlined in the policy.



# CITY OF KELOWNA

POLICY: 286

PAGE: 1 of 1

## COUNCIL POLICY MANUAL

APPROVAL DATE: 2000-02-21  
RESOLUTION #: R128/00/02/21  
REPLACING #: N/A  
DATE OF LAST REVIEW: November 2008

SUBJECT: MINUTES OF SELECT AND STANDING COMMITTEE MEETINGS

1. All minutes shall state the meeting date and location, those members in attendance, and the time the meeting starts and terminates.
2. The minutes shall follow the order of the agenda for the meeting and be a record in point form of the issues raised and actions taken.
3. Any motions shall be determined by a majority vote of those members present, provided a quorum is achieved.
4. Pursuant to Section 9.20 of Council Procedure Bylaw No. 9200, a motion made at a meeting of a committee is **not** required to be seconded. Recommendations to Council, however, must be moved, seconded and voted on by the committee before advancing to Council.
5. Before a meeting or part of a meeting is closed to the public, a motion must be adopted by the committee stating (a) the fact that the meeting is to be closed and (b) the basis under section 90 of the *Community Charter* on which the meeting is to be closed.
6. The minutes of the closed meeting are to be entirely separate from the minutes of the open meeting, are to be clearly identified as being confidential and are photocopied on blue paper.
- ~~7. Committee members who are in a conflict of interest position are not entitled to participate in the discussion of a matter or vote on a question in respect of a matter. The person must state for the record the general nature of why they are in a conflict and must immediately leave the meeting or that part of the meeting during which the matter is under consideration. The person 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. The time at which the person leaves and, if applicable, returns to the meeting shall be recorded in the minutes.~~
- 8.7. The minutes shall be signed by the Chair or presiding member at the meeting.
- 9.8. The staff liaison shall be responsible for ensuring that the signed minutes are forwarded to the City Clerk's Department for filing in the vault and to the City Manager's office for inclusion in the "Committee Meetings" binder for perusal by members of Council. (Suggest staff run a highlighter over the important issues to draw Council's attention to those sections in the minutes.)
- 10.9. Once the minutes have been signed, the staff liaison shall forward the minutes electronically to the City Clerk's Department for posting (other than minutes of closed meetings) on the City's Web PageSite and for circulation to Council.

REASON FOR POLICY: To establish uniformity in the minutes of select and standing committee meetings.

LEGISLATIVE AUTHORITY: Council Procedure Bylaw No. 9200 and Council Resolution.

PROCEDURE FOR IMPLEMENTATION: As outlined in the policy.

DRAFT