

Subject: FW: Central Okanagan Transit Advisory Committee updated draft
Attachments: TOR for Central Okanagan transit committee-draft 2.doc

From: Harvard, Steve [mailto:Steve_Harvard@bctransit.com]

Sent: October 6, 2010 9:15 PM

To: Ron Mattiussi; Jason Johnson (Jason.Johnson@districtofwestkelowna.ca); Harold Reay; 'elemke@peachland.ca'; 'Stephen Banmen'; Kevin Bertles

Cc: Ron Westlake

Subject: Central Okanagan Transit Advisory Committee updated draft

Hello All

Please find attached an updated draft. I welcome any additional comments, and will send out a final version once everyone has had an opportunity to comment.

I would like to propose an initial meeting date of Wednesday November 24th. This gives all parties enough time to select committee members, block out time in everyone's calendar, and works well with respect to reviewing items prior to the traditional service change dates. As for the initial location and time of the meeting I suggest 9am at the City of Kelowna offices.

I look forward to receiving confirmation of committee members and will be following up over the next few weeks.

Thanks again for your participation and I look forward to our initial meeting.

Steve



DRAFT TERMS OF REFERENCE FOR THE OKANAGAN TRANSIT ADVISORY COMMITTEE

PURPOSE:

To make recommendations to Kelowna, West Kelowna, Lake Country, Peachland, and Vernon councils, and the Regional District of Central Okanagan (RDCO) on transit matters which are regional or inter-municipal in nature within the Kelowna Regional Transit System and the interconnecting service to Vernon.

AUTHORITY:

Community Charter Section 142.

MANDATE:

The Okanagan Transit Advisory Committee is established to advise and assist the respective Councils and Boards regarding transit service changes, fares, improvements, efficiencies, long term funding and governance as it relates to regional or inter-municipal services.

MEMBERSHIP:

The Committee shall consist of:

- (a) one (1) voting member, and an alternate, from each of the participating local governments' Councils/Boards as noted in (b) below;
- (b) participating local governments: City of Kelowna, District of West Kelowna, District of Lake Country, District of Peachland, City of Vernon, and RDCO;
- (c) staff from Kelowna, West Kelowna, Lake Country, District of Peachland, Vernon, RDCO, BC Transit, and the transit operating company who will attend meetings, as required, as non-voting members; and
- (d) such other organizations, as non-voting members, that the voting members wish to include in the future.

PROCEDURE:

1. All appointments to the Okanagan Transit Advisory Committee must be made annually by the Councils of the respective member communities.
2. The Committee will nominate and appoint the chair.
3. The *Council Procedure Bylaw* applies to all meetings of the City's Committees, Commissions and Boards referred to in the *Community Charter*.
4. A quorum shall be a majority of the total voting membership.
5. The Committee meets quarterly, on the last Wednesday or at the call of the Chair.
6. Minutes of each Committee meeting shall be kept by staff, and forwarded to the Councils/Boards of the respective local governments for receipt, immediately following adoption by the Committee.
7. The responsibility for coordinating the meetings and taking minutes will alternate annually between the City of Kelowna and the District of West Kelowna.
8. The mandate of the Committee shall be reviewed annually.