



# CITY OF KELOWNA: PESTICIDE BYLAW STAFF ADVISORY COMMITTEE GUIDELINES

## INTRODUCTION

The Pesticide Bylaw Staff Advisory Committee was formed to research pesticide bylaws and alternatives.

The Pesticide Bylaw Staff Advisory Committee is an **advisory committee** to City staff. The committee does not make recommendations directly to Council; rather, staff will receive the input from the committee and will then make recommendations to Council.

## OBJECTIVE

The objective of the Committee is to research pesticide bylaws and alternatives.

## SCOPE OF WORK

To achieve this objective, the Pesticide Bylaw Staff Advisory Committee will review and provide input to staff on the following:

- Pesticide bylaws within Canada, inclusive of methods of developing bylaws from adoption to enforcement
- Pesticide alternatives
- Determine appropriate exemptions (i.e.: agriculture? noxious weed infestations? specific products?)
- Additional items as required

**PROPOSED MEMBERS** (must be City of Kelowna residents or work within the City of Kelowna boundaries)

One member from each of the following categories:

Community at large  
Commercial Spray Operator  
Interior Health Authority  
Medical practitioner  
Horticultural expert  
Environmental organization  
Golf course  
Central Okanagan Regional District Staff  
City Parks Staff  
City Roadways Staff  
City Environment Staff

## APPOINTMENT AND TERM

Members shall be appointed by staff for up to a one-year term, to begin by end of March 2006.

Staff may, at any time, remove any member of the Committee and any member of the Committee may resign therefrom 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.

The Committee may form sub-committees to deal with items within the scope of the Committee.

## **CHAIR**

Environment Staff will Co-Chair the Committee.

## **MEETING PROCEDURES**

The Chairperson shall call meetings of the Committee on a monthly basis. The meetings will be held at City Hall on the second Monday evening of every month.

A majority of the Committee shall represent a quorum. Each member present at a meeting, including the Chair, shall have one vote on any proposed resolution.

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. Minutes of the meetings will be prepared and then circulated to the members by the Committee Chair.

## **STAFF SUPPORT**

The Environment Department shall provide administrative support for the Committee. Typical support functions include the following:

- organizing and preparing the agenda, in conjunction with the Committee Chair & staff liaison
- distributing the agenda packages to Committee members, preparing draft minutes and keeping finalized minutes, once adopted by the committee
- receiving all correspondence, and preparing correspondence and reports on behalf of the Committee
- managing the files of the committee, as necessary
- maintaining a list of outstanding issues for committee action

Prepared by Environment Staff: February 8, 2006

Apply to be a member on this committee by March 3, 2006 by sending a letter of intent to [enviro@kelowna.ca](mailto:enviro@kelowna.ca) or by faxing 862-3338 or by sending it to 1435 Water Street, Kelowna, BC V1Y 1J4. Please include information regarding your contact information, work experience, education, interest in becoming a member on the committee, which category of membership you would represent (see the PROPOSED MEMBERS section of these Guidelines), and your specific skills that would help the committee.