

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:

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- 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 and Endorsed by Council: October 19, 2009