
North End Neighbourhood Plan

Community Liaison Committee

Terms of Reference

1. Introduction

Kelowna's North End, a growing and vibrant area with a storied past, will see a new neighbourhood plan developed through 2021-2023. Development interest in the area is high, and it's vital to plan for the future of this unique neighbourhood so that we can maintain and enhance livability.

The plan will set out to achieve a vision for the neighbourhood that will include input from residents and stakeholders.

These Terms of Reference provide an overview of the objectives, responsibilities, practices and process for establishing the CLC.

2. Purpose and Objectives of the CLC

The purpose of the CLC is to facilitate sustained information sharing and dialogue between the project team and groups within the community, recognizing there are a combination of neighbourhood interests and broader community group interests in how this part of our City grows and changes over time.

Project objectives which the CLC's meetings and activities support include:

1. Providing a sounding board on the clarity and content of materials being developed for public engagement in the project
2. Ensuring diverse voices and perspectives are brought together to shape the plan for this part of our community
3. Engaging community members who can assist the project team in connecting with and hearing from residents and groups who may have barriers or challenges to participating in general public engagement opportunities

3. Expectations of Committee Members

Building on the objectives of the CLC, committee members will be expected to:

- Attend all meetings, or ensure a consistent alternate may attend in their place
- Share project information with community groups and residents with whom they have connections and relationships
- Bring resident and community group feedback to the meetings
- Be solution-focused and committed to working towards a balanced vision for the North End with a range of other parties
- Cultivate respectful relationship with other committee members

The Committee serves to represent the diverse interests and perspectives of City residents related to the North End, however it is a body for dialogue and proposing suggestions, alternatives, and options. Concepts and options generated from CLC dialogue will be used to inform broader public engagement activities and opportunities.

Each committee member may appoint one consistent alternate, in the event they cannot attend every meeting.

4. Conflict of Interest

It is recognized that members of the CLC may hold ownership or other interests in lands or businesses located within the North End study area. For the purposes of the CLC, this does not in and of itself constitute a conflict of interest. Nevertheless, members of the CLC are at all times expected to consider the broader interests of the community and not to advocate unduly for their own interests.

5. Conduct

Each member of the committee agrees to:

- operate in accordance to the Terms of Reference;
- be respectful of the expression of diverse opinions which may be similar or different than those of other CLC members;
- be prepared to work constructively and collaboratively with others at the table
- listen actively to others, avoid interrupting and not engage in one-on-one side conversations while other people are speaking;
- manage personal participation by sharing speaking time, debating ideas not individuals, and indicating agreement with previous speakers, rather than re-stating points, where

possible.

- refrain from any language or behaviour which may be considered threatening, abusive, or otherwise disrespectful;
- refrain from speaking publicly or to the media on behalf of the CLC overall, but rather to speak to their own experience and perspective

In the event that a member is unwilling to abide by the Terms of Reference, The City reserves the right to rescind the membership of that person and seek a new member to replace the vacancy.

6. Committee Membership

a. Composition

For the CLC to be effective as a venue for sustained dialogue as well as progress, it is important to maintain a small committee size, while ensuring the composition of the committee reflects a variety of interests, lived experience and perspectives on the North End's future. Therefore, CLC membership will be comprised of no more than 12 individuals. The composition of the CLC will be based on committee members' ability to represent the following interests and perspectives:

- Residents, property owners and businesses within the North End
- Arts, culture and recreation organizations
- Community wellbeing organizations and service providers
- Indigenous peoples, including but not limited to members of the Syilx/Okanagan Nations
- Tourism, education and business representatives

While composition numbers have been provided as a guide for the selection process, the committee will prioritize the participation of individuals who represent multiple perspectives and can assist in maintaining engagement with a variety of sectors and groups through their participation.

b. Demographic Considerations

Demographic considerations will also apply to the final CLC composition. City staff want to ensure a balance of generational, lifestyle, lived experience and socio-economic perspectives on the committee and questions will be asked in the EOI application to help assess this in conjunction with some of the composition considerations.

c. Selection process

The City will issue a general public Expression of Interest through the project engagement site, to obtain and review applications. The City's privacy policy will apply to the selection process and CLC member names and personal information will not be published.

Members of the Committee shall serve without remuneration by the City of Kelowna, although honorarium may be considered for any specially requested duties outside regular meetings.

7. Meeting Structure and Facilitation

The CLC will meet 3-6 times between the fall of 2021 and the Winter of 2022/23. Whenever possible, next meeting dates will be proposed at the close of each meeting. Members will be given a minimum of one week's notice of meeting date, location and proposed agenda. Meetings will be no more than 120 minutes in length.

Meetings will be facilitated by the City of Kelowna project manager and may be co-chaired by other guest organizations as required by the agenda or current stage of the planning process. When appropriate, subject matter experts or specialists from other organizations may be invited to participate in meetings to address the committee or respond to requests for information.

8. Participation, Alternates and Observers

CLC meetings may be observed by invited guests and members of the public. The City will post meeting dates on the project's public engagement site and will ask that any observers register in advance with the project manager, so that appropriate meeting facilities can be confirmed.

9. Term

The North End CLC term will align with the progression of the NEP project overall. It is anticipated the CLC will disband in early 2023 when the draft plan is presented to Council for endorsement.

If a vacancy occurs during the term, the vacancy may be filled by the member's alternate. Should the alternate decline, the City will approach alternates from the EOI applicant pool.

10. Meeting Secretarial Functions

The City will provide a meeting note taker who will track key discussion points, responses, action items. The project manager will ensure the distribution of meeting summaries in a timely manner following each meeting.

The meeting summaries will not be verbatim recordings but will attempt to capture the essence of the discussions and any actions committed to during the meeting. The summaries will attribute comments to the City, and the other agencies by name but will generically refer to "CLC member commented" when documenting specific commentary and discussion from

members. While the City will ensure that privacy standards are maintained, CLC members accept that registered guests may attend meetings as observers and that acting as a liaison within the community means being visible to the public and potentially to the media.

Recording of the meetings (audio or visual) by members other than the note-taker is not permitted unless agreed to by all present.

The meetings will be structured to encourage free and open discussion of relevant issues, within the constraints of planned agendas. The goal is not to seek consensus or majority opinion, but to discuss and note views and opinions, propose solutions and work toward constructive outcomes. The City commits to seriously considering the CLC's comments, as relevant, in making decisions or taking actions.

The City of Kelowna will be responsible for securing meeting space and providing the process facilitator.

I have read and agree to abide by these Terms of Reference:

Name: _____

Committee Role: _____

Signature: _____

Date: _____