

PEACHLAND DOWNTOWN REVITALIZATION IMPLEMENTATION STRATEGY (DRIS) TASK FORCE

EFFECTIVE DATE: November 14, 2023

COUNCIL AUTHORITY:

TASK FORCE MANDATE

1. The purpose of the Downtown Revitalization Implementation Strategy (DRIS) Task Force is to:
 - (a) Review and provide feedback on potential land use options and economic viability;
 - (b) Provide input on how to implement and adjust planning policy to facilitate redevelopment;
 - (c) Provide input on the development of the Downtown Revitalization Implementation Strategy;
 - (d) Provide feedback on engagement methods to receive public feedback on the Downtown Revitalization Implementation Strategy;
 - (e) Provide advice and comment on any matters referred to the Task Force by Council or District staff.

TASK FORCE FUNCTIONS

2. The Task Force provides advice to Council and staff on the development of the Downtown Revitalization Implementation Strategy, which is intended to articulate the vision, goals, and objectives for downtown Peachland with a focus on downtown form and character, land use, and the regulatory framework to guide growth and development. The DRIS will be completed by September 30, 2024.
3. The Task Force serves and represents the community as an advisory, project-specific task force.

FREQUENCY OF MEETINGS/MEETING PROCEDURES

4. The Task Force meets approximately six times between February 2024 and September 2024.
5. A Task Force Meeting will be convened upon the appointment of members. The purpose of the inaugural meeting is to review the Terms of Reference, establish a meeting schedule, establish preliminary requirements, and receive a project update.
6. A majority of the voting members constitutes a quorum.
7. The meeting rules and procedures are to be in accordance with the Council Procedures Bylaw.
8. All meetings are open to the public unless otherwise required in accordance with the *Community Charter*.

TASK FORCE COMPOSITION

9. The Task Force consists of up to thirteen (13) voting members, and one non-voting member, who are to be appointed by Council based on their skills, experience, and credentials, and to the extent possible, includes representation as follows:
 - (a) One (1) recreation and culture representative;
 - (b) One (1) Chamber of Commerce representative;
 - (c) Three (3) downtown landowners or business owners;
 - (d) Five (5) Peachland residents;
 - (e) Three (3) members of Council, inclusive of the Mayor and two (2) Councillors;
 - (f) One (1) Staff Liaison (non-voting).
10. The Mayor acts as the Chair of the Downtown Revitalization Implementation Strategy Task Force.

REPORTING REQUIREMENTS

11. Recommendations of the Task Force must be adopted by Task Force resolution prior to presentation to Council.
12. Recommendations of the Task Force are to be submitted to Council in the form of a staff report containing the proposed recommendation(s).
13. The Staff Liaison is responsible to prepare the staff report and present the report to Council along with the Task Force Chair, if required.
14. The Task Force shall report to Council on upcoming events and any other relevant issues that may be of concern.

STAFF SUPPORT

15. District Staff assist the Chair in booking meeting space and coordinating the preparation and distribution of agendas.
16. District Staff attend meetings to record key decisions and discussion points. Minutes are provided to the Chair for distribution to members.
17. The Staff Liaison provides professional or technical advice.

MEMBER RESPONSIBILITIES

18. Task Force members are responsible for following District Policies and Procedures.
19. Task Force members must agree to and sign the Membership Responsibility Agreement.
20. Task Force Members must abide by the conflict-of-interest provisions of the *Community Charter* and District of Peachland Council Procedures Bylaw, as amended from time to time. If a Task Force member attending a meeting of the Task Force considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter, or for any other reason, the member must declare this position and state the general nature of why he or she considers this to be the case and immediately leave the meeting or the part of the meeting during which the matter is under consideration.

REMUNERATION AND EXPENSES

21. Task Force members shall serve without remuneration but may be paid reasonable and necessary expenses that are directly related to the performance of their duties and in accordance with District policies.
22. Expenses must be pre-approved by the Chief Administrative Officer.
23. Routine operations of the Task Force are funded by allocations within the Council budget.
24. Special initiatives of the Task Force must be approved by Council.