

# Memo



**Date:** April 7, 2010  
**File:** 0615-02  
**To:** City Manager  
**From:** Community Planning Manager  
**Subject:** Housing Committee Appointment

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**Recommendation:**

THAT Council accept, with regret, the resignation of Joanne Adamson from the Housing Committee;

AND THAT City Council appoint Emmanuel Lavoie as a member of the Housing Committee to fill the existing vacancy;

AND FURTHER THAT the Mayor be authorized to write a letter of thanks to the Joanne Adamson.

**Background:**

Joanne Adamson, who served as the Chair of the Housing Committee in 2009, resigned from the Housing Committee as of 2010 due to increased career demands. Applications in the Clerk's Department for Committee positions were reviewed as part of the process towards filling this vacancy. Names were reviewed with the Chair of the Housing Committee and the name of Emmanuel Lavoie is being recommended for appointment to the Committee, following an interview with the candidate.

Mr. Lavoie brings a realm of experience, education and passion for "sustainability in the built environment and enjoys helping clients design and build beautiful, healthy, environmentally conscious and profitable buildings" (from his resume). He views this opportunity as an exciting way of working towards incorporating green technologies and sustainability to the housing supply as the City moves forward with its work on meeting the housing needs of its communities. From the Committee perspective, this realm of knowledge is a very timely and positive addition to the mix of knowledge and background of the other members.

The Housing Committee is an advisory committee to Council with twelve community representatives who bring knowledge from BC Housing, CMHC, Interior Health, the non-profit housing sector, the business and development sectors, and dedicated residents of Kelowna. Two Council representatives, Councillor Jaemes and Councillor Craig, with Councillor Hodge as an alternate, also sit on the committee as non-voting members. The goal of the Committee is to "*work toward ensuring that all citizens of Kelowna have access to adequate and suitable housing*".

**Legal/Statutory Authority:**

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

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**Legal/statutory Procedural Requirements:**

Terms of Reference for the Housing Committee: Attached.

**Existing Policy:**

Official Community Plan:

8.1.3 Social Planning and Housing Committee.

8.1.9 Housing Forums.

8.1.24 Housing Affordability Indicators.

**Financial/Budgetary & Personnel Commitments:**

The Committee has an annual budget to cover the cost of materials and supplies, advertising and minor events that the Committee may host. Other costs are staff time and this will be reported to Council at a later date.

**Considerations not applicable to this report:**

Internal Circulation:

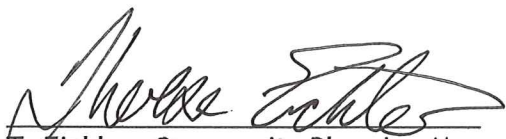
Technical Requirements:

External Agency/Public Comments:

Communications Considerations:

Alternate Recommendation:

Submitted by:



T. Eichler, Community Planning Manager

Approved for inclusion:



S. Bagh, Director of Policy and Planning

Attachment: Terms of Reference for the Housing Committee

CC:

S. Fleming, City Clerk

# 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;

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- 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 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