

**City of Kelowna
Regular Council Meeting
AGENDA**



Monday, September 29, 2014
9:00 am
Knox Mountain Meeting Room (#4A)
City Hall, 1435 Water Street

	Pages
1. Call to Order	
2. Confirmation of Minutes	2 - 4
Regular AM Meeting - September 15, 2014	
3. Reports	
3.1 Council Committee End of Term Review	30 m 5 - 34
To provide Council with information from the 2012-2014 Council Committee term, including results of the end of term committee review.	
4. Resolution Closing the Meeting to the Public	
THAT this meeting be closed to the public pursuant to Section 90(1) (a), (e), (g) of the Community Charter for Council to deal with matters relating to the following:	
<ul style="list-style-type: none">• Position Appointment;• Potential Litigation;• Acquisition or Disposition of Land.	
5. Adjourn to Closed Session	
6. Reconvene to Open Session	
7. Issues Arising from Correspondence & Community Concerns	
7.1 Mayor Gray, re: Issues Arising from Correspondence	30 m
8. Termination	



**City of Kelowna
Regular Council Meeting
Minutes**

Date: Monday, September 15, 2014
 Location: Knox Mountain Meeting Room (#4A)
 City Hall, 1435 Water Street

Council Members Present: Mayor Walter Gray and Councillors Colin Basran, Andre Blanleil, Maxine DeHart, Gail Given, Robert Hobson, Mohini Singh, Luke Stack and Gerry Zimmermann

Staff Present: City Manager, Ron Mattiussi; and City Clerk, Stephen Fleming; Cultural Services Manager, Sandra Kochan*; Grants & Partnerships Manager, Lorna Gunn*; Executive Director of Business Development, Jim Paterson*; Council Recording Secretary, Arlene McClelland

(* denotes partial attendance)

2. Confirmation of Minutes

Moved By Councillor Stack/Seconded By Councillor Given

R648/14/09/15 THAT the Minutes of the Regular AM Meeting of September 8, 2014 be confirmed as circulated.

Carried

3. Reports

3.1. Draft Resolution - Annual Report and Budget Preparation

Moved By Councillor Basran/Seconded By Councillor DeHart

R649/14/09/15 THAT Council grants approval for the Annual Report and Budget Preparation meeting to take place at the Vineyard Room (Section 3), Coast Capri Hotel, 1171 Harvey Avenue, Kelowna, B.C. on Thursday, September 18, 2014 at 6:00 p.m.

Carried

3.2. Update re Sister City Inquiry from China

Staff:

- Displayed a Power Point Presentation summarizing the report and responded to questions from Council.

Moved By Councillor Blanleil/Seconded By Councillor Singh

R650/14/09/15 THAT Council receives for information the report dated September 15, 2014 from the Cultural Services Manager regarding a Sister City inquiry from China.

Carried

7. Issues Arising from Correspondence & Community Concerns

7.1. Mayor Gray, re: Interior Health at UBCM

Mayor Gray:

- Advised that a meeting with IHA at UBCM regarding the Sobering Centre will take place on Monday, September 22nd.

7.2. Mayor Gray, re: BC Community Achievement Foundation Award

Mayor Gray:

- Advised that nominations are now open.

7.3. Mayor Gray, re: Open for Business Award

Mayor Gray:

- Advised that the Open for Business Award will be presented at UBCM, Thursday, September 25th.

7.4. Mayor Gray, re: Centre of Gravity

Mayor Gray:

- Advised that the report regarding Centre of Gravity will be brought forward September 29th.

7.5. Councillor Stack, re: South Perimeter Way Alignment Letter to Council

Councillor Stack:

- Advised that a resident raised concern regarding the placement of the road alignment.

Staff:

- A response to the residents concern is being drafted by staff.

7.6. Councillor Stack, re: Kelowna United Soccer

Councillor Stack:

- Provided an update on the success of the Kelowna United Soccer indoor facility.

Moved By Councillor Stack/Seconded By Councillor Zimmermann

R651/14/09/15 THAT Council direct staff to invite Kelowna United Soccer Club to a future afternoon Council meeting for an update on the success of the Kelowna United Soccer facility.

Carried

4. Resolution Closing the Meeting to the Public

Moved By Councillor Hobson/Seconded By Councillor Given

R652/14/09/15 THAT this meeting be closed to the public pursuant to Section 90(1)(e) of the Community Charter for Council to deal with matters relating to the following:

- Land Acquisition or Improvements

Carried

5. Adjourn to Closed Session

The meeting adjourned to a closed session at 9:31 a.m.

6. Reconvene to Open Session

The meeting reconvened to an open session at 11:58 a.m.

8. Termination

The meeting was declared terminated at 11:58 a.m.

Mayor

/acm

Stephanie

City Clerk

DRAFT

Report to Council



Date: 9/29/2014
File: 0615-01
To: City Manager
From: Deputy City Clerk
Subject: Council Committee End of Term Review

Recommendation:

THAT Council receives for information the 2014 Council Committee End of Term Review report from the Deputy City Clerk dated September 29, 2014.

Purpose:

To provide Council with information from the 2012-2014 Council Committee term, including results of the end of term committee review.

Background:

Council Committees are established under the *Community Charter or Local Government Act* and have a formal advisory role to Council. They provide an opportunity for members of the public to work together collaboratively to provide advice on matters referred to them by Council on a wide range of programs, policies and services. They are expected to be accountable and responsive to Council leadership and direction, as well as open and transparent.

A review of each Council Committee was requested by Council before the end of the committee term. Current Committees of Council are the Accessibility Advisory Committee, Agricultural Advisory Committee, Airport Advisory Committee, Audit Committee, Board of Variance, Community Heritage Committee and Parcel Tax Roll Review Panel.

Review:

This review process examined Advisory Committees and involved input from staff and committee members. Staff liaisons and respective supporting departments were consulted to identify key areas that, from a staff perspective, required further review and clarification including, objectives and mandate, resource requirements and membership. Committee members were consulted to include their input on the objectives and operations of the Committee.

The **Parcel Tax Roll Review Panel** established pursuant to s. 204 of the *Community Charter* and the **Board of Variance** established pursuant to s. 899 of the *Local Government Act* are statutory committees. Therefore, as Committees mandated by provincial legislation, their function will be unchanged.

The **Audit Committee** was not included as part of this review.

Committee Objectives:

Accessibility Advisory Committee: To advise Council on the prevention and removal of barriers which impede physical movement within the public realm, and which otherwise limit the ability of citizens to fully participate in urban life.

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

Airport Advisory Committee: To advise Council on matters concerning the long term development of the Kelowna International Airport.

Community Heritage Committee: To advise Council on any matter related to the heritage significance of any building, structure or landscape feature located within City limits.

Resource Requirements:

The **Accessibility Advisory Committee** requires 45 hours of staff time per year from the Infrastructure Planning department and 16 hours of staff time from the Office of the City Clerk. The Committee incurs no further costs.

The **Agricultural Advisory Committee** requires 90 hours of staff time per year from the Subdivision, Agriculture & Environment department and 72 hours of staff time per year from the Office of the City Clerk. Approximately \$1000 per year is spent on meals provided to Committee members prior to the meetings.

The **Airport Advisory Committee** requires 10 hours of staff time per year from Airport staff and 10 hours of staff time per year from the Office of the City Clerk. Costs are approximately \$1000 per year.

The **Community Heritage Committee** requires 72 hours of staff time per year from the Policy & Planning department and 72 hours of staff time per year from the Urban Planning department and 72 hours of staff time per year from the Office of the City Clerk. Approximately \$6260 will be spent in 2014, which includes \$1560 per year spent on meals provided to Committee members prior to the meeting and \$2200 that has been spent on heritage plaques with an additional \$2500 anticipated.

General Comments:

Feedback from Committees suggested that they wished to continue to strengthen their connection to Council. In order to emphasize their advisory role to Council, opportunities for greater communication with Council could be further explored, including regular committee

agenda items for updates on the results of applications and/or projects that were forwarded by the committee to Council. This would serve to further inform the Committee on the results of their work on behalf of Council, and increase their connection to Council through this feedback mechanism.

The difficulty of achieving quorum was an issue among both the ***Accessibility Advisory Committee*** and the ***Agricultural Advisory Committee***. The ***Accessibility Advisory Committee*** recently implemented a new system of allowing members to join meetings by conference call or Skype on a trial basis in order to mitigate the issue. For the ***Agricultural Advisory Committee***, Council may consider a more focused recruiting strategy for members by focusing on farm related special interest groups and organizations.

The ***Community Heritage Committee*** discussed ongoing learning which could be introduced through opportunities like webinars, guest speakers and walking tours on local heritage, using a portion of the Committee's budget for these purposes. For the ***Agricultural Advisory Committee***, additional staff communication regarding issues and meetings within the agricultural planning community would help to provide ongoing support and keep them up to date on current issues.

For future committees, the Terms of Reference (TOR) will require amendments in order to reflect the new four year election cycle and any changes to the objective and scope. The ***Community Heritage Committee*** TOR needs to be reconciled with a new Heritage Procedures Bylaw in order to ensure consistency and provide further clarity of the Committee's role. For the ***Accessibility Advisory Committee***, a review of the objective and scope of the committee to consider Accessibility issues in the private realm, especially high profile development, as well as input on social barriers through policy development and public education was discussed.

As well as the above general comments, additional suggestions such as a more detailed orientation binder, interactive learning sessions with staff, and an annual check in with the Office of the City Clerk to review meeting procedures and committee objectives would help support all Council Committees.

Internal Circulation:

Parks & Building Planning
Policy and Planning
Urban Planning
Subdivision, Agriculture & Environment
Airport

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Financial/Budgetary Considerations:

Personnel Implications:

External Agency/Public Comments:

Communications Comments:

Alternate Recommendation:

Submitted by:

K. Needham, Deputy City Clerk

Approved for inclusion:



RM, Divisional Director

Attachments:

- Accessibility Advisory Committee, End of Term Review
- Agricultural Advisory Committee, End of Term Review
- Airport Advisory Committee, End of Term Review
- Community Heritage Committee, End of Term Review

CC:

Pat McCormick, Planner Specialist

Lauren Sanbrooks, Planner II

Laura Bentley, Planner I

Melanie Steppuhn, Planner II

Toni McQueenie, Airport Administration Manager



Office of the City Clerk
 1435 Water Street
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 kelowna.ca

Council Committee

End of Term Review

RIM File 0615-20

GENERAL COMMITTEE INFORMATION

Committee: Community Heritage Committee	Staff Liaison: Lauren Sanbrooks
Number of Members: 7 (3 alternates)	Sponsoring Department: Policy & Planning
Number of Meetings Annually: 12	

COMMITTEE OBJECTIVE

1. Which City of Kelowna core service is most supported by the committee?

The Community Heritage Committee (CHC) advises on heritage-related development applications being processed by the Urban Planning Department and supports heritage planning tasks being undertaken by the Policy & Planning Department.

2. What is the current objective(s)/mandate of the Committee?

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

3. What improvement to the objective(s)/mandate would you recommend?

There are no recommended changes to the Committee’s objective; however, additional clarification in the Terms of Reference would be helpful to clearly describe the types of applications and matters that are considered by the CHC. Further discussion is provided below in the General Comments.

RESOURCE REQUIREMENTS

How much time and resources are allocated to the committee, including:

1. Financial - Provide funding and costs, including budget allocation (if any):

Lunches: approximately \$130/month
 Heritage plaques: approximately \$2,200 to date, anticipate an additional \$2,500 in 2014

2. Sponsoring Department Staff - Provide staff time/meeting including prep & follow up:

Policy & Planning: approximately 6 hours/month
 Urban Planning: approximately 6 hours/month
 Office of the City Clerk: approximately 4 hours/month

GENERAL COMMENTS

The CHC provides valuable services to staff and Council by advising on heritage-related development applications and broader heritage matters within the City of Kelowna. The members’ expertise and involvement are assets in creating a community with a unique identity by supporting heritage conservation and management efforts. Policy & Planning staff act as the Committee’s staff liaison and provide policy planning support; Urban Planning staff provide support for development applications.

Staff suggest the Terms of Reference be revised to be consistent with some external changes and to better define the role of the CHC in advising staff and Council on heritage-related matters. Given the new election cycle, the appointment term should be changed to four years to reflect the Council term starting in 2014. The Heritage Procedures Bylaw should be reviewed in concert with the Terms of Reference to align the processes described in each document and better clarify the CHC's role for the benefit of both Committee members and staff. Procedural items that require specific attention include: pre-application review, application follow-up, Heritage Revitalization Agreements, Heritage Designations, Heritage Conservation Covenants, Heritage Alteration Permits, and the Heritage Register.

A more detailed orientation binder for new members would be helpful to provide further details about the role and objectives of the CHC beyond what is described in the Terms of Reference. This could include more information about the types of applications typically considered by the CHC and their role in the development application process. It is recommended that the Office of the City Clerk have an annual check-in with the CHC to provide clarification and answer any questions about procedures, objectives and advising staff and Council.

Training opportunities would support the CHC's objective to advise Council on heritage matters by enabling members to learn about heritage initiatives in other municipalities and understand various means of advising on heritage conservation, particularly for more complex issues. It is suggested that an annual budget for training and development be considered, which could include guest speakers and webinars.

Policy & Planning staff anticipate a review of the Abbott Street Heritage Conservation Area boundaries will take place as part of the Official Community Plan review starting in 2017, or sooner. This is a topic that has been raised on several occasions during this CHC term and is of critical importance to the CHC as this is the largest area of heritage conservation in the City. The CHC will be consulted and involved in the review process, either during the upcoming CHC or term or the one following.

Key outcomes for this term are:

- Advised on 42 heritage-related applications, in addition to other inquiries
- Prepared write-ups and photos for heritage plaques that were installed at 12 historic sites in Kelowna, with another 12 to be installed later in 2014
- Revised the Heritage Register Evaluation Criteria to better align with contemporary evaluation criteria now in general use in the heritage community
- Updated the Heritage Register by the addition of newly rated properties and the removal of properties that no longer existed
- Reviewed City Park Master Plan

COMMITTEE COMMENTS

Training/Learning Opportunities

- Downtown/Abbott Street walking tour to identify heritage features, guest speakers (e.g. local heritage experts, representatives from other municipalities, architects, etc.) to understand local heritage, lessons learned from other areas
- Planning 101 sessions with staff are valuable for understanding planning processes and terms to be better informed when advising on applications

Membership & Term

- Good makeup of the Committee with enough members representing several areas of expertise

General

- Improvements could be made to the orientation binder; include a 'cheat sheet' of planning terms
- Limit last minute agenda items; appreciate receiving packages ahead of time to adequately prepare for the meeting
- Create a standing agenda item to review the outcome of applications submitted to Council

- Receive clarification on CHC's role and scope in heritage matters with staff
- Annual check-in from the Office of the City Clerk; Chair training

Council Interaction

- Would like annual opportunity for in-person presentation to Council
- Receive clarification on CHC's role and scope in heritage matters with Council
- Need additional direction and advice from Council regarding applications for non-residential uses in the Heritage Conservation Area

Terms of Reference



COMMUNITY HERITAGE COMMITTEE

INTRODUCTION

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

The Community Heritage Committee is an **Advisory Committee** of Council.

OBJECTIVE

The objective of the Committee 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 Committee 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 Committee 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 Committee 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 Committee shall advise Council on any matter referred to it by Council.

The Committee 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 Committee 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 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.

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

Unless appointed by Council the Committee shall elect the Chairperson and if applicable Vice-Chair, annually. 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, or otherwise as necessary.

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 members (4) shall represent a quorum. A meeting shall not proceed if a quorum cannot be achieved. Members must make a reasonable effort to notify the staff liaison 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 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 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 their vote, or have left the meeting without declaring a conflict, are counted as having voted in favor 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.

REPORTING TO COUNCIL

Recommendations of the Committee must be adopted by a motion of the Committee and shall be forwarded to the Land Use Management Department who shall include the Committee's recommendation in their report to Council on an application.

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 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

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:

- Forwarding all agenda items to the **Office of the City Clerk** at least five 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 and returning draft minutes to the **Office of the City Clerk** to finalize prior to adoption by the Committee; 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 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;
- maintaining the records of the Committee, including posting and filing of minutes for the public record;
- taking and preparing draft minutes, and providing the final minutes to the City Clerk and staff liaison; and
- forwarding the Committee's meeting agendas and minutes electronically for circulation to all Council members

The Office of the City Clerk, in conjunction with the staff liaison, shall initiate recommendations to Council for Committee appointments and maintain an updated list of appointees, including the date they were appointed.

Endorsed by Council: November 18, 2002

Revised & Endorsed by Council: October 19, 2009

Revised & Endorsed by Council: February 27, 2012



Office of the City Clerk
 1435 Water Street
 Kelowna, BC V1Y 1J4
 250 469-8500
 kelowna.ca

Council Committee

End of Term Review

RIM File 0615-20

GENERAL COMMITTEE INFORMATION

Committee: Airport Advisory Committee	Staff Liaison: Toni McQueenie / Sam Samaddar
Number of Members: 19	Sponsoring Department: Airport
Number of Meetings Annually: 2	

COMMITTEE OBJECTIVE

1. Which City of Kelowna core service is most supported by the committee? Airport.
2. What is the current objective(s)/mandate of the Committee? To review, report and advise Council on the long-term development of the airport.
3. What improvement to the objective(s)/mandate would you recommend? None.

RESOURCE REQUIREMENTS

How much time and resources are allocated to the committee, including:

1. Financial - Provide funding and costs, including budget allocation (if any):
 Costs are approximately \$1,000.00 per annum. This does not have a budget line item.
2. Sponsoring Department Staff - Provide staff time/meeting including prep & follow up:
 Airport staff spends approximately 10 hours per year doing work for this committee.

GENERAL COMMENTS

These meetings are very well attended.

This committee provides great access to the communities that are served by YLW

A number of strategic decisions taken by the committee were forwarded to Council for approval e.g. The Drive to 1.6 Million Passengers Capital Development Program, The Flight to 2020 Capital Development Program, and various air service development initiatives.

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 Thomson / Okanagan Region
- 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 Penticton – one member nominated by the City of Penticton
- 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 West Kelowna - one member nominated by the District of West Kelowna
- Kelowna Chamber of Commerce - one member nominated by the Chamber Board
- South Okanagan Chamber of Commerce - one member nominated by the Chamber Board
- Summerland Chamber of Economic Development & Tourism - 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. Representatives from other member local governments and community groups shall be appointed by their respective organization.

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 if appointed by the member local governments, or 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 Director 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: October 19, 2009

Revised & Endorsed by Council: May 28, 2012

GENERAL COMMITTEE INFORMATION

Committee: Agricultural Advisory Committee (AAC)	Staff Liaison: Melanie Steppuhn & Todd Cashin
Number of Members: 8	Sponsoring Department: Subdivision, Agriculture & Environment
Number of Meetings Annually: 10	

COMMITTEE OBJECTIVE

1. Which of Council Priorities are most supported by the AAC?
 - a. Deliver on our Plan: Work with citizens, partners and applicants to move opportunities forward that create value for the community.
 - b. Focus on Results: Collaborate with applicants, investors and the community, working together towards solutions.

2. What is the current objective(s)/mandate of the Committee?

The AAC advises 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 agricultural community. The primary objective of the AAC is to advise Council on sustainable agricultural land use from a multiple bottom line (i.e. cultural, economic, environmental, and social) perspective.

3. What improvement to the objective(s)/mandate would you recommend?

None at this time.

RESOURCE REQUIREMENTS

1. Financial Costs:
 - A meal is provided for members at each meeting (10).
 - Approximate cost is \$1000 per year (\$100 x 10 meetings)
2. Staff Time:
 - Manager
 - i. 1 hour of report editing / review per meeting (10) = 10 hours per year
 - ii. 3 hours per meeting = 30 hours per year
 - Planner II
 - i. 1 hour of report writing per meeting (10) = 10 hours per year
 - ii. 1 hour of meeting prep time (10) = 10 hours per year
 - iii. 3 hours per meeting (10) = 30 hours per year
 - Council Services Coordinator
 - i. 4 hours of admin time per meeting = 40 hours per year
 - ii. 3 hours of minutes per meeting = 30 hours per year

GENERAL COMMENTS

The last Terms of Reference Update focused on recruiting individuals for the committee with a specific expertise. For the next term, the focus should be on recruiting individuals committed to the agricultural community and attending meetings.

Outcomes:

Over this past term, the AAC Committee reviewed, commented and provided recommendations to Council on approximately 15 - 20 agricultural applications per year (for an approximate total of 45 over the term), to the Agricultural Land Commission, and supplied anecdotal comments on the applications in advance of Council. In addition, the AAC Committee has reviewed and commented on approximately 5 - 10 rezoning applications per year on agricultural land, but were not required to be sent to the ALC (e.g. rezoning from A1 to A1t, or A1 to A1c that were smaller than 2 acres prior to December 21, 1972).

Comments address technical components as well as policy considerations, including:

- Soil and agricultural capability of the land;
- Irrigation and water implications of the project;
- Consideration of potential neighbourhood impacts, such as pesticide use, dust and noise;
- Agricultural buffer requirements;
- Potential impacts to the agricultural land base;
- Potential impacts to adjacent farming operations;
- Impacts to adjacent farms resulting from increased density in farming areas;
- Potential urban / farming conflicts; and
- Economic benefits to farming.

The AAC provides insight into agricultural applications and policies, including:

- Benefits to agriculture where new opportunities, either through increased production or alternative products or markets, can be realized;
- Water issues, both through irrigation and water resource impacts through changes to soil profile or filling; and
- Edge Planning, with respect to improving the interface buffer through fencing and vegetation, to reduce urban / farming conflicts.

In addition, the AAC reviews potential City of Kelowna agricultural policy changes, such as:

- Comments on Medical Marihuana Production Facilities for the A1m zone; and
- City of Kelowna Policy No. 03 - Agricultural Land Reserve (ALR) referrals.

COMMITTEE COMMENTS

Membership & Term

- commented on the challenge to get quorum for the meetings; and
- believed the most important member criteria was commitment, an interest in protecting and supporting agriculture; less focus on diversity of knowledge.

Learning Opportunities

- believe guidance on issues under consideration is important; and
- education.

General

- believe the meeting time, structure and presentations are good; and
- annual training on meeting procedures.

Council Interaction

- would like to have a session early in their mandate on the life cycle of an application and their role as an Advisory committee to Council; and
- expectations of Council should be clearly communicated.

Terms of Reference



AGRICULTURAL ADVISORY COMMITTEE

1. INTRODUCTION

The Agricultural Advisory Committee (AAC) advises 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 agricultural community.

The Agricultural Advisory Committee functions as an **Advisory Committee** of Council.

2. OBJECTIVES

The primary objective of the AAC is to advise Council on sustainable agricultural land use from a multiple bottom line (i.e. cultural, economic, environmental, and social) perspective.

The AAC may function as a working group to advise on matters affecting the agri-business community as directed by Council.

3. SCOPE OF WORK

The AAC may provide advice to Council on matters relating to agriculture and agri-business in the City of Kelowna including:

- Applications initiated under the Agricultural Land Commission (ALC) Act, which are to be considered by Council.
- Applications to amend the Official Community Plan and Zoning Bylaw where the subject property is within or adjacent to the Agricultural Land Reserve (ALR).
- Applications to amend the Official Community Plan and Zoning Bylaw Amendments where the subject property is zoned agricultural or is adjacent to an agriculturally zoned parcel.
- Assisting with the comprehensive review of the following documents as they relate to agriculture and agri-business matters of the City of Kelowna:
 - Bylaws;
 - Official Community Plan;
 - Neighbourhood and Comprehensive Development Plans;
 - Farm 'Edge' Policies;
 - Culture and Heritage Plans;
 - Park and Recreation Plans; and
 - Transportations Plans.
- Working with Council, at Council's request, on submissions related to agricultural issues with other levels of government.
- Other matters as referred by Council.

4. CRITERIA

In reviewing applications, plans, proposals or issues as listed above, the AAC will consider the following:

- Existing relevant policies and regulations (e.g. ALC Act & Regulations, OCP, Agriculture Plan);
- The effect of the proposal on the agricultural potential of the subject property in both the near and long term;

- The effect of the proposal on adjacent ALR properties and surrounding agricultural production;
- Water and transportation issues or opportunities that are deemed to impact upon agricultural land;
- A rating of the priority or impact of the applications on the maintenance of the ALR;
- Where appropriate, possible alternatives to the proposal; and
- The identification of issues relating to the protection of the ALR land specific to the application, including the use of appropriate buffering techniques aimed at enhancing land use compatibility.

5. MEMBERSHIP

In order to provide representation from the agricultural community, the membership of the Committee shall consist of seven (7) voting members derived as follows:

- One (1) member of each of the following commodity groups, associations or interests:
 - greenhouse and nursery products;
 - tree fruits;
 - wine/grapes;
 - livestock/animal husbandry; and
 - agricultural processing and/or distribution (including farm retail sales).
- Two (2) members from the agricultural community at large and with direct agricultural interest and expertise. Examples include agricultural finance, or academia.
- Two (2) alternates may be appointed to replace regular members unable to attend Committee meetings. Alternates will be chosen from the agricultural community at large.
- Where insufficient members can be identified to represent the specific commodity groups, associations or interests identified above, additional members may be appointed from the community at large.

6. QUALIFICATIONS

The following are considered to be minimum qualifications to serve on the Committee:

- resident of the City of Kelowna;
- understanding of the agricultural planning framework and planning instruments including, but not limited to Kelowna's Official Community Plan, Zoning and other bylaws with respect to agricultural land use, Local Government Act, and Agricultural Land Commission Act;
- commitment to the AAC's objectives and available to attend most AAC meetings;
- ability to objectively review complex applications and planning considerations; and
- access to a computer and an e-mail address in order to receive and respond to communications and information including meeting packages.

7. 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.

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.

8. CHAIR

Unless appointed by Council the Committee shall elect a Chairperson and if applicable Vice-Chair, annually. In the absence of the Chairperson and Vice Chairperson, the Committee may elect an Acting Chairperson from those members present at that meeting.

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

9. 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. Generally, all meetings will be held on the second Thursday of each month, in City Hall. Alternate dates may occur where special circumstance demand.

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, at the request of any three Committee members, or the **Director, Land Use Management**. Notice of the day, hour, and place of special meeting shall be given at least three days prior to the meeting, by providing a copy of the notice for each member of the Committee and the Office of the City Clerk for posting.

Unless otherwise authorized by the *Community Charter* or City of Kelowna Council Procedure Bylaw No. 9200 as amended, or replaced from time to time, all meetings will be held in open session and in a location accessible to the public.

A majority of the Committee members, four (4), shall represent a quorum. A meeting shall not proceed if a quorum cannot be achieved. Members must make a reasonable effort to notify the staff liaison at least two (2) working days before the meeting if they are unable to attend.

The order of business is to be set out in an agenda package and provided to the Committee members in advance of the meeting. Agenda items will be forwarded 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 on the City's website.

Minutes of the meetings will be prepared by the Office of the City Clerk and signed by the Committee Chair, or Acting Chair for the meeting for which the minutes pertain. Originals of the minutes will be forwarded to the Office of the City Clerk for safekeeping. Once adopted, minutes will be posted for public viewing on the City's website.

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 as amended, or replaced from time to time. 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

Committee members have a responsibility to make decisions based on the “criteria” established in Section 4, above.

All Committee members, 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 must convey the public interest and remember that they represent the Corporation of the City of Kelowna.

Contact with the ALC Commissioners or Staff

Committee members shall not discuss active files with ALC staff and Commissioners. Rather, Committee members shall direct ALC Commissioners or staff to the City’s staff liaison or City Manager if additional information or clarification is required by the Commission.

10. SCHEDULED DELEGATIONS

The Committee may, from time to time, invite resource people or delegations to participate in a Committee meeting. Individuals or delegations must be authorized by the City Manager and identified in advance as an item on the meeting agenda.

11. REPORTING TO COUNCIL

Where appropriate, recommendations of the Committee should be adopted by a motion of the Committee prior to an application being considered by Council. The Committee will report their recommendations to the **Land Use Management 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 will, accompanied by the staff liaison, report to Council on behalf of the Committee.

12. BUDGET

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

13. STAFF SUPPORT

The **Land Use Management 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 and returning draft minutes to the **Office of the City Clerk** to finalize prior to adoption by the Committee; 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 clerk support for the Committee. Support functions include the following:

- organizing and preparing the meeting agendas, in conjunction with the 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 City Clerk and staff liaison;
- maintaining the records of the Committee, including posting and filing of minutes for the public record; and
- forwarding the Committee's meeting agendas and minutes electronically for circulation to all Council members

The Office of the City Clerk, in conjunction with the staff liaison, shall initiate recommendations to Council for Committee appointments and maintain an updated list of appointees, including the date they were appointed.

Endorsed by Council:	December 18, 2000
Revised & Endorsed by Council:	August 26, 2002
Revised & Endorsed by Council:	November 18, 2002
Revised & Endorsed by Council:	October 19, 2009
Revised & Endorsed by Council:	February 13, 2012
Revised & Endorsed by Council:	May 6, 2013

GENERAL COMMITTEE INFORMATION

Committee: Accessibility Advisory Committee	Staff Liaison: Patrick McCormick
Number of Members: 7 voting; 2 Council, non-voting	Sponsoring Department: IPlan
Number of Meetings Annually: on an as-needed basis	

COMMITTEE OBJECTIVE

1. Which City of Kelowna core service is most supported by the committee?
 - Engaged communities
 - Sustainable cities
2. What is the current objective(s)/mandate of the Committee?
 - to advise Council on the prevention and removal of barriers which impede physical movement within the public realm, and which otherwise limit the ability of citizens to fully participate in urban life.
3. What improvement to the objective(s)/mandate would you recommend?
 - none

RESOURCE REQUIREMENTS

How much time and resources are allocated to the committee, including:

1. Financial - Provide funding and costs, including budget allocation (if any):
 - None, other than staff time
2. Sponsoring Department Staff - Provide staff time/meeting including prep & follow up:
 - About 45 hours per year

The committee met 4 times in 2012, 2013 and 2014.

GENERAL COMMENTS

- 1) The lack of quorum has been an issue. Recent changes to allow Committee members to join meetings by telephone or by Skype could mitigate this issue.
- 2) A significant concern is the ability to provide Committee comments on a timely basis. Typically, projects that are on a timeline for construction cannot be delayed pending a Committee meeting. That the Committee only meets once a month is potentially a constraint. This can be compounded by the inability to get a quorum.
- 3) Generally, the link to Council has been weak. A more formal reporting mechanism could be considered to keep Council more informed on the Committee's work.
- 4) There is no opportunity to ensure that the Committee's recommendations are acted upon by staff, i.e., there is no formal mechanism for reporting back on projects that have come before the Committee for review. In

this regard, the Committee could be called upon to conduct post-construction evaluations of projects. Successes and opportunities for improvement could then be passed back to the respective project managers.

However, some members of the Committee have limited mobility. Getting to and from a site could be a hardship. Meeting at City Hall and then providing transportation for the Committee as a group could make the logistics more manageable. A wheelchair-accessible vehicle with driver/operator would need to be rented and for this, a budget would be needed.

- 5) The City is often involved in partnerships, e.g., public/private partnerships where the City is not subsequently the driver of a building project. Although not the ultimate permit applicants, e.g., Police Services Building, it would reflect positively on the City and the applicant for such projects to be presented to the Committee.
- 6) Other projects that could be considered for Committee input include projects generated by external organizations where the project is located in an Urban Centre; and
 - the length of any frontage improvement is 30 m or more; or
 - any associated frontage improvement is located next to a property, the frontage of which includes Urban Braille components, such that the new frontage is an opportunity to provide continuity in conjunction with the adjoining frontage.

Key outcomes for this term are:

- advised on the Bernard Avenue revitalization plan
- provided input on multiple concept designs for City projects
- led an accessibility orientation session for staff and Council of the downtown area
- raised accessibility awareness generally among staff in the design of public spaces

COMMITTEE COMMENTS

Training/Learning Opportunities

- review city bylaws related to accessibility
- better understanding of the rules that must be followed by private sector in development

Membership & Term

- would like to offer services beyond city projects; expand mandate from physical to social barriers in community
- membership committed to making a difference; mandate not reflecting potential contribution of membership
- reconsider composition of committee to ensure representation from various community agencies
- members bring creativity and passion to issues of accessibility in the community

General

- require information on meeting items prior to the meeting in order to adequately prepare
- current meeting schedule works well; set day/time
- eliminate annual appreciation luncheon; member time commitment an issue

Council Interaction

- clarify expectation of Council representative on the committee

Thank you for returning this form by April 30, 2014

Terms of Reference



February, 2012

INTRODUCTION

The City of Kelowna (the City) recognizes that communities thrive when all citizens can fully participate in all aspects of community life. Furthermore, the City recognizes that an accessible community takes action to support the independence, comfort, and security of its citizens.

To this end, the City has created the Accessibility Advisory Committee as an **Advisory Committee of Council**.

OBJECTIVE

In support of Kelowna being a livable city, the objective of the Committee is to advise Council on the prevention and removal of barriers which impede physical movement within the public realm, and which otherwise limit the ability of citizens to fully participate in urban life.

SCOPE OF WORK

To achieve these objectives, the Accessibility Advisory Committee will:

- 1) Review and provide comments and suggestions on:
 - Major buildings and public space projects initiated by the City;
 - City-initiated policy directions, and
 - the existing City-owned built environment,as they pertain to physical movement and accessibility within the public realm;
- 2) Receive input from members of the public, and organizations and agencies representing community interests regarding the mandate of the Committee as identified in section 1) above.
- 3) Make recommendations to Council and/or staff regarding accessibility-related concerns.

MEMBERSHIP

To ensure representation from the community, the membership of the Committee will be as follows:

The membership of the Committee will be as follows:

- Seven (7) individuals appointed on the basis of their knowledge of accessibility-related issues as they pertain to the built environment;
- The majority of the members of the Committee shall be individuals with disabilities;
- The members will represent a broad range of physical disabilities;
- Preference will be given to individuals that reside within the municipal boundaries of Kelowna;
- In addition to the seven individuals appointed as per the above terms, up to two (2) non-voting Committee members will be members of City Council; and
- In the event that candidates with the qualifications necessary to meet the above terms are not forthcoming, Committee vacancies will be filled at the discretion of Council with consideration for recommendations by staff.

APPOINTMENT AND TERM

- Committee members have a responsibility to make recommendations based on the best interests of the community-at-large.
- Members shall be appointed by Council for a three-year term, to run concurrently with the Council term.
- Members of the Committee shall serve without remuneration.
- Council may at any time remove any member of the Committee, and any member of the Committee may resign upon sending written notice to the Chair of the Committee.
- Committee members who are absent for three (3) consecutive meetings will forfeit their appointments, unless such absence is authorized by a ratified motion of the Committee.
- 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 matters coming within the mandate of the Committee. Any sub-committee so created will report to the plenary Committee.

COMMITTEE EXECUTIVE

Unless appointed by Council, the Committee shall elect the Chair and the Vice-Chair at its first meeting of each year. The Chair and Vice Chair shall be the executive of the Committee. Councillors shall not serve on the executive of the Committee.

MEETINGS

The Committee shall meet on an as-needed basis as determined by City staff, in consultation with the Committee Chair, but not less than once each quarter of each year.

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.

The Committee will recognize that each meeting can require a significant commitment of staff resources including interpreter services. Meetings will therefore be held when there are substantive items of business in accordance with the Committee's Terms of Reference.

The order of business is to be set out in the agenda which will be determined by the staff liaison in conjunction with the Committee Chair and the Council Recording Secretary.

The agenda and any associated presentation materials will be forwarded electronically by the staff liaison to the Committee members at least five (5) full business days in advance of the meeting date. The agenda and any associated presentation materials must also be forwarded electronically by the staff liaison to the Office of the City Clerk at least three (3) full business days prior to the meeting date for the purpose of giving public notice of the meeting.

The minutes of any Committee meeting will be forwarded electronically by the staff liaison to the committee members within thirty (30) days after the meeting date but no later than five (5) business days before the next Committee meeting. The minutes of any meeting will be ratified by the Committee members at the next Committee meeting. Originals of the minutes will be kept at the Office of the City Clerk as part of the official record of the meeting.

QUORUM

A majority of the Committee members shall constitute a quorum. A meeting shall not proceed if a quorum is not attained within 15 minutes of the time posted for the meeting.

Confirmation of attendance by Committee members is necessary to ensure a meeting quorum and allow staff to prepare for the meeting as appropriate. Members should therefore notify the staff liaison at least two (2) full business days before the meeting to confirm their attendance.

SPECIAL MEETINGS

A special meeting may be called by the Chair or at the request of at least three (3) members of the Committee. Notice of the date, hour, location, reason for the special meeting, and the names of the Committee members requesting the meeting shall be provided in writing at least seven (7) full business days prior to the requested meeting date.

PUBLIC IN ATTENDANCE

All meetings are open to the public for general observation, but unless otherwise authorized by a motion of the Committee, members of the public shall only address the Committee if they are a scheduled delegation on the meeting agenda. The request to be placed on a meeting agenda must be made in advance of the meeting, stating the name(s) of the individual(s) and /or any agency represented and the reason for the meeting request. If applicable, a meeting date and inclusion on the Committee's agenda will subsequently be assigned.

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 with 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 and state the general nature of their conflict of interest, and then leave the meeting or that part of the meeting when the matter is under discussion;
- any member's declaration must be recorded in the minutes, and the 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 the committee including the Chair, vote on every motion unless they have declared a conflict of interest and excused themselves from the meeting. Members who do not indicate their vote with respect to any particular motion, or have left the meeting without declaring a conflict of interest, are deemed to have voted in favour of the motion.

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

COMMENTS IN PUBLIC OR TO THE MEDIA

When speaking in public or to the media on an issue, Committee members must clearly distinguish whether they are speaking as a member of the Committee, a representative of another agency or community group, or as an individual. Ultimately, Committee members are responsible for representing the interests of the City of Kelowna. At all times, they must respect any formal Committee position regarding any issue or matter that has come before the Committee, as well as any contrary points of view held by fellow Committee members.

REPORTING TO COUNCIL

Recommendations of the Committee must be adopted by Committee resolution prior to presentation to Council. The Chair will work with the staff liaison to prepare the Report to Council which, where appropriate, will include an annex that provides staff comment on the Committee's recommendations.

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

The staff liaison accompanied by the Committee Chair will report to Council on behalf of the Committee.

BUDGET

The routine operations and any special initiatives of the Committee will be funded by allocations from the Infrastructure Planning Department's annual operations budget.

STAFF SUPPORT

The Infrastructure Planning Department will provide a staff liaison to undertake work assigned by Council within the Committee's Terms of Reference. Liaison functions include:

- conferring with City staff regarding City-related projects for the Committee's review and input, and arranging for staff and/or consultant presentations to the Committee as appropriate;
- presenting relevant policies, procedures, and/or associated considerations in support of Committee discussions for the purpose of informing the Committee's decisions on specific issues;
- organizing and preparing meeting agendas in conjunction with the Committee Chair and the Council Recording Secretary;
- distributing agenda packages to Committee members;
- preparing 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;
- providing at each meeting as required, an interpreter for individuals with hearing impairments; 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 will provide administrative support for the Committee. Support functions include:

- receiving and organizing agenda-related materials for inclusion in the agenda package;
- posting all meeting notices and agendas for the public in accordance with statutory timelines;
- recording and preparing draft minutes, and providing the final minutes to the Office of the City Clerk and Committee staff liaison;
- advising the Committee on procedural matters as they pertain to the Committee's Terms of Reference; and
- maintaining the official records of the Committee including posting of agendas and filing of minutes for the public record.

The Office of the City Clerk in consultation with the Infrastructure Planning Department, shall initiate recommendations to Council for committee appointments and maintain an updated list of appointees and the date new members were appointed whenever changes occur.

Endorsed by Council: February 6, 2006

Revised & endorsed by Council: October 19, 2009

Revised & endorsed by Council: February 20, 2012

Revised & endorsed by Council: June 11^h, 2012