

City of Kelowna

Regular Council Meeting

AGENDA



Monday, October 19, 2015

9:00 am

Knox Mountain Meeting Room (#4A)

City Hall, 1435 Water Street

Pages

1. Call to Order
2. Confirmation of Minutes 3 - 5
Regular AM Meeting - October 5, 2015
3. Reports
 - 3.1 Future Parkinson Recreation Centre - Functional Space Program 90 m 6 - 32

To provide Council with information regarding the recommended Functional Space Program for the future Parkinson Recreation Centre and receive direction on next steps in the planning process.
 - 3.2 Endorsement of Inter-jurisdictional Development Team for Rail Corridor 20 m 33 - 80

To seek support of City of Kelowna Council, District of Lake Country Council and Regional District of North Okanagan Board for the establishment of an Inter-jurisdictional Development Team (IDT) to establish and enable an inter-jurisdictional team to work collaboratively together to plan, design, finance, develop and maintain a continuous recreation trail along the discontinued rail corridor that runs through each of their communities.
4. Resolution Closing the Meeting to the Public

THAT this meeting be closed to the public pursuant to Section 90(1) (a), (e), (g) and (j) of the Community Charter for Council to deal with matters relating to the following:
 - Position Appointment;
 - Acquisition, Disposition, or Expropriation, of Land or Improvements;
 - Potential Litigation;
 - Third Party Information.

5. Adjourn to Closed Session
6. Reconvene to Open Session
7. Issues Arising from Correspondence & Community Concerns
 - 7.1 Councillor Stack, re: Notice of Motion - Affordable Housing 10 m 81 - 85
To consider a Notice of Motion regarding Affordable Housing.
 - 7.2 Mayor Basran, re: Issues Arising from Correspondence 30 m
8. Adjourn Open Session
9. Reconvene Open Session after PM Council Meeting (Time Permitting)
10. Reports
 - 10.1 Council Policy Library Review 60 m 86 - 111
To review Council Policy Numbers 25, 43, 285, 286, 299 and 336 of the Council Policy Library
11. Reconvene to Closed Session (Time Permitting)



City of Kelowna Regular Council Meeting Minutes

Date: Monday, October 5, 2015
 Location: Knox Mountain Meeting Room (#4A)
 City Hall, 1435 Water Street

Council Members Present: Mayor Colin Basran and Councillors Ryan Donn, Gail Given*, Tracy Gray, Charlie Hodge, Brad Sieben, Mohini Singh and Luke Stack

Council Members Absent: Councillor Maxine DeHart

Staff Present: Acting City Manager, Rob Mayne; City Clerk, Stephen Fleming; Parks Services Manager, Ian Wilson*; and Legislative Systems Coordinator, Sandi Horning

(* denotes partial attendance)

1. Call to Order

Mayor Basran called the meeting to order at 9:03 a.m.

2. Confirmation of Minutes

Moved By Councillor Hodge/Seconded By Councillor Singh

R752/15/10/05 THAT the Minutes of the Regular AM Meeting of September 28, 2015 be confirmed as circulated.

Carried

3. Resolution Closing the Meeting to the Public

Moved By Councillor Sieben/Seconded By Councillor Stack

R753/15/10/05 THAT this meeting be closed to the public pursuant to Section 90(1) (e) and (f) of the Community Charter for Council to deal with matters relating to the following:

- Acquisition, Disposition, or Expropriation, of land or improvements; and
- Law Enforcement.

Carried

4. Adjourn to Closed Session

The meeting adjourned to a closed session at 9:03 a.m.

5. Reconvene to Open Session

The meeting reconvened to an open session at 11:49 a.m.

6. Issues Arising from Correspondence & Community Concerns

6.1 City Clerk, re: Chauffeur Permit Appeal Hearing

City Clerk:

- Provided an update to Council on two Chauffeur Permit Appeal files.

Moved By Councillor Stack/Seconded By Councillor Sieben

R754/15/10/05 THAT Council not schedule a second Chauffeur Permit Appeal Hearing for Mr. Kuldeep Dhaliwal.

Carried

Moved By Councillor Hodge/Seconded By Councillor Singh

R755/15/10/05 THAT Council directs staff to schedule a Chauffeur Permit Appeal Hearing for Mr. Jasvinder Sohal commencing at 4:00 p.m. on the next available Tuesday afternoon when a Public Hearing is scheduled.

Carried

6.2 Mayor Basran, re: Festival of Lights Christmas Display

Staff:

- Provided background information with respect to the Rotary's funding request.
- Advised that this request does not meet the Grant-in-Aid criteria.
- Responded to questions from Council.
- Advised that a large portion of the funds requested will go towards storage costs for the display.

Council:

- Noted that funds have been provided in previous years.
- Requested that staff advise the Rotary Club that Council will not fund the request.

6.3 Mayor Basran, re: Taxi Workshop

Council:

- Provided comments regarding what Council would like to discuss during a taxi workshop.

Mayor Basran:

- Advised that Kelowna Cabs is making an application to have more evening and weekends taxis and requested that he provide a letter of support.

- Advised that he did provide a letter of support for more taxi service in general for Kelowna.

Moved By Councillor Sieben/Seconded By Councillor Donn

R756/15/10/05 THAT Council directs staff to organize a taxi workshop that includes information on the taxi license process and Uber.

Carried

6.4 Mayor Basran, re: Rutland Centennial Park Update

Mayor Basran:

- Requested an update with respect to Rutland Centennial Park.

7. Adjourn to Closed Session

The meeting adjourned to a closed session at 12:16 p.m.

The meeting was declared terminated at 12:18 p.m.

Mayor

/slh



City Clerk

Report to Council



Date: October 14, 2015
File: 1310-30
To: City Manager
From: Terry Barton, Parks & Buildings Planning Manager
Subject: Future Parkinson Recreation Centre - Functional Space Program

Recommendation:

THAT Council receive for information the Report of the Parks & Buildings Planning Manager dated October 14, 2015 regarding the Future Parkinson Recreation Centre - Facility Program;

AND THAT Council endorse the Functional Space Program for the future of the Parkinson Recreation Centre as outlined in the Report from the Parks & Buildings Planning Manager dated October 14, 2015;

AND THAT Council support the development of a Feasibility Study to evaluate options and for Staff to report back on a preferred direction.

Purpose:

To provide Council with information regarding the recommended Functional Space Program for the future Parkinson Recreation Centre and receive direction on next steps in the planning process.

Background:

This report represents the second in a series of workshops with Council regarding the future of the Parkinson Recreation Centre. The first workshop presented to Council on August 10, 2015 over-viewed the City's Sport and Recreation Infrastructure Report outlining Kelowna's sport and recreation facility requirements to 2031. The study identified that the City's top priority project should be the redevelopment of an expanded Parkinson Recreation Centre. The outcome of the workshop included the endorsement of several Direction Development Principles to help inform and make future decisions. The principles are as follows:

- Meet today's needs while planning for the future
- Act as a "one-stop recreation and sport destination" for as many City residents as possible
- Differentiation by maximizing accessibility

- Be a community hub through the implementation of the neighbourhood engagement model
- Leverage partnerships to elevate facility profile and maximize utilization
- Amplify public value through “big picture thinking” and remaining focused on the long term perspective

Functional Space Program

The Functional Space Program defines the technical requirements for the future of the facility in terms of the types of rooms and their desired sizes (e.g. athletic program space - gymnasiums and fitness, aquatics, program space, customer service areas, offices and administrative space, and building operations and support). The space program was developed by the City’s Recreation Consultant, John Frittenburg through a technical analysis on Kelowna’s needs. The facilities and support spaces that are recommended have been grouped into several segmented components although through the design process overall facility versatility and operational flexibility will be emphasized.

Component	Net Square Feet	Description
Athletic Program	48,713	Triple gymnasium (1 competition gym + 2 recreation gyms)
Aquatic Program	16,200	Based on an 8 lane pool + wellness/therapy pool
Athletic/Aquatic Support	8,500	Change rooms, washrooms, equipment storage
General Program	12,075	Community rooms, general program spaces
Customer Service	6,845	Entry, reception, public corridors/gathering areas
Administration	2,576	Staff offices and administration areas
Building Operations	1,450	Operations, mechanical and electrical spaces
Total	96,359	

*Note: a gross-up factor will need to be applied to the Net Square Feet to accommodate building circulation and structural elements typically estimated at 30% for community buildings at the planning phase.

Next Steps

The next step will be to complete a Feasibility Study to test several different options in delivering the Space Program. The analysis will include the development of concept plans, capital cost comparisons, and an evaluation of life-cycle operating implications. Staff recommend the following 4 options be developed for consideration:

1. **Renovate** existing PRC with general reconfiguration (e.g. base-line comparator)
2. **Renovate** a portion of PRC and a **newly constructed addition** including **all components** recommended in the functional space program
3. **Construct new facility** with a **smaller space program** than the function space plan
4. **Construct new facility** with **all components** recommended in the function space plan

Staff will present the findings of the Feasibility Study to Council as another workshop in the coming months in order to determine a preferred direction for Parkinson Recreation Centre. Staff will also report back on how a potential public engagement process could be carried out for the project.

Financial/Budgetary Considerations

Each option within the Feasibility Study will carry significantly different capital and operating costs as well as revenue opportunities. These will be outlined in a future report to Council for consideration and direction, along with proposed funding strategies and financial and long term capital plan impacts for each option. Due to the order of magnitude of the costs for any of the options, the primary funding source will most likely need to be long term debt with repayment over 20 years. Any long term debt funding strategy will need Council and electoral approval.

Internal Circulation:

Divisional Director, Active Living & Culture
Director, Financial Services

Considerations not applicable to this report:

Existing Policy
External Agency/Public Comments:
Legal/Statutory Authority
Legal/Statutory Procedural Requirements
Personnel Implications
Communications Comments
Alternate Recommendation

Submitted by:

T. Barton, Parks & Buildings Planning Manager

Approved for inclusion:



A. Newcombe, Director of Infrastructure

cc: Divisional Director, Active Living & Culture
Divisional Director, Civic Operations
Director, Financial Services
Manager, Building Services
Manager, Infrastructure Planning

PARKINSON RECREATION CENTRE

Council Presentation and Workshop
Monday, October 19, 2015



DIRECTIONAL DEVELOPMENT PRINCIPLES:

- **Meet today's needs while planning for the future**
- **Act as the "one-stop recreation and sport destination" for as many City residents as possible**
- **Differentiation by maximizing accessibility**
- **Be a community hub through the implementation of the neighbourhood engagement model**
- **Leverage partnerships to elevate facility profile and maximize utilization**
- **Amplify public value through "big picture thinking" and remaining focused on the long term perspective**

KELOWNA'S SPORT AND RECREATION

INFRASTRUCTURE STUDY:

- **Established Kelowna's sport and recreation facility requirements to 2031, recommending:**
 - **responsible/cost effective development strategies**
 - **priorities for arenas, pools, community centres and turf fields**
- **Using criteria based on the City's vision, PRC was determined to be the top priority project**

THE PARKINSON REC CENTRE'S TRADITION:

- **A full array of facilities and programs appealing to Kelowna residents**
- **Diverse offerings and unparalleled accessibility differentiate PRC from other community facilities in the City**
- **A neighbourhood engagement service model makes PRC a community hub**
- **Relationships within the local community help to shape the nature and profile of PRC's services and programs**



THE FUTURE PRC FUNCTIONAL SPACE

PROGRAM:

- **To meet current and future needs the NSF of programmable area should increase from 41,512 sf. to 96,359 sf.**
- **Open, versatile spaces can be re-purposed to new uses if participation profiles shift in the future**
- **A gross up factor will facilitate adequate functionality - social space, storage, circulation, etc.**

FEATURES TO IMPROVE PRC'S CUSTOMER SERVICE POTENTIAL:

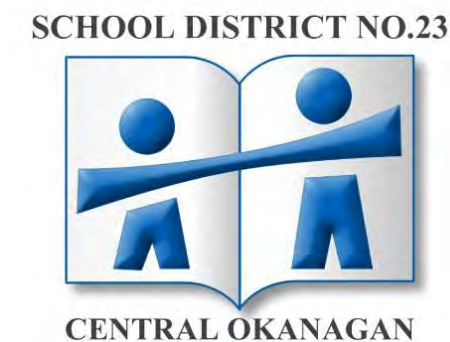
- **More organized facility design to facilitate use**
- **Larger, more versatile spaces to augment programming**
- **Appropriately sized facility components (i.e. gym)**
- **Augment accessibility, for people, cars, buses**
- **Add washrooms accessible from sports fields**
- **Aquatic re-design to differentiate PRC from other pools**
- **Gymnasium configuration to facilitate multi-use**
- **Consider walking/running track**
- **Multi-program and instructional spaces – e.g. teaching kitchen or computer labs**

EXCITING PARTNERSHIP POTENTIAL

AT THE NEW PRC:

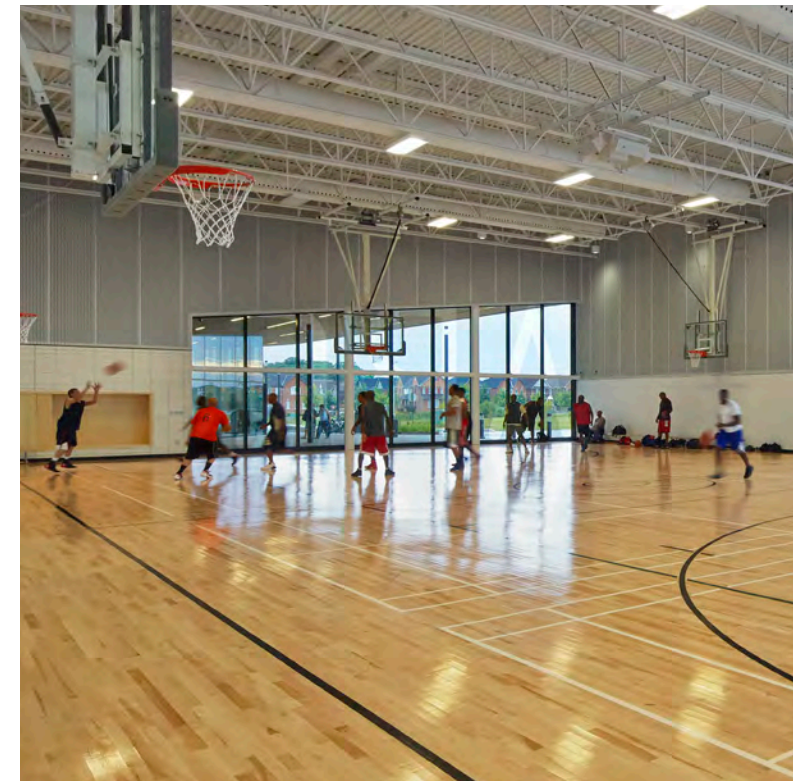
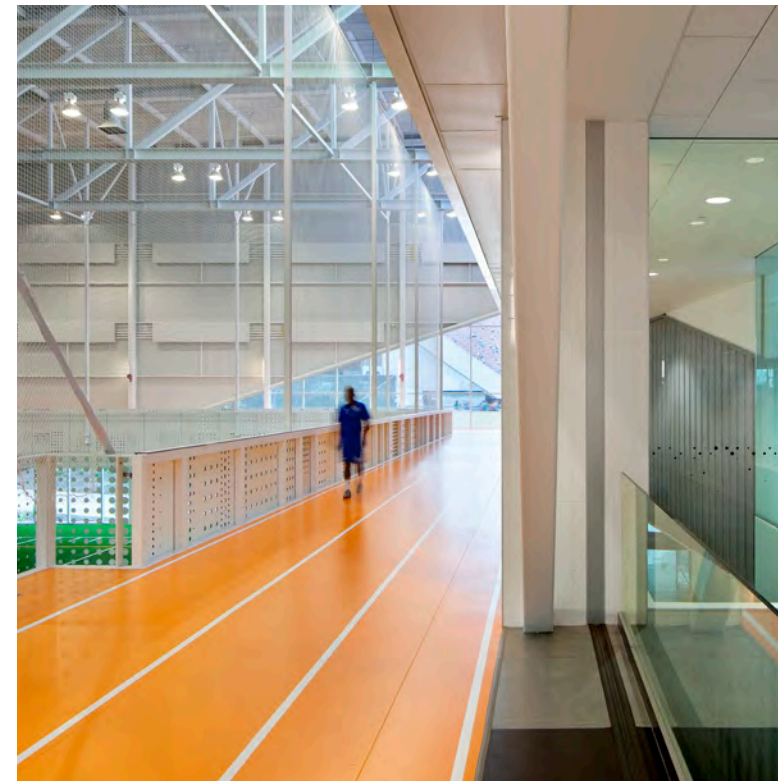
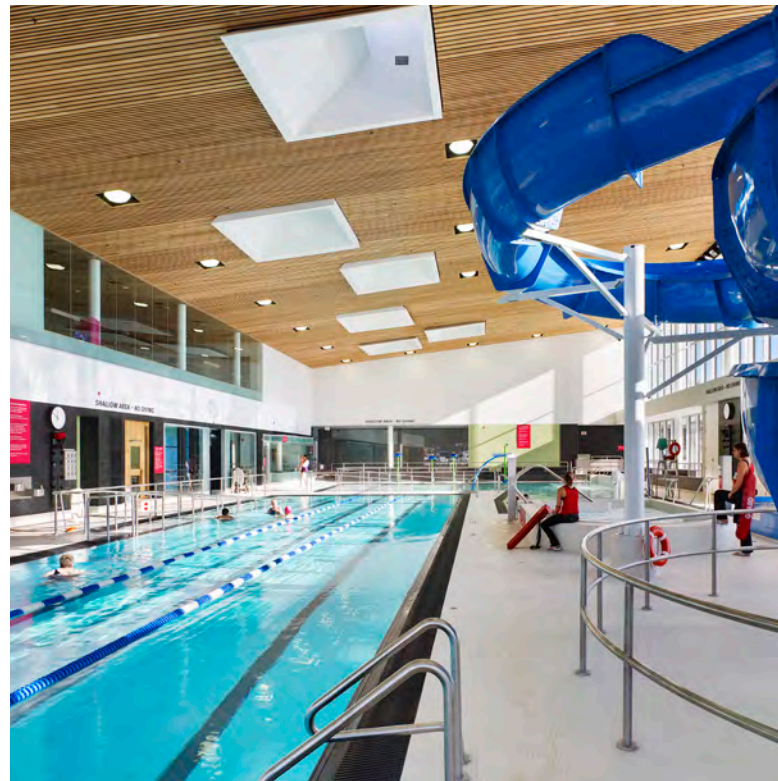
- **School District 23, Pacific Sport, Tourism Kelowna, UBCO, Interior Health, Okanagan College, and Sports organizations could lead to:**

- **a centre of learning and innovation**
- **support for LTAD and life-long activity**
- **sport tourism**
- **a vehicle for transformational wellbeing**
- **connect students to the community**
- **satisfy significant pent up demand for gyms**
- **outreach and community development**



PROJECT **VISION:**

The new PRC will become Kelowna's premier full service community centre. It will stridently focus on the recreational and leisure needs of the family and the instructional and participatory needs of sport enthusiasts, while providing a host of programs and activities that will meet the needs of the broader community

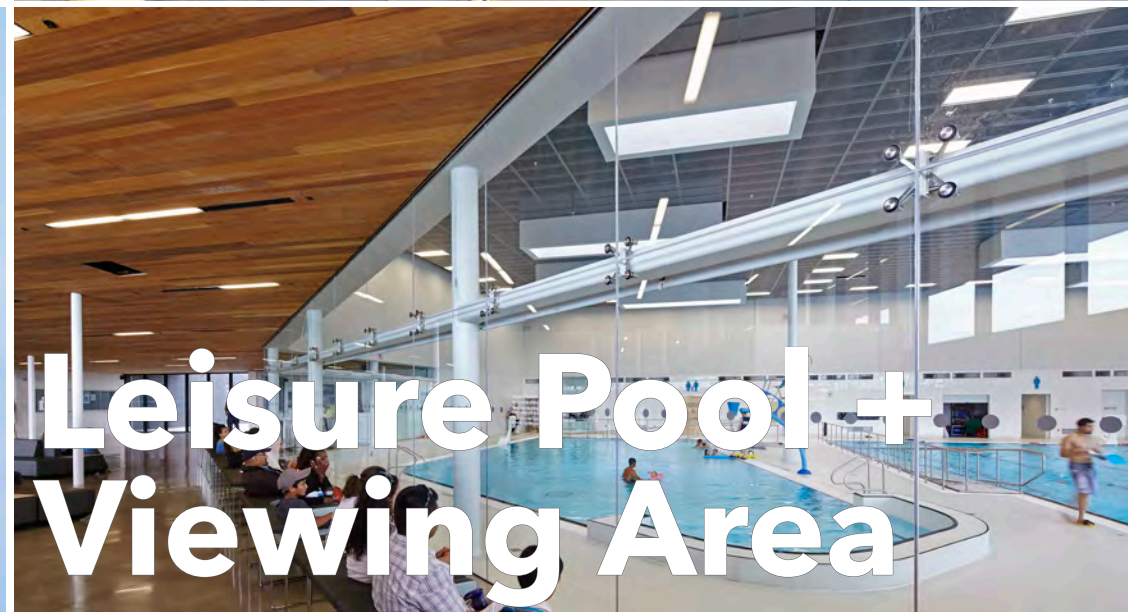


PROGRAM **SPACES:**

- Sport and athletic components
 - gymnasium centre
 - fitness/wellness centre
 - Aquatic centre
 - Community program space
 - Customer service and amenity space
 - Administration space
 - Operational support space
-

AUDLEY RECREATION CENTRE:

MJMA
Ajax, ON
Completed 2013
58,000 sf.
\$24M construction cost



MACBAIN COMMUNITY CENTRE:

MJMA

Niagara Falls, ON

Completed 2005

107,000 sf.

\$21M construction cost



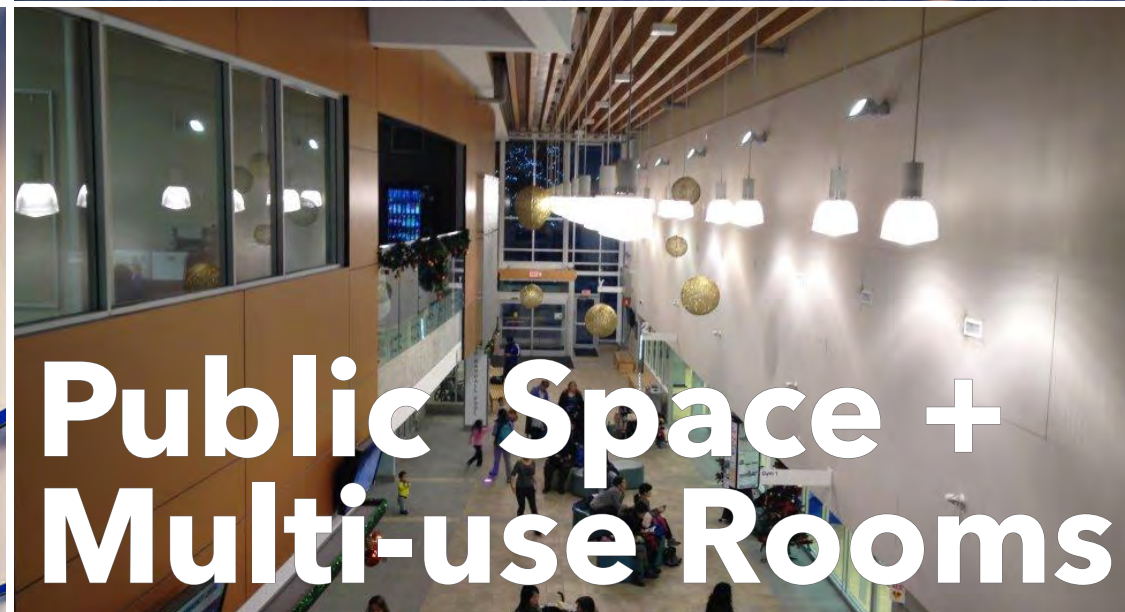
VALE HEALTH & WELLNESS CENTRE:

MJMA
Port Colborne, ON
Completed 2012
140,000 sf.
\$27M construction cost



EDMONDS COMMUNITY CENTRE:

CEI Architecture
Burnaby, BC
Completed 2013
95,000 sf.
\$32M construction cost



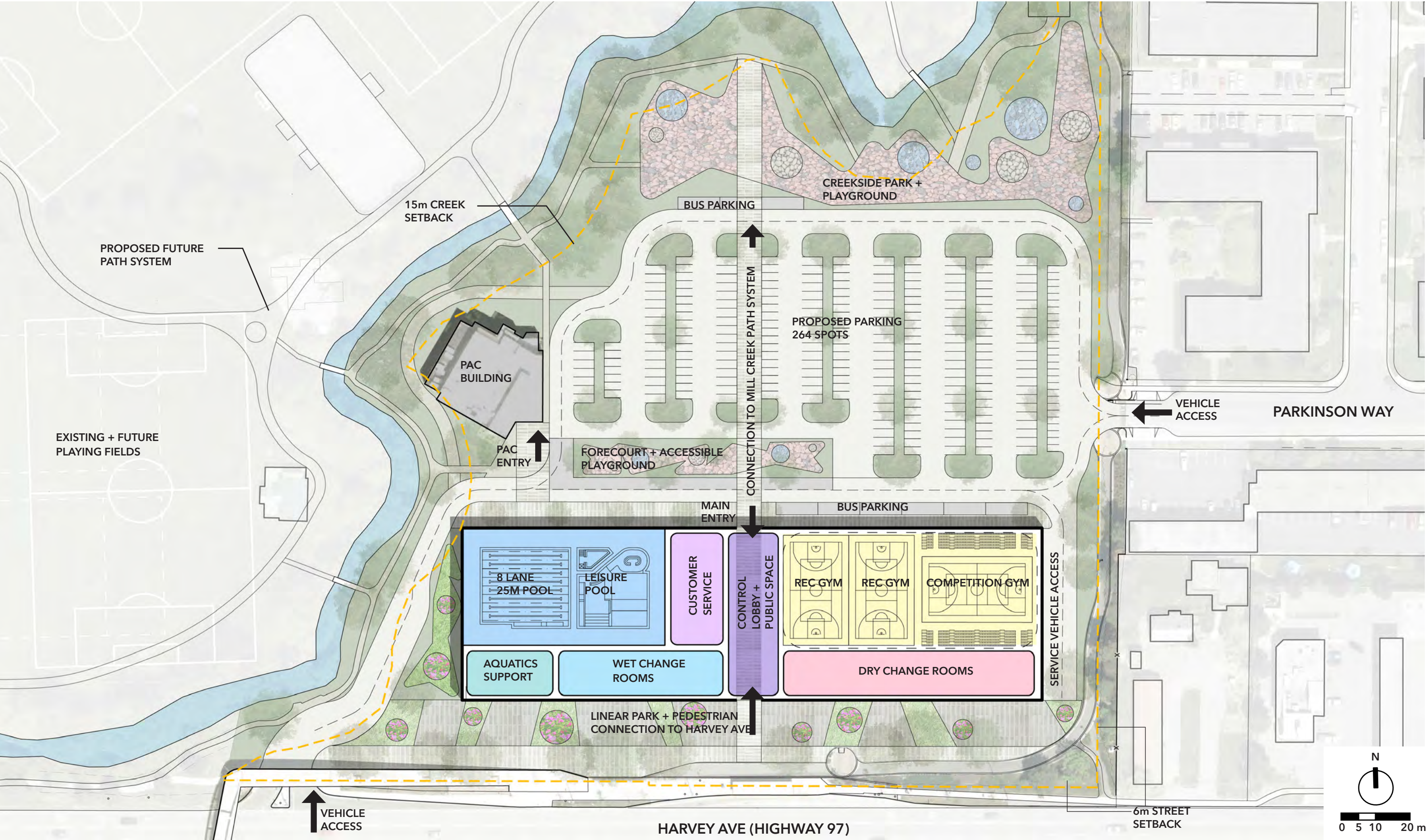
WILLIAM GRIFFIN COMMUNITY CENTRE:

CEI Architecture
North Vancouver, BC
Completion 2016
150,000 sf.
\$44M construction cost

- 25m pool with leisure pool and support spaces
- full-sized gymnasium
- fitness studio and weight room
- squash courts
- multi-purpose rooms
- program areas for seniors, youth and preschool
- administration offices and meeting rooms
- public space



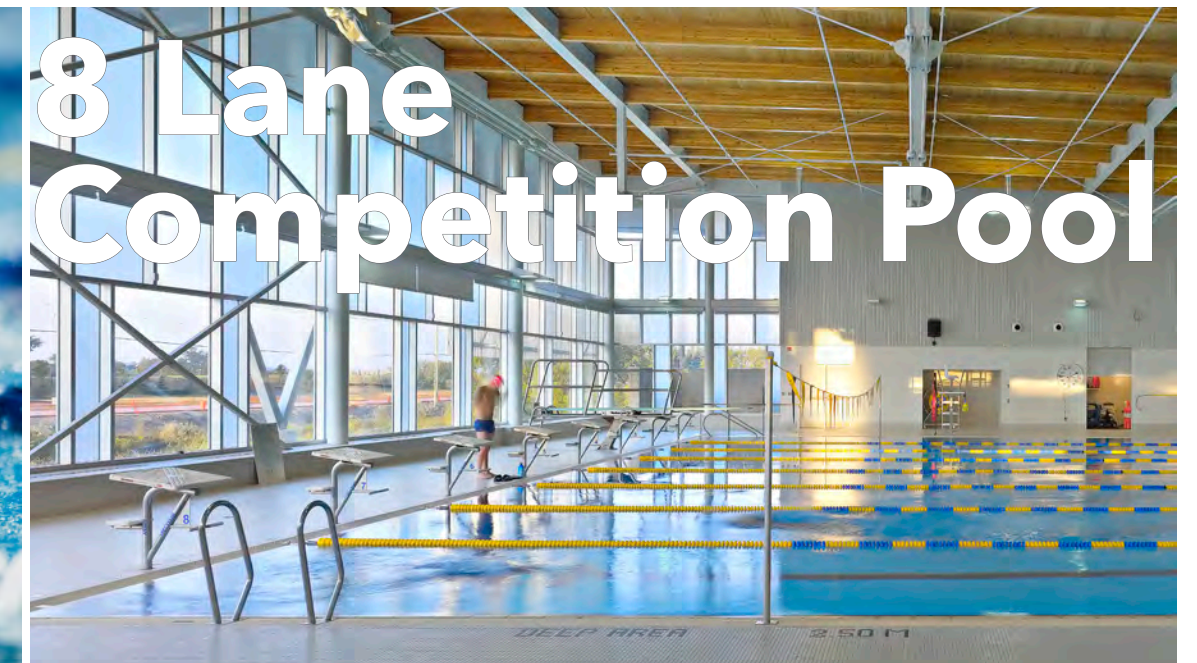
PROGRAM TEST FIT:



AQUATICS:



Lane
Swim



8 Lane
Competition Pool



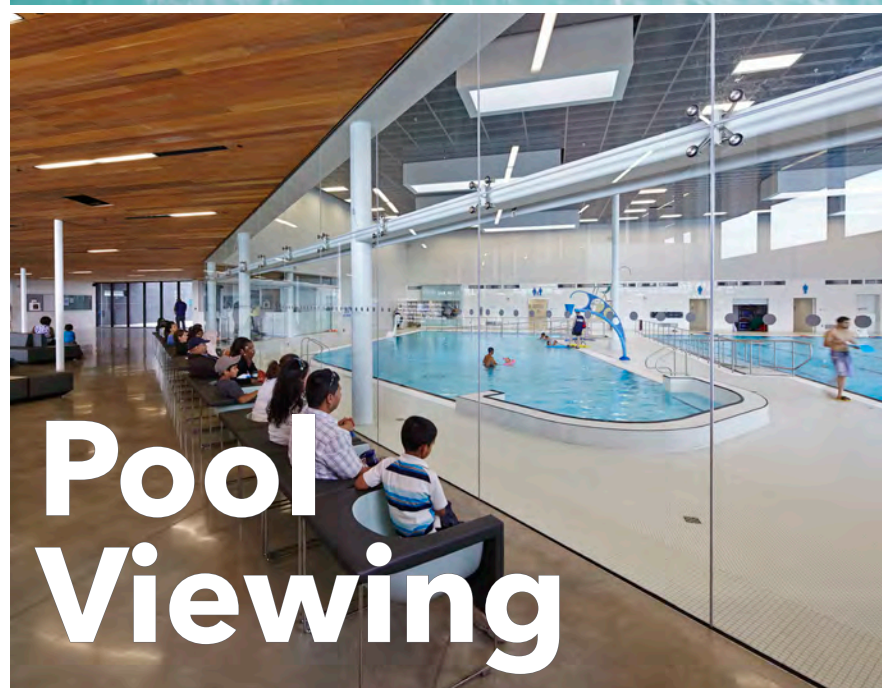
Leisure Pool



Warm Water
Therapy Pool



AquaFit Diving



Pool
Viewing

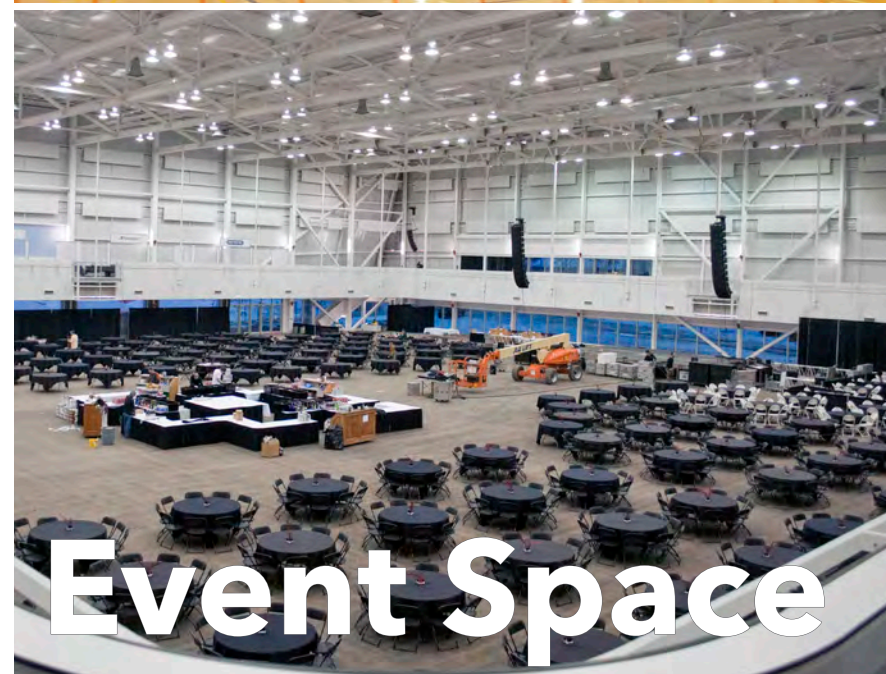


Accessible
Entry

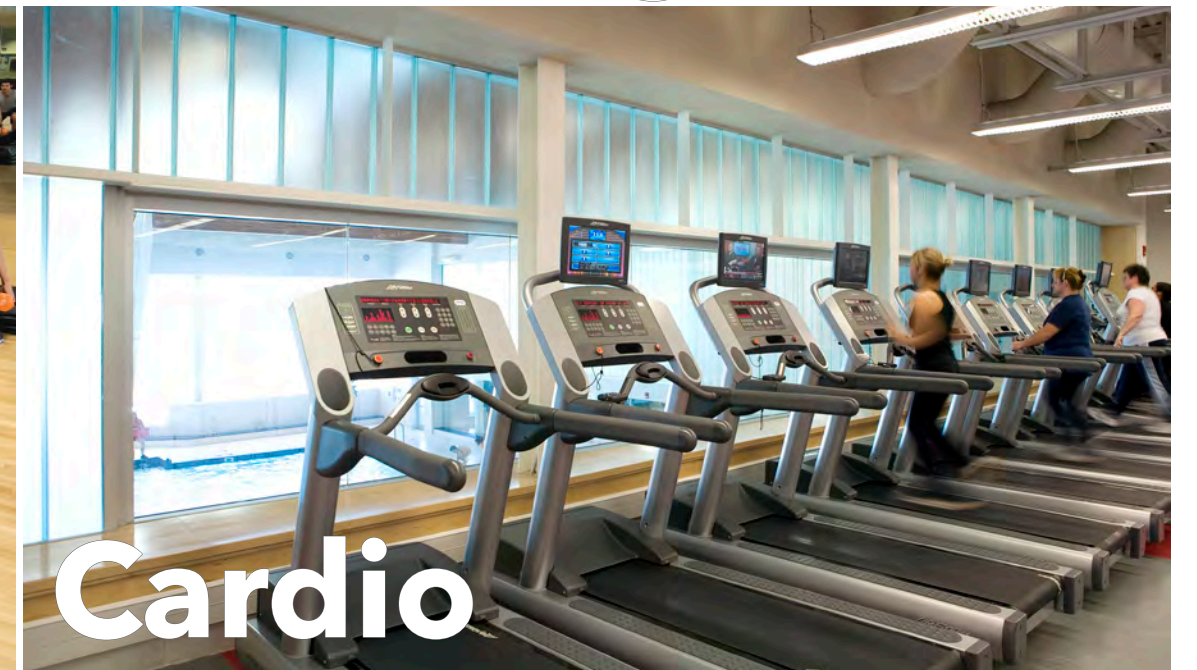


Lessons

TRIPLE **GYMNASIUM:**



FITNESS:



COMMUNITY **PROGRAM** **SPACE:**



**Arts + Cultural
Programs**



**Pre-School
Programming**



**Teaching
Kitchen**



**Children's
Programming**



Dance Studio



**Meeting
Rooms**



**Teen
Space**



**Community
Rooms**

LOBBY & PUBLIC SPACE:



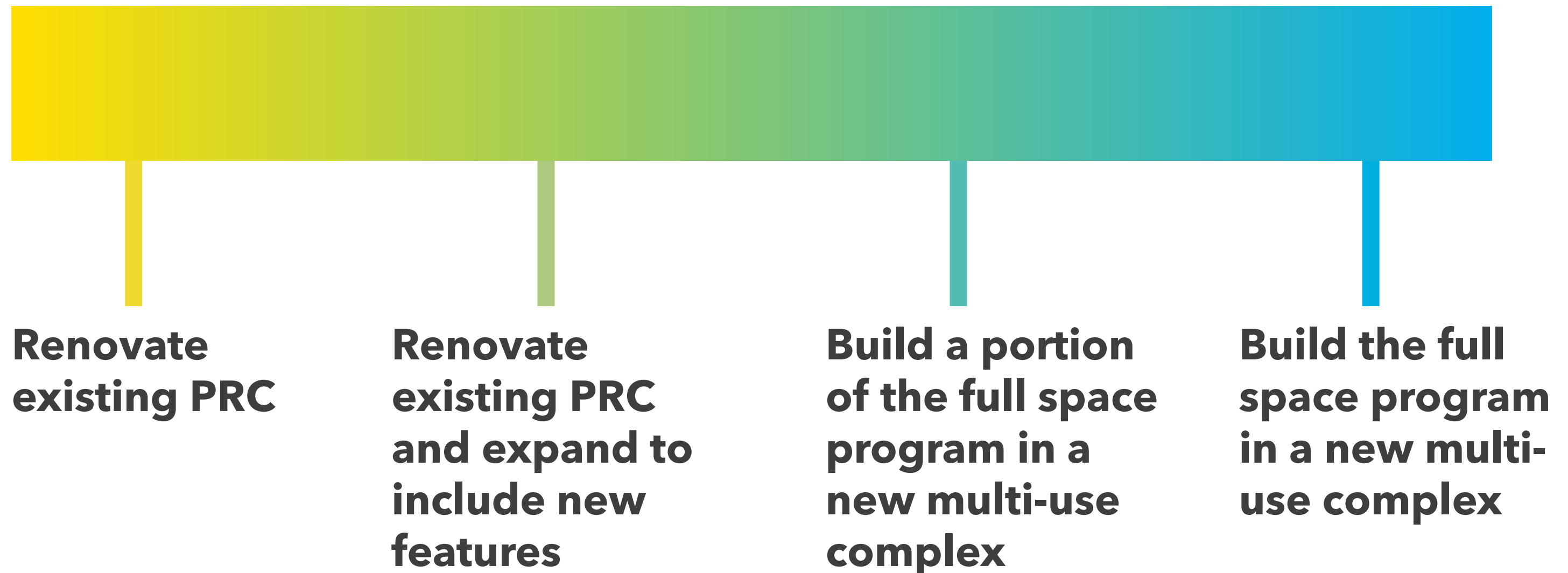
HOW CAN THESE SPACES BE USED?



HOW CAN THESE SPACES BE USED?



CONTINUUM OF DEVELOPMENT OPTIONS:



NEXT STEPS IN THIS REVIEW STUDY:

Evaluate capital and operating implications of the following development alternatives:

- **Renovate existing PRC with general reconfiguration.**
- **Renovate a portion of PRC and a newly constructed addition including all components recommended in the functional space plan.**
- **Construct new facility with a smaller space program than the functional space plan.**
- **Construct new facility with all components recommended in the functional space plan.**

PROCESS:

- **Compare results of capital and operational implications of redevelopment alternatives**
- **Create a recommended decision making process**
- **Facilitate another Council Presentation and Work Shop**
- **Develop and implement a public engagement program**

Report to Council



Date: October 13, 2015
File: 1850-30
To: City Manager
From: Inter-jurisdictional Acquisition Team
Subject: Endorsement of Inter-jurisdictional Development Team for Rail Corridor
Report Prepared by: Divisional Director, Community Planning & Real Estate

Recommendations:

THAT Council receive, for information, the report from the Senior Project Manager, Infrastructure Delivery, dated October 6, 2015, with respect to the terms of reference for the Inter-jurisdictional Development Team regarding the recently acquired CN Rail corridor;

AND THAT Council endorses the City of Kelowna's participation in the Inter-jurisdictional Development Team (IDT) in accordance with the Terms of Reference;

AND THAT Council endorses the cessation of the activities of the Inter-jurisdictional Acquisition Team (IAT);

AND FURTHER THAT Council authorizes the Mayor and City Clerk to execute all documents necessary with respect to the City of Kelowna's participation in the Inter-jurisdictional Development Team (IDT).

Purpose:

To seek support of City of Kelowna Council, District of Lake Country Council and Regional District of North Okanagan Board for the establishment of an Inter-jurisdictional Development Team (IDT) to establish and enable an inter-jurisdictional team to work collaboratively together to plan, design, finance, develop and maintain a continuous recreation trail along the discontinued rail corridor that runs through each of their communities.

Background:

Please see attachments.

Internal Circulation:

Divisional Director, Communications & Information Services
Divisional Director, Infrastructure
Director, Real Estate

Director, Regional Services
Manager, Park & Building Planning
Manager, Transportation & Mobility

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:

D. Gilchrist, Divisional Director, Community Planning & Real Estate

Approved for inclusion:



cc: Divisional Director, Communications & Information Services
 Divisional Director, Infrastructure
 Director, Real Estate
 Director, Regional Services
 Manager, Park & Building Planning
 Manager, Transportation & Mobility
 Senior Project Manager, Infrastructure Delivery

Report to Councils & Regional Board

DATE: October 1, 2015

TO: City Manager, City of Kelowna
Chief Administrative Officer, District of Lake Country
Chief Administrative Officer, Regional District of North Okanagan

FROM: Inter-jurisdictional Acquisition Team

SUBJECT: Endorsement of Inter-jurisdictional Development Team for Rail Corridor

PURPOSE:

To seek support of City of Kelowna Council, District of Lake Country Council and Regional District of North Okanagan Board for the establishment of an Inter-jurisdictional Development Team (IDT) to establish and enable an inter-jurisdictional team to work collaboratively together to plan, design, finance, develop and maintain a continuous recreation trail along the discontinued rail corridor that runs through each of their communities.

RECOMMENDATIONS FOR CITY OF KELOWNA COUNCIL :

THAT Council receive, for information, the report from the Divisional Director, Community Planning & Real Estate, dated October 1, 2015, with respect to the terms of reference for the Inter-jurisdictional Development Team regarding the recently acquired CN Rail corridor;

AND THAT Council endorse the City of Kelowna's participation in the Inter-jurisdictional Development Team (IDT) in accordance with the Terms of Reference;

AND FURTHER THAT Council endorse the cessation of the activities of the Inter-jurisdictional Acquisition Team (IAT).

- - - END of RECOMMENDATIONS for CITY of KELOWNA COUNCIL

RECOMMENDATIONS FOR DISTRICT OF LAKE COUNTRY COUNCIL :

THAT Council receive, for information, the report from the Director of Engineering and Environmental Services, dated October 1, 2015, with respect to the terms of reference for the Inter-jurisdictional Development Team regarding the recently acquired CN Rail corridor;

AND THAT Council endorse the District of Lake Country's participation in the Inter-jurisdictional Development Team (IDT) in accordance with the Terms of Reference;

AND FURTHER THAT Council endorse the cessation of the activities of the Inter-jurisdictional Acquisition Team (IAT).

- - - END of RECOMMENDATIONS for DISTRICT of LAKE COUNTRY COUNCIL

RECOMMENDATIONS FOR REGIONAL DISTRICT OF NORTH OKANAGAN BOARD :

THAT the Board receive, for information, the report from the Chief Administrative Officer, dated October 1, 2015, with respect to the terms of reference for the Inter-jurisdictional Development Team regarding the recently acquired CN Rail corridor;

AND THAT the Board endorse the Regional District of North Okanagan's participation in the Inter-jurisdictional Development Team (IDT) in accordance with the Terms of Reference;

AND FURTHER THAT the Board endorse the cessation of the activities of the Inter-jurisdictional Acquisition Team (IAT).

- - - END of RECOMMENDATIONS for REGIONAL DISTRICT of NORTH OKANAGAN BOARD

BACKGROUND/HISTORY:

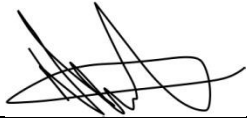
In February 2014 the local governments of the City of Kelowna, the District of Lake Country, the Regional District of North Okanagan, the District of Coldstream, the City of Vernon and the Regional District of Central Okanagan entered into a partnership to explore the possibility of acquiring the recently discontinued Canadian National Railway (CN Rail) rail corridor through their communities and, if the opportunity arose, to acquire it. They did this by establishing a committee, the Inter-jurisdictional Acquisition Team (IAT), to work together toward these goals, to report to their respective Councils and Boards and to receive direction from them regarding the corridor and its possible acquisition.

On June 1, 2015 the City of Kelowna, the District of Lake Country and Regional District of North Okanagan purchased 47.9km of the discontinued rail corridor within their jurisdictions. They acquired the corridor on the mutual understanding that the corridor was to be developed, operated and maintained for its use as a continuous recreational trail and ultimately as a continuous multi-modal regional transportation corridor. Additionally, there are 2.5km of the discontinued rail corridor that runs through Indian Reserve (IR) #7 that is expected to be transferred from CN Rail to the Okanagan Indian Band.

Now that the corridor has been acquired there is no longer a need for the original acquisition team (the IAT) commissioned by the local governments for purchase of the corridor. Instead, and in respect that there is considerable public interest in the development of a recreational trail along the corridor, there is now need for another inter-jurisdictional team, with a new mandate, to work cooperatively to lead the planning, design, fundraising and construction of an initial phase of trail development along the corridor.

The new team proposed to lead this effort is the Inter-jurisdictional Development Team (IDT). The terms of reference for this team are provided in Appendix A.

This report respectfully submitted by the Inter-jurisdictional Acquisition Team,



CITY of KELOWNA
Doug Gilchrist
Divisional Director, Community & Real Estate



DISTRICT of COLDSTREAM
Trevor Seibel
Chief Administrative Office



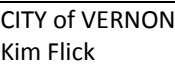
DISTRICT of LAKE COUNTRY
Michael Mercer
Director, Engineering and Environmental Services



REGIONAL DISTRICT of CENTRAL OKANAGAN
Brian Reardon
Chief Administrative Officer



REGIONAL DISTRICT of NORTH OKANAGAN
David Sewell
Chief Administrative Officer



CITY of VERNON
Kim Flick
Director, Community Development

ATTACHMENTS:

Appendix 'A' Terms of Reference, Inter-jurisdictional Development Team

APPENDIX A

TERMS of REFERENCE

Inter-jurisdictional Development Team

TERMS of REFERENCE

Inter-jurisdictional Development Team

Okanagan Rail Corridor

1.0 BACKGROUND

On June 1, 2015 the City of Kelowna, the District of Lake Country and Regional District of North Okanagan (hereinafter referred to as owner jurisdictions) purchased 47 km of discontinued Canadian National Railway (CN Rail) rail corridor within their jurisdictions. They did so in consultation with the District of Coldstream, the City of Vernon and the Regional District of Central Okanagan. Additionally, the 2.3 km section of rail corridor that runs through Indian Reserve (IR) #7 is expected to be transferred from CN Rail to the Okanagan Indian Band (OKIB).

The three owner jurisdictions acquired the corridor on the understanding that the corridor was to be developed, operated and maintained for its use as a continuous recreational trail and its ultimate use as a continuous multi-modal regional transportation corridor. Further the owner jurisdictions have covenanted with each other under the terms of a statutory right of way agreement for public access over those sections of the corridor that they own, to maintain it (and not encumber it) in perpetuity for these ultimate uses.

At this time, there is no known plan to develop multi-modal regional transportation infrastructure within the corridor. There is, however, considerable interest among the owner and stakeholder jurisdictions and the public for the timely development and operation of a continuous recreational trail within the corridor. In order to achieve this goal cooperatively, the owner and stakeholder jurisdictions of the corridor wish to establish an inter-jurisdictional development team (IDT) to plan and develop the initial improvements required to provide a basic, continuous recreational trail within and between the participating jurisdictions.

This document is a terms of reference intended to guide the formation, purpose, functioning and reporting of the IDT. In order to establish, commission and become a participating member of the IDT, it is necessary for the elected councils and board of each member jurisdiction to endorse these terms of reference and for the senior staff of each jurisdiction to appoint a representative to the IDT as described herein. A similar initiative was undertaken in 2014 to establish the Inter-jurisdictional Acquisition Team (IAT), which led to the successful acquisition of the rail corridor.

These terms of reference are non-binding and are intended to promote the best efforts of all involved to meet the purpose and objectives set forth.

2.0 PURPOSE

The purpose of these terms of reference is to establish and enable the Inter-jurisdictional Development Team (IDT) to work collaboratively to plan, design, fund, develop and maintain a continuous recreation trail along the discontinued rail corridor that runs through and between their communities.

3.0 PRINCIPLES

Members of the IDT will be guided by the following principles:

- To work collaboratively together.
- To seek consensus on matters requiring decisions.
- To maintain public confidentiality on matters that are designated as such by the IDT.
- To work toward the establishment and maintenance of mutual trust within the IDT.
- To prepare in advance of meetings in order to contribute meaningfully to discussions and deliberations.
- To commit to membership on the IDT for the full term as established in these terms of reference.

4.0 OBJECTIVES

The IDT has been established to assist the member jurisdictions to achieve the following objectives:

- To ensure the corridor provides long term public benefits, both locally and regionally.
- To provide for the development of a continuous corridor for non-motorized transportation and recreation.
- To maintain the integrity and capability of the corridor to support the future development and operation of a continuous multi-modal transportation corridor.
- To ensure that the scope and timing of trail development reflects the capacity of the owner jurisdictions to fund the development.
- To encourage a high level community engagement in the planning and development of the corridor.
- To protect public safety and minimize risk in the development and use of the corridor.
- To consider beneficial opportunities with adjacent land uses.
- To pursue grant funding from senior levels of government as well as donations from community groups, foundations, businesses and the general public.

5.0 DUTIES and RESPONSIBILITIES of the IDT

In keeping with the objectives, the IDT is established to carry out the following duties and responsibilities:

- To initiate, prepare, coordinate, advise and make joint recommendations to the councils and board on the following matters:
 - A plan for the development of a recreational trail along the entire corridor consistent with the shared objectives of the local government owners for the use and protection of the corridor.
 - Policies and regulations concerning the uses and activities permitted within the corridor.
 - Trail standards and designs (including minimum standards).
 - A project schedule for the development of the corridor.
 - Cost estimates and funding strategies to undertake improvements consistent with approved standards and designs.
 - Standards for the maintenance of the corridor.

- Policies and regulations to ensure a coordinated and consistent approach to applications for accesses, crossings, leases, rights of way/easements and similar approval requests.
- Policies for the administration of existing encroachment claims, leases, rights of way/easements and other tenures or interests.
- Fundraising strategies including joint applications for grant funding and partnering with fundraising groups.
- A communications policy and protocol to guide communications with the public, media, community groups and government agencies.
- To monitor and ensure that the contractual obligations for the sale of the corridor such as track removal and environmental remediation are fully complied with by CN Rail.
- To carry out and provide a single point of contact for consultation and communications related to the corridor with the general public, stakeholder groups, adjacent landowners and potential funding agencies consistent with adopted policies and protocols.
- To engage consultants or seconded staff to assist in discharging its duties and responsibilities.
- To monitor the use and development of the corridor to ensure compliance with adopted plans, policies and objectives and, to make joint recommendations to councils and the regional board to address potential issues.
- To implement, on behalf of the councils and boards, fundraising activities and to prepare joint grant applications consistent with adopted council and board strategies and policies.
- To assist in establishing arrangements with community foundations for the disbursement of funds required for the development of the corridor consistent with adopted council and regional board policies.
- To prepare regular reports to the councils and board on the activities and status of various functions and activities carried out by the IDT.

6.0 DUTIES and RESPONSIBILITIES of the PARTNER JURISDICTIONS

In addition to the activities of the IDT, the achievement of the shared objectives for the corridor will also require initiatives and activities of the participating jurisdictions as follows:

- To provide the human, financial and other resources required to enable their representative to serve on the IDT.
- To provide the human, financial and other resources required to enable and support the functioning and operation of the IDT.
- To consider and make decisions on the joint recommendations of the IDT concerning planning, development, maintenance, communications and other matters related to the corridor.
- To negotiate for the acquisition or disposition of land consistent with adopted plans and policies.
- To take the necessary steps and provide the necessary resources to implement the joint plans, policies, strategies and initiatives recommended by the IDT once they have been agreed to by the individual councils and the regional board. Specifically:
 - To undertake more detailed planning, as required, to provide for the integration of the corridor plan with their jurisdiction's transportation plans, official community plans, parks and recreation plans, capital plans and other local government plans and policies.
 - To undertake capital projects consistent with agreed upon plans, standards and schedules for development within the corridor.
 - To maintain the corridor consistent with agreed upon standards.
 - To make decisions on individual applications within their own jurisdiction for OCP amendments, re-zonings, development permits, temporary use permits, building

- permits, access permits, crossings, leases, rights of way/easements and similar applications consistent with agreed upon joint plans and policies for the corridor.
- To administer and adjudicate encroachment claims, leases, rights of way/easements and other tenures and claims consistent with agreed upon joint policies.
- To enter into agreements with other partner organizations and agencies for fundraising and other initiatives that provide for the implementation of joint plans and policies.
- To generally work with the other participating jurisdictions and in accordance with these terms of reference to achieve the IDTs purpose and the broader shared objectives for the corridor.

7.0 TERM of IDT

The term of the IDT expires when the initial stage of trail development is complete and the corridor has been opened for public use. The participating jurisdictions may decide to extend the term of the IDT if deemed necessary to achieve the shared objectives for the corridor. If the term of the IDT is extended, the adoption of revised terms of reference by the councils and board will be necessary.

8.0 MEMBERSHIP

8.1 IDT Membership

The members of the IDT will include the owner jurisdictions of the corridor which include the Regional District of North Okanagan, the District of Lake Country and the City of Kelowna.

As they are not direct stakeholders in development of the corridor, the local governments of the District of Coldstream, the City of Vernon and the Regional District of Central Okanagan have opted to not participate as members of the IDT. The OKIB has been invited to join the IDT as either an owner jurisdiction, a stakeholder jurisdiction or as an ex officio member, as the Band Council may choose.

8.2 Membership Requires Endorsement of Terms of Reference

Membership in the IDT by any participating jurisdiction requires the endorsement of these terms of reference and the commitments therein by each of the elected councils and board.

8.3 Membership is Voluntary

Membership in the IDT is voluntary and any member may suspend or terminate its membership at any time provided that the other members of the IDT are notified in writing in advance of the date of the suspension or withdrawal.

9.0 REPRESENTATION of MEMBERS

9.1 Appointment of Representatives

Each member of the IDT will be represented by its chief administrative officer. The chief administrative officer may appoint a designate. The representative must have the authority to fully represent the municipality or regional district and must be able to make decisions and commitments on behalf of the municipality or board on pertinent matters other than those requiring a council or board decision.

9.2 Term of Representatives

To ensure continuity in representation, representatives appointed to the IDT shall, to the extent possible, serve to the end of the term as described in Section 7 of these terms of reference.

9.3 Duties and Responsibilities of Representatives

The duties and responsibilities of the representatives are as follows:

- To represent the interests, objectives and policies of their respective municipality or regional district in the discussions, initiatives and joint recommendations of the IDT.
- To report on the activities of the IDT to their respective municipalities or regional district at both the staff and council/ board level.
- To provide the reports prepared and endorsed by the IDT to their respective council or board to enable decisions on plans, policies, proposals and other initiatives recommended by the IDT.
- To secure expertise and human resources from their municipality or regional district to assist in meeting the needs of the IDT in carrying out its responsibilities.

10.0 APPOINTMENT of PROJECT MANAGER

The IDT will appoint a project manager, who should not be a representative on the IDT, to assist it in carrying out its duties and responsibilities.

10.1 Project Manager May be Staff Member or Contract Employee

The project manager may be a staff member of one of participating jurisdictions or an individual engaged on a contract basis.

10.2 Duties and Responsibilities of Project Manager

The project manager will be required to assist the IDT in carrying out its duties as follows:

- To prepare written reports as required including those containing the joint recommendations of the IDT to councils and board.
- To retain and manage consultants and to administer consulting contracts.
- To be the point person for all external communications with the public, community groups, government agencies and the media.
- To meet with and present reports to the staffs and councils/board of member jurisdictions.
- To prepare and circulate meeting agendas and associated information.
- To prepare meeting notes and maintain a record of meeting notes, correspondence and other documents.

10.3 Term of Project Manager

The term of the project manager will coincide with the term of the IDT as set out in Section 7 of this terms of reference. It is desirable that the same project manager remain in this role for the full term.

11. PROCEDURES

The IDT will establish procedures as required although it is intended to keep the procedures as flexible and informal as possible. The following are the basic procedures the IDT will follow:

11.1 Decision Making

Decisions by the IDT will be made as follows:

- The IDT will strive to make decisions that serve to advance the shared objectives of the corridor and that reflect the opportunities and limitations of each participating jurisdiction.
- Decisions by the IDT will be made by consensus among the representatives.

11.2 Meetings

The IDT will hold regular monthly meetings. Additional meetings, if required, will be at the call of the chair.

11.3 Appointment of Chair

The IDT project manager will chair the meetings of the IDT.

11.4 Meeting Notes

The IDT will prepare and maintain a record of meetings notes of every meeting.

12. FUNDING and FINANCIAL MANAGEMENT

Costs associated with the functioning of the IDT and the development and maintenance of the trail will be funded as follows:

- Costs associated with the participation of representatives on the IDT will be borne by each participating jurisdiction directly.
- The costs to be borne jointly by the owner jurisdictions include:
 - Costs to reimburse participating jurisdictions for administrative and technical staff seconded by the IDT; and
 - Costs for external support services (e.g. consultant, open house, advertising) required by the IDT to carry out its duties and responsibilities.
- Costs that are to be borne jointly by the owner jurisdictions will be shared on the basis of the formula set out in Appendix 1 to these terms of reference.
- The IDT will provide to each owner jurisdiction by August 1st of the year preceding the year in which the costs will be incurred, an estimate of the jurisdiction's share of the annual costs that are to be borne jointly.
- No expenditure of funds for costs that are borne jointly will be made until authority for such expenditures has been received from the councils or board of each owner jurisdiction.
- The IDT will appoint a financial manager who will be a staff member of one of the owner jurisdictions to manage the finances of the IDT consistent with the policies and practices of that owner jurisdiction.
- The financial manager will report to the project manager.
- Costs associated with development, operation and maintenance of the corridor will be borne directly by each owner jurisdiction for that section of the corridor within its boundaries.

- Development of the corridor will be prioritized and staged in keeping with the funds available from each owner jurisdiction, grants and other sources of funding.

These terms of reference are adopted by the participating jurisdictions by the authorized signature of the following people:

----- CITY of KELOWNA, MAYOR	----- DATE
----- DISTRICT of LAKE COUNTRY, MAYOR	----- DATE
----- REGIONAL DISTRICT of NORTH OKANAGAN, CHAIR	----- DATE
-----	-----
-----	-----
-----	-----

Appendix 1

Formula for Sharing Costs Associated with the Functioning of the IDT

Costs associated with the operation and functioning of the IDT that are to be borne jointly by the owner jurisdictions will be shared on the basis of the formula described below. At the time of signature the owner jurisdictions include the Regional District of North Okanagan, the City of Kelowna and the District of Lake Country.

The formula for cost sharing by owner jurisdictions is:

$$C = (((L/L_{Total}) + (P/P_{Total}))/2) * X$$

C = Cost sharing responsibility of a subject owner's jurisdiction

L = Length of corridor within subject owner's jurisdiction ¹

L_{Total} = Total length of corridor within all owner jurisdictions

P = Population of subject owner's jurisdiction ²

P_{Total} = Total population of all owner jurisdictions

X = Cost of item(s) requiring payment by all owners jointly

Where:

- 1 Corridor lengths by jurisdiction (not including 2.31km in OKIB)

RDNO = 12.07 km

DLC = 16.35 km

CoK = 19.45 km

Total = 47.87 km

- 2 Population by jurisdiction (based on [BC Statistics estimate for 2014](#), and not including OKIB)

RDNO = 13,360

DLC = 13,015

CoK = 121,422

Total = 147,797

OKANAGAN RAIL CORRIDOR

INTER-JURISDICTIONAL DEVELOPMENT TEAM

October 7, 2015



AGENDA

- ▶ Purpose
- ▶ Background
- ▶ Terms of Reference (IDT)
- ▶ Recommendations for Council consideration

PURPOSE OF MEETING

- ▶ To seek Council support for participation in an Inter-jurisdictional Development Team (IDT) to work collaboratively together to plan, design, finance, develop and maintain a continuous recreation trail along the discontinued rail corridor between Kelowna, Lake Country and Coldstream.

VISION

- ▶ Secure the corridor
- ▶ Regional transportation opportunity
 - ▶ Recreational trail (shorter term)
 - ▶ Multi-modal Transportation (longer term)
 - ▶ Economic development
 - ▶ Tourism

BACKGROUND

- ▶ Purchase of CN Rail corridor
- ▶ Development of the corridor
- ▶ Inter-jurisdictional Development Team

PURCHASE OF CN CORRIDOR

PURCHASE OF CN CORRIDOR

▶ Purchase closed June 1, 2015

▶ Kelowna	19 km
▶ Lake Country	16 km
▶ <u>RDNO</u>	<u>12 km</u>
▶	~ 47 km

PURCHASE OF CN CORRIDOR

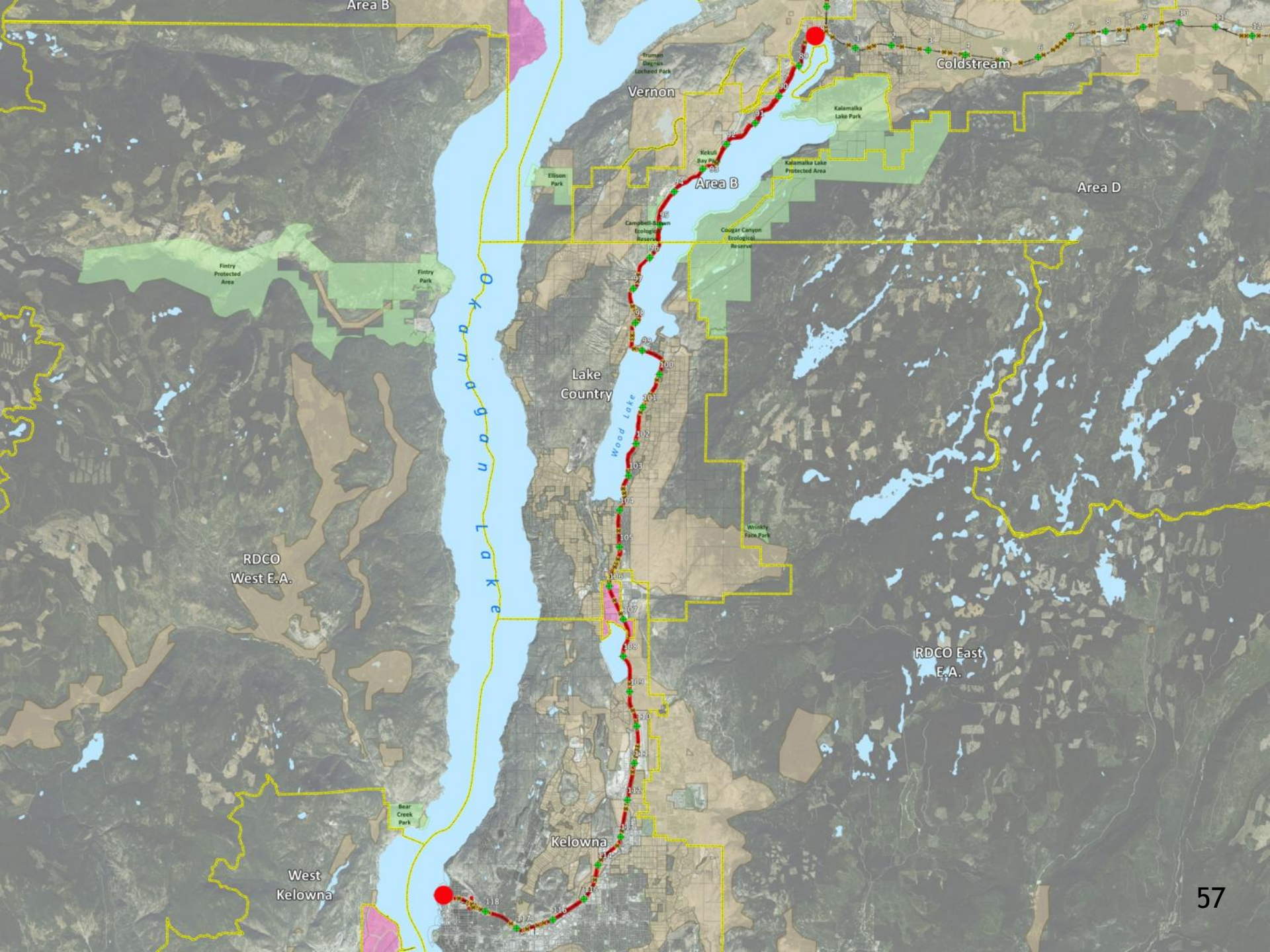
- ▶ Purchase closed June 1, 2015
- ▶ CN Rail obligations
 - ▶ Track removal Oct 15, 2016
 - ▶ Site remediation June 1, 2017

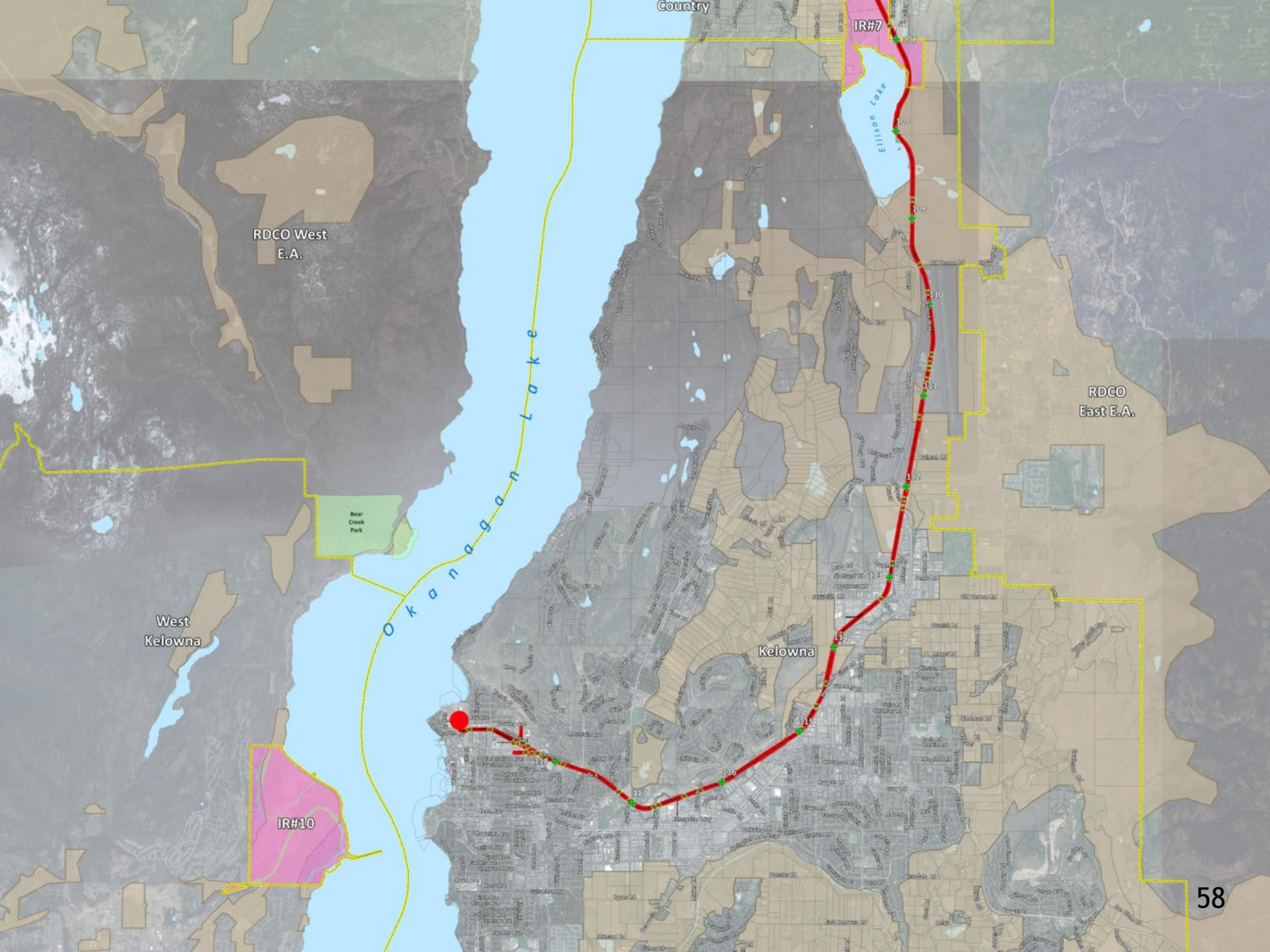
PURCHASE OF CN CORRIDOR

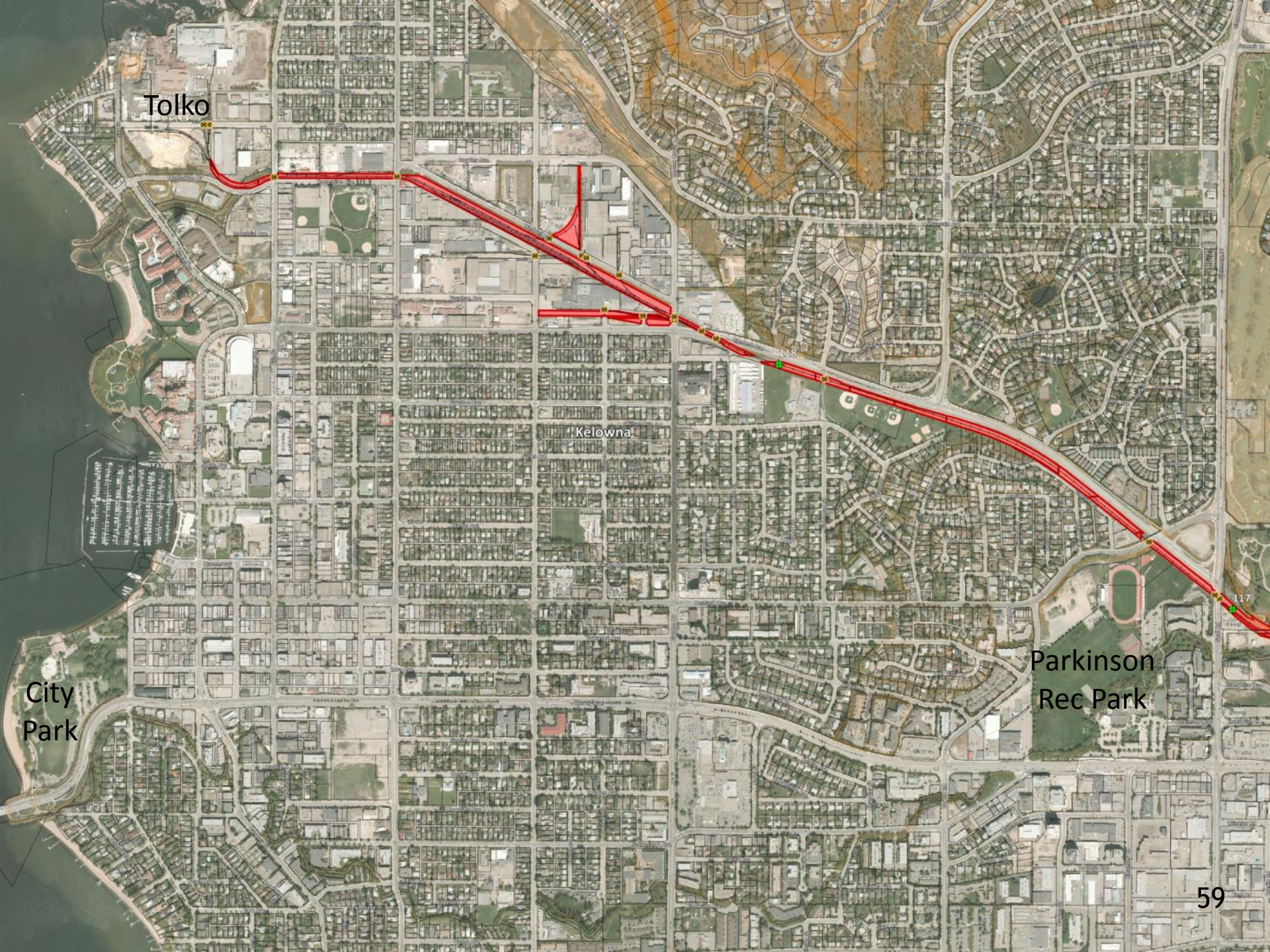
- ▶ Purchase closed June 1, 2015
- ▶ CN Rail obligations
- ▶ Acquisition mode \Rightarrow Development mode

PURCHASE OF CN CORRIDOR

- ▶ Purchase closed June 1, 2015
- ▶ CN Rail obligations
- ▶ Acquisition mode \Rightarrow Development mode
- ▶ CN Corridor \Rightarrow Okanagan Rail Corridor “ORC”







Tolko

Kelowna

City
Park

Parkinson
Rec Park



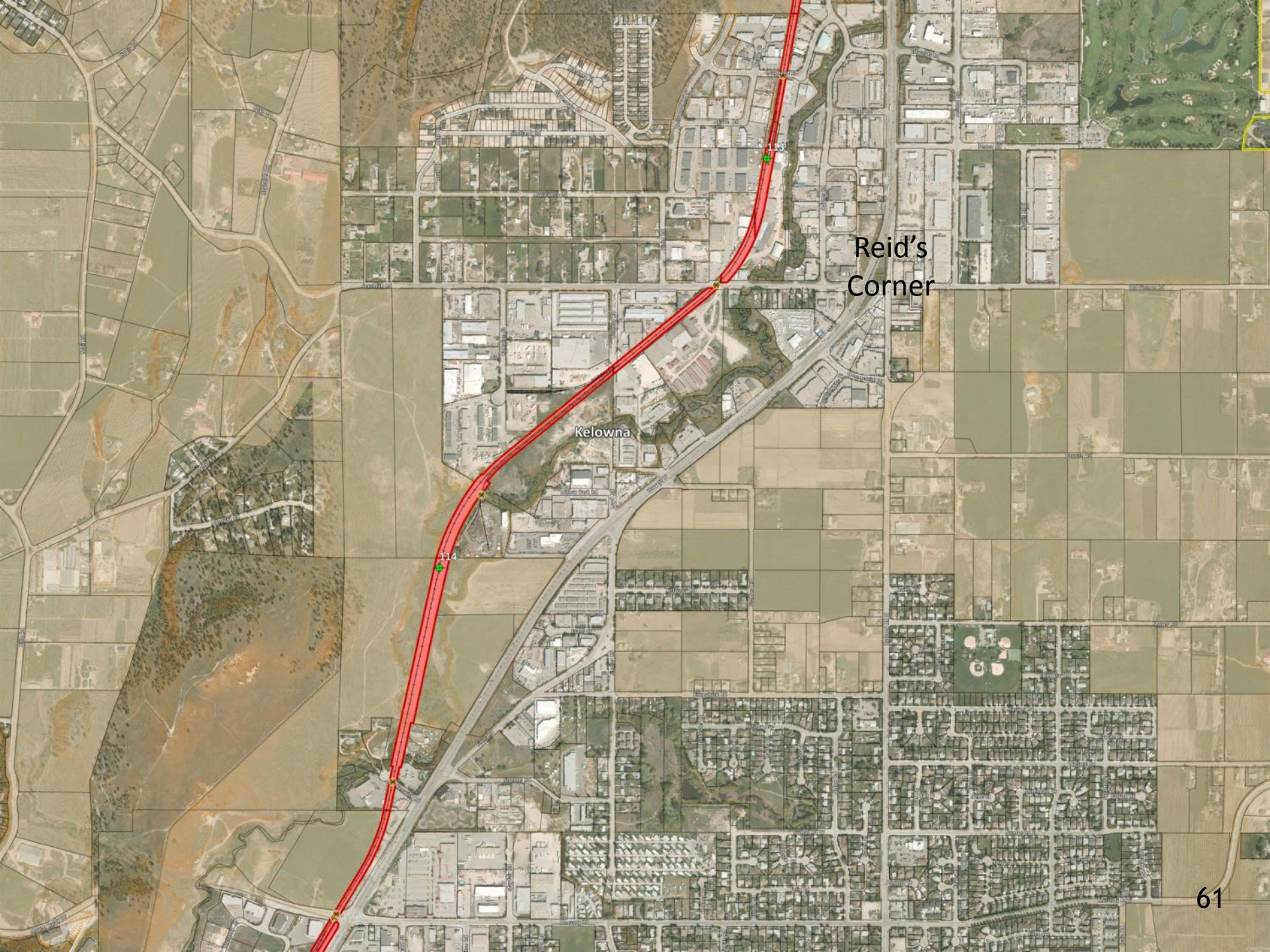
Dilworth
Neighbourhood

Kelowna

Ben
Lee
Park

Orchard
Park
Mall

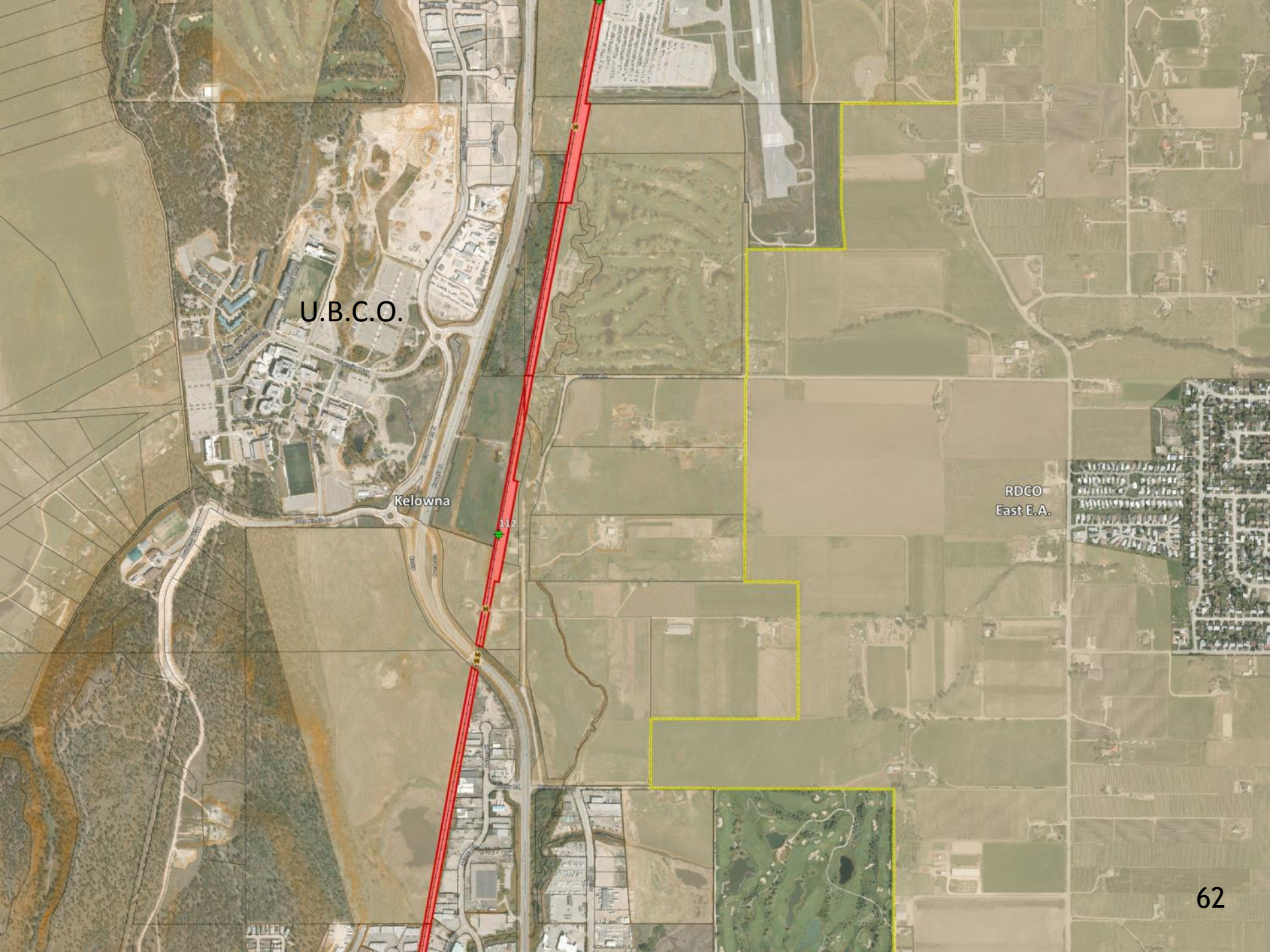
60



Reid's
Corner

Kelowna

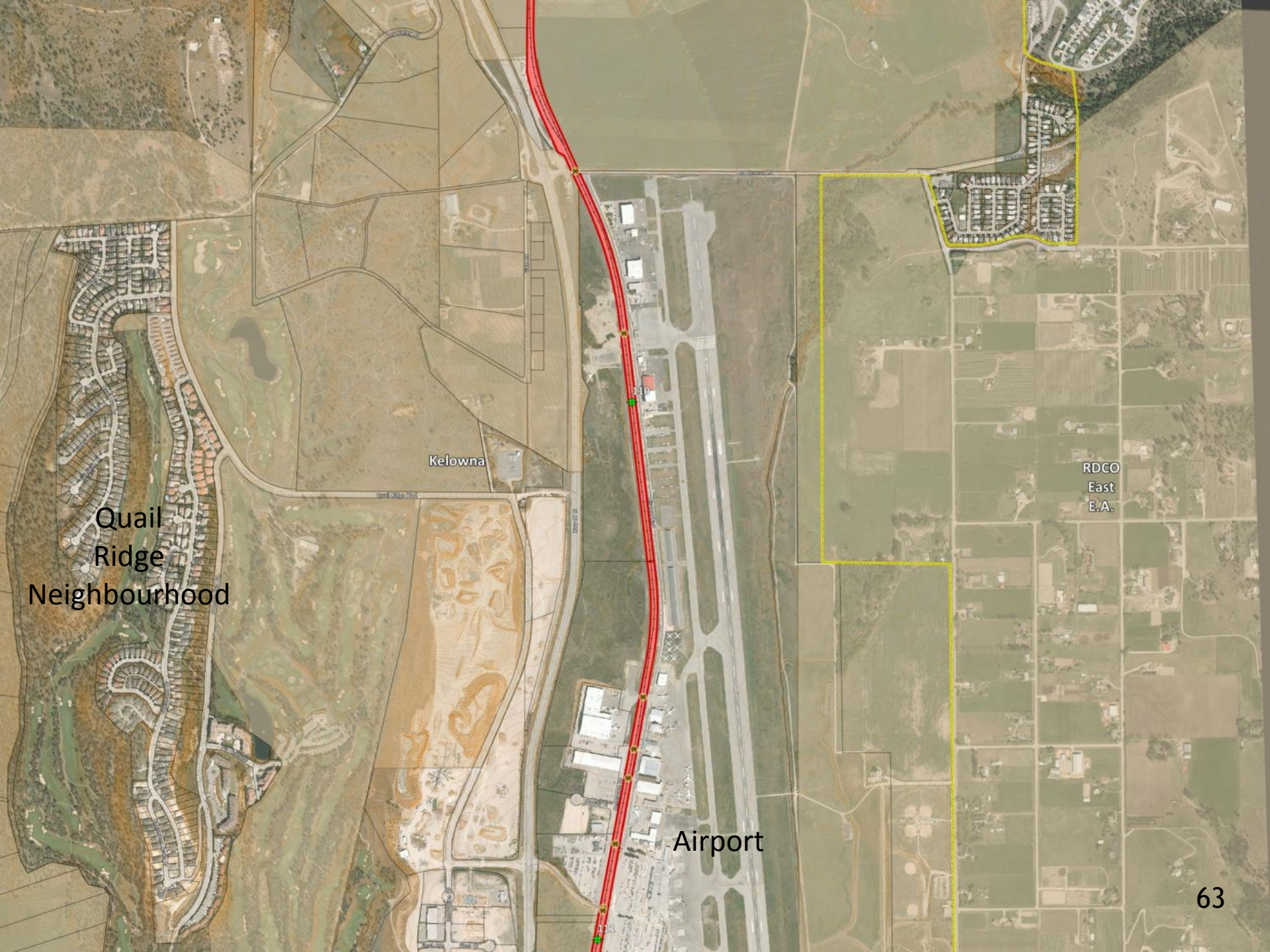
114



U.B.C.O.

Kelowna

RDCO
East E.A.

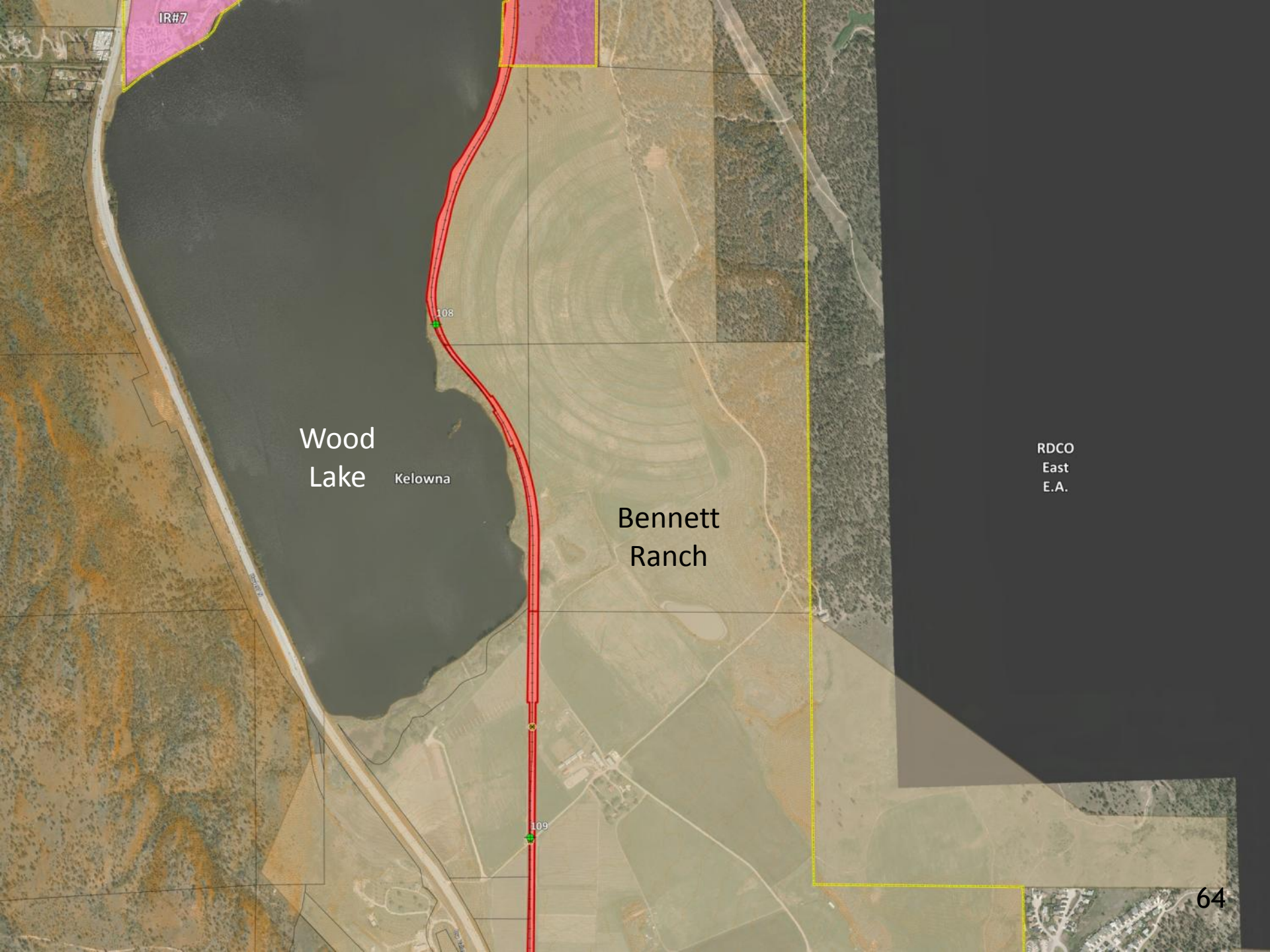


Quail
Ridge
Neighbourhood

Kelowna

Airport

RDCO
East
E.A.



IR#7

Wood
Lake
Kelowna

Bennett
Ranch

RDCO
East
E.A.

108

109

DEVELOPMENT OF ORC CORRIDOR

- ▶ Acquisition mode \Rightarrow Development mode

DEVELOPMENT OF ORC CORRIDOR

► Opportunities:

- Track removal ⇒
Improved pedestrian
access ⇒ Ad hoc
public use
- Okanagan Rail Trail
Initiative (ORTI)
actively fundraising &
campaigning for trail
development

DEVELOPMENT OF ORC CORRIDOR

▶ Opportunities:

- ▶ Track removal ⇒ Improved pedestrian access ⇒ Ad hoc public use
- ▶ Okanagan Rail Trail Initiative (ORTI) actively fundraising & campaigning for trail development

▶ Constraints:

- ▶ Time for CN removals/remediation
- ▶ Need to plan & consult
- ▶ Lack of capital funds from local government
- ▶ Need to coordinate local government efforts

DEVELOPMENT OF ORC CORRIDOR

▶ Approach

- ▶ An initial phase of trail development ~ \$5 million
- ▶ 1 continuous, basic level recreation trail, developed at one time ~ 47km
- ▶ Planning & consultation
- ▶ Funding reliance on groups (ORTI) & grants first
- ▶ Unified approach (all 3 owner jurisdictions)
- ▶ Acquisition team ⇒ Development team

IAT ⇒ IDT

INTER-JURISDICTIONAL DEVELOPMENT TEAM

- ▶ Terms of Reference
 - ▶ Purpose
 - ▶ Objectives
 - ▶ Members
 - ▶ Principles
 - ▶ Responsibilities - Team
 - ▶ Responsibilities - Member
 - ▶ Funding & financial mgt.
 - ▶ Kelowna Rep & PM
 - ▶ Term

TERMS OF REFERENCE

▶ Purpose

- ▶ Work collaboratively to plan design, fund, develop & maintain a continuous recreation trail.

TERMS OF REFERENCE

▶ Objectives

- ▶ Long term benefits, locally & regionally
- ▶ Continuous recreation corridor
- ▶ Support future multi-modal transportation
- ▶ Planning & community engagement
- ▶ Public safety & risk mitigation
- ▶ Reflect capacity of owners to fund
- ▶ Pursue grants & community fund raising

TERMS OF REFERENCE

- ▶ Members (owners)
 - ▶ City of Kelowna
 - ▶ District of Lake Country
 - ▶ Regional District of North Okanagan

TERMS OF REFERENCE

▶ Principles

- ▶ Work collaboratively
- ▶ Consensus based decisions
- ▶ Trust & confidentiality
- ▶ Full participation
- ▶ Full term

TERMS OF REFERENCE

- ▶ Responsibilities - IDT
 - ▶ Council/Board reporting & recommendations
 - ▶ CN's contractual obligations
 - ▶ Single point of contact re consultation & communications
 - ▶ Engage & manage consultants as required
 - ▶ Identify & address corridor issues
 - ▶ Coordinate raising & disbursement of funds

TERMS OF REFERENCE

- ▶ Responsibilities – Owner jurisdictions
 - ▶ Appoint & support staff representative
 - ▶ Land acquisition/disposition as required
 - ▶ Real estate management as required
 - ▶ Consider & approve IDT recommendations
 - ▶ Implement/fund approved plans & initiatives
 - ▶ Corridor maintenance

TERMS OF REFERENCE

- ▶ Funding & Financial Management
 - ▶ IDT costs shared per formula
 - ▶ Estimates provided for capital & O&M costs
 - ▶ Capital costs for completed basic trail by fundraising
 - ▶ O&M costs by each jurisdiction
 - ▶ No expenditure without funding & authority
 - ▶ Coordination with fundraisers/grantors
 - ▶ IDT financial manager

TERMS OF REFERENCE

- ▶ Kelowna's IDT Representative
 - ▶ Derek Edstrom

- ▶ IDT Project Manager
 - ▶ Andrew Gibbs

TERMS OF REFERENCE

- ▶ Term
 - ▶ Until initial phase of trail development is open for public use

RECOMMENDATIONS

- ▶ THAT ...
 - ▶ Council receive this report for information

- ▶ AND THAT ...
 - ▶ Council endorse City participation in the IDT

- ▶ AND FURTHER THAT ...
 - ▶ Council endorse cessation of the IAT

OKANAGAN RAIL CORRIDOR

INTER-JURISDICTIONAL DEVELOPMENT TEAM



Notice of Motion:

Prepared by: Luke Stack

Date: September 30, 2015

As we were reviewing the Affordable housing Update in Council last Monday afternoon I raised a couple of points of discussion. They seemed to resonate with other Council members and I was encouraged to propose a motion. I declined to as I was not prepared to bring a motion forward until I had the opportunity to consider the matter more fully. Secondly, I also want to make sure any initiative proposed is consistent with the recently approved Council Priorities.

In preparing this motion I aligned it with the Council Priority of "Planning Excellence." This priority states: *"Council wants to ensure a strong foundation is in place so the short-term and long-term needs of the community are met. This will require a focus on long term planning."*

and

"Council is committed to evidence based decision making, rooted in best practices. A key deliverable in this term will be a new Community Plan. Council wants to engage citizens and staff to develop shared vision for the City and plans to get there."

Background:

1. **Semi-Annual Housing Metrics report:** The Housing Strategy Implementation update received on September 28, 2015 reported on the 25 Strategies in the Housing Strategy. The City has done a great job in acting on 24 of the 25 strategies and even exceeded some recommendations (Like secondary suite approval process.) What is still required is some data on whether the strategies are producing the desired outcomes. I believe we need a report that indicates what outcomes each policy has generated in the last 24 months. As an example, a few years ago a target of 300 purpose built rental units per annum was identified as a target in the City. How do we measure up?
 - a. How many purpose built rental units have been added to the City housing stock? This could be determined by how many Building Permits issued for purpose built rental housing.
 - b. How many secondary suites have been added to the City housing stock? This could derived by tracking business licenses and building permits.
 - c. How many non-profit housing units have been added? This is easy to track through examining City building permits in conjunction with BC Housing approvals.
 - d. Other key tracking numbers and key metrics should be examined and reported upon.

Once this information is gathered and reported to Council, the report will serve as a guide for item 2.

2. **Affordable Housing Strategy for 2018 OCP:** There was some discussion that we should revisit the Housing Strategies prior to the formal OCP review in 2018. I think this is a good idea. I would like to suggest an Ad-Hoc committee be struck to review the 25 Housing policies; analyse the Housing Metrics report and do a SWOT analysis (Item 1 above); and investigate other “best practices” in promoting market and affordable rental housing. The Committee could be comprised of City Policy staff, UDI, BC Housing, CMHC, CHRA, Non-profit representation and possibly other stake-holders. The Ad-hoc Committee would have a fixed term to review policy, examine data and bring recommendations back to Council to consider for implementation in the next OCP. It is hoped that this Committee will generate some new ideas and perhaps we will modify existing policy.
3. **Identifying Key sites:** The City has been very successful in attracting tens of millions of dollars in affordable housing investment from BC Housing and the Federal Government. This has been due, in part, by the City pro-actively identifying specific sites to be used for future affordable housing projects. To my knowledge these sites will have been built out by the end of 2016. In anticipation of similar future opportunities, and once the Ad-Hoc Committee identifies specific areas of housing need, it would be wise to explore opportunities to identify and secure future sites for similar expansion beyond 2016. Having a site (especially if it is correctly zoned and in a good location) is often the key to securing funding from BC Housing. (Central Green is a great example – This project generated about \$14 million dollars of investment from BC Housing.) Kelowna has been very successful in attracting Provincial investment in non-profit housing. This is due to its forward thinking housing policies which include the following:
 - a. Identifying and leasing sites for non-profit rental housing projects;
 - b. Providing funding for the Affordable Housing Grant program annually;
 - c. Establishing tax incentives for purpose built rental housing when the vacancy rate is below 3%.

Following is a list of successful non-profit housing initiatives completed in partnership between the City, BC Housing and local Non-profit organizations:

- d. Cardington Apartments – Complete 30 units (John Howard)
- e. Tutt Street – Complete 39 units (NOW Canada)
- f. Willow Bridge – Complete (CMHA)
- g. Newgate Apartments – Complete 49 units (John Howard)
- h. Pleasantvale - In process – 50 rebuilt units and 20 new units (Society of Hope)
- i. Central Green – Complete 30 units (Karis Housing Society)
- j. Central Green – In process – 86 units (Ki-Low-Na Friendship Society)

The expansion of non-profit affordable housing the City is enjoying today is the result of good forward planning in earlier years.

Proposed Motion:

To prepare a semi-annual Housing Metrics report for City Council. This report will establish bench-marks and targets related to the 25 Housing Strategies adopted by the City of Kelowna. This report will then measure the results of the established housing strategies to determine which are generating the desired outcomes. Once complete staff will report back to Council.

Secondly, in preparation for the OCP update - establish a Housing Strategy Ad-Hoc Committee with specific terms of reference to:

1. Review the 25 established Housing Strategies of the City of Kelowna;
2. Review the semi-annual Housing Metrics Report;
3. Conduct a SWOT analysis of the report (Strengths; Weaknesses; Opportunities and Threats);
4. Investigate other "best practices" in promoting affordable and affordable rental housing;
5. Prepare recommendations to Council.

The Committee will be comprised of City Planning Policy staff, representatives from UDI, BC Housing, CMHC, CHRA, Non-profit representation and possibly other stake-holders.

Memo



Date: October 5, 2015
To: Ron Mattiussi, City Manager
From: James Moore, Long Range Policy Planning Manager
Subject: Housing Strategy Implementation - Follow-up

Purpose:

To provide additional clarity regarding the Housing Strategy Implementation following Council discussion at its regular meeting of September 28, 2015.

Discussion:

The status of the implementation of Kelowna's Housing Strategy was provided to Council in a staff report on September 28, 2015. Following this report, Council raised two items for discussion: (1) the provision of a more detailed analysis for the rental housing sector, including an annual target; and, (2) the establishment of an Ad-Hoc Committee/Advisory Panel to inform the next policy update on housing scheduled to coincide with the next OCP review, set to begin in 2017.

Rental Housing Information

Staff gather considerable information on the rental housing sector, such as the vacancy rate, rental prices, and an estimate of the total number of rental units by type. This information is provided via a number of different sources, including the annual Housing Report, the Official Community Plan Indicators Report, and the Community Trends Report.

Staff concur that a more detailed and rigorous analysis of the rental housing sector is warranted. A clear target is needed, with performance to be measured annually. Included in the detailed analysis should be the number of rental housing units, and the type of rental accommodation (e.g.: non-profit supportive housing and market rental housing). Information at this level is missing from the current analysis. Staff will include this in the annual reporting process starting in the spring of 2016 with the Housing Report.

Ad Hoc Committee / Advisory Panel

As noted in the staff report regarding the implementation of the Housing Strategy, the strategy's twenty-five recommendations are 96% complete. Staff will be working through 2016 to complete the remaining items. 2017 will mark the beginning of the background work and research for the next Official Community Plan (OCP) update. Included in this review will be a thorough analysis of the housing sector. Conducting the analysis at this time will be advantageous, as it will be informed by new Statistics Canada census data and by an improved understanding of broader social, economic and demographic trends.

As 2017 approaches, staff will have to prepare a comprehensive strategy to guide the background research process, including consideration of advisory panels, and the engagement of specialized consultants and experts as appropriate. Each of these tasks is complex and requires the development of Terms of Reference to determine objectives, scope, deliverables, resourcing, timelines and appropriate stakeholder representation. Making a determination at this extremely early stage about how background research on housing should be approached may limit the options for how staff approach other key topic areas, and could force staff to establish advisory panels on all other subject areas. Certainly, advisory panels should be given thorough consideration as one of several possible approaches to research closer to 2017 as part of the overall research strategy. This strategy will need to be reviewed and approved by Council in advance of the commencement of research work.

Respectfully Submitted,

James Moore, MCIP, RPP
Long Range Policy Planning Manager

cc:

D. Gilchrist, Divisional Director, Community Planning & Real Estate
D. Noble-Brandt, Department Manager, Policy & Planning

Report to Council



Date: October 19, 2015
File: 0160-20
To: City Manager
From: Deputy City Clerk
Subject: Council Policy Library Review (2)

Recommendation:

THAT Council receives the Council Policy Library Review (2) report of the Deputy City Clerk, dated October 19, 2015 for information;

AND THAT Council considers for review as presented in the report of the Deputy City Clerk, dated October 19, 2015 the following Council Policies:

Policy 25 - City Manager's Attendance at Meetings of the Council;

Policy 43 - Use of Council Chambers;

Policy 285 - Council Committees;

Policy 286 - Minutes of Select and Standing Committee Meetings;

Policy 299 - Freedom of the Municipality (City) Award;

Policy 336 - Video Surveillance

AND FURTHER THAT staff report back to a regular Monday PM meeting with changes to Council Policy as directed during the October 19, 2015 A.M meeting.

Purpose:

To review Council Policy Numbers 25, 43, 285, 286, 299 and 336 of the Council Policy Library

Background:

On May 25, 2015 Council directed a review of the Council Policy library be conducted during Monday AM regular meetings. The title of the report, Council Policy Library Review (2), is denoted with a numerical reference to indicate this is the second report of the review.

A Council Policy is created through a resolution of council to provide strategic direction on governance, programs and services at the City of Kelowna. A review of the Council Policy Library will provide Council with an opportunity to ensure their policy library is current and reflects alignment with current Council priorities.

A Council Policy is a plan or course of action, intended to influence and determine decisions, actions, and other matters that have an intended effect. Generally, a Council Policy is:

- Approved by Council and guides Council decisions;
- Conveys a common understanding of Council's strategic direction;
- Related to City of Kelowna governance, programs and/or services;
- Impacts the community;
- Is within Council's jurisdiction;
- Contents are not covered elsewhere and/or cannot be covered elsewhere; and
- Guides decisions to achieve consistent outcomes, common interpretation

Policy Review:

A Council Policy provides clarity around a stated principle or goal, and is a means for common understanding between Council, citizens, and staff. The goal of written policy is to clearly state why the policy exists, what the objective is, who/what the policy applies to, and how to comply. By setting an objective in a Council Policy, Council intends the objective to be met through compliance with their policy statements.

The following policies have been evaluated and prepared for Council's review and discussion during this meeting:

Policy 25 - City Manager's Attendance at Meetings of the Council

Recommendation: Amend as 'DRAFT' attached.

This policy was adopted in 1970 following the adoption of a City Administrator Bylaw. The policy was amended twice, with housekeeping amendments in 1999 to reflect the change of title from 'City Administrator' to 'City Manager', and in 2010 through the general policy review and template updates.

This policy provides direction to Council and the City Manager with regards to meetings of Council, and the expectation of attendance. The original policy was written to ensure the City Manager was not excluded from a meeting of Council unless the topic of discussion was regarding the incumbent's performance or salary. The proposed amendments state this intention with the addition of the Guiding Principle, and expand the application of the policy to a designate in the absence of the City Manager.

Policy 43 - Use of Council Chambers

Recommendations:

1. Rescind the Council Policy and replace with a Corporate Administration Policy, or
2. Amend as 'DRAFT' attached.

This policy was first introduced in 1982 when the Chamber was new and there were requests from the community for its use. Through policy, Council directed its primary use be for Council purposes and allowed some additional uses for the community. Up to 1998, any exceptions to the policy required a Council resolution. This was amended in 1998 to allow discretion to the City Manager (Administrator), and then in 2010, further delegated this discretion to the City Clerk. The policy continues to be upheld, and the Chamber use scheduled, by the Office of the City Clerk. As the additional use of Council Chamber has become a well define practice over the past 30 years, it is recommended this policy be rescinded and replaced with an administrative policy.

Should Council wish the policy be amended, the proposed amendments include a policy name change to better reflect the subject of the policy as Council Chamber for ease of search ability. The draft amendments are written to clearly identify the care and maintenance of Council Chamber as the guiding principle, with the objective to allow the space to be used as a community resource for civic purposes. The amendments to the acceptable additional uses include the addition of Bylaw Adjudication Hearings, City Hall tours, and Local Government Elections.

Policy 285 - Council Committees, and

Policy 286 - Minutes of Select and Standing Committee Meetings

Recommendation: Rescind as policy is duplicating legislation, Council Procedures Bylaw No.9200, and committee Terms of Reference.

These policies were introduced in 2000 in conjunction with Council Bylaw No. 7906 (Procedures Bylaw) following changes to the Municipal Act. As noted above, most parts of the policies are now duplicating sections in the Community Charter or Bylaw 9200 as they relate to legislated Council procedures. The sections related to the administration of Council Committees, including staff liaison and membership, are also duplicated as this information forms part of each Council Committee Terms of Reference, which are considered and endorsed by Council.

Policy 299 - Freedom of the Municipality (City) Award

Recommendation: Amend as 'DRAFT' attached.

In 1988, Council established a Policy to guide the Freedom of the Municipality (City) Award. Originally, the Award was specific to "outstanding contributions to the community, related to actions having a direct beneficial effect on the City of Kelowna". In 2000, the Anita Tozer Memorial Award was introduced as part of the Civic and Community Awards. Perhaps reflecting this new award, amendments were made to the Policy in 2001, broadening the language to encompass contributions to "his/her country and/or the community."

The proposed amendments in the attached draft policy include a name change to better reflect the nature of the Freedom of the City as an 'Honour', and further distinguish from the Civic and Community Awards. The proposed draft aligns the existing policy content to clearly identify Council's guiding principle, purpose and application. The policy statements remain consistent with the existing policy, and reflect minor changes for clarification purposes. It is recommended that the package of benefits (introduced in 2001) further define civic events and confirm City of Kelowna parking passes include the airport.

Policy 336 - Video Surveillance

Recommendation:

1. Rescind the Council Policy - refer to Bylaw No. 10400 Corporate Records & Information Management Program; Bylaw No. 9682 *Freedom of Information and Protection of Privacy Act*; and other relevant regulation; or
2. Amend as 'DRAFT' attached.

This policy was first introduced in 2006 to provide council oversight of camera use at a time when the Federal Privacy Commission sighted concerns with a single security camera in

the downtown area. It provides for ensuring appropriate use of surveillance cameras and protection of privacy.

Each camera or system of cameras has a privacy impact assessment that outlines the purpose of the cameras and how the impact to privacy is minimized. In addition, administrative policies are in place for each system of cameras that define who can view the camera's images, who can review the camera's images and who can make a copy of the camera's images in increasing levels of management responsibility. Administrative policies also define retention periods and the system automatically erases images once the retention period has passed. Generally, video is only used or copied for retention for the purpose of law enforcement and security and safety where there is a direct link to law enforcement purposes.

Should Council wish the policy be amended, the proposed amendments include a policy name change and wording changes to better reflect the subject of the policy and assignment of the responsibility for approving new cameras to the City Manager.

Internal Circulation:

City Manager
Divisional Director Corporate and Protective Services
Risk Manager
City Clerk

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: ☐ Rob Mayne, Divisional Director Corporate & Protective Services

cc:



City of Kelowna
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Council Policy

City Manager's Attendance at Meetings of the Council

APPROVED September 14, 1970

RESOLUTION: R375/10/04/26

REPLACING: R342/99/04/26; R-1970/09/14

DATE OF LAST REVIEW: April 2010

THAT the City Manager shall only be excluded from attendance at a meeting of the City Council, or of a Committee of the Council, or a meeting of the Council with any person or organization, when the subject matter to be discussed relates to the personal performance or salary of the City Manager.

REASON FOR POLICY

To establish the City Manager's attendance at Council Meetings.

LEGISLATIVE AUTHORITY

Council Resolution.

PROCEDURE FOR IMPLEMENTATION

NA



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Council Policy

City Manager's Attendance at Meetings of the Council

APPROVED September 14, 1970

Contact Department: City Manager

Guiding Principle

The City Manager is accountable for the day to day business affairs of the City of Kelowna and ensures they are carried out in accordance with the policies established and approved by Council.

Purpose

To establish the City Manager's attendance at meetings of the Council.

Application

1. City Manager – means the City Manager or designate
2. Council Meetings – means all Regular Meetings, Special Meetings, Committee of the Whole, Appeal Hearings and Public Hearings.

Policy Statements

1. The City Manager will attend all meetings held by City Council.
2. As an exception to statement 1, the City Manager is excluded from attendance at a meeting of the City Council when the subject matter to be discussed relates to the personal performance or salary of the City Manager.

Amendments

September 14, 1970 – R-1970/09/14 – Policy approved by Council following the creation of the City Administrator position
April 26, 1999 – R342/99/04/26 – Amended to reflect change of title from City Administrator to City Manager
April 26, 2010 – R375/10/04/26 - Housekeeping updates



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Council Policy

Use of Council Chambers

APPROVED August 10, 1982

RESOLUTION: R375/10/04/26

REPLACING: R651/00/07/24; R54/1998/01/26; I126/1982/08/10

DATE OF LAST REVIEW: April 2010

THAT the Council Chamber located within the City Hall be used exclusively for the following:

1. City Council Meetings and Public Hearings
2. Regional District of Central Okanagan Board Meetings and Public Hearings
3. Canadian Citizenship swearing-in ceremonies
4. Local Improvement Public Meetings
5. Tax Sale Public Meetings
6. Staff/Council information and training meetings
7. Meetings of Council Committees;

AND THAT any other requests for use of the Council Chamber be subject to approval of the City Clerk.

REASON FOR POLICY

To ensure the appropriate use of the Council Chamber.

LEGISLATIVE AUTHORITY

Council Resolution.

PROCEDURE FOR IMPLEMENTATION

Dates for the activities approved by this policy are to be scheduled through the Office of the City Clerk who will ensure that the Council Chamber is not double booked. Other requests for use of the Chamber will be forwarded by the Office of the City Clerk to the City Manager for approval.



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Council Policy

Council Chamber – Additional Use

APPROVED August 10, 1982

Contact Department: Office of the City Clerk

Guiding Principle

Council Chamber is a unique facility where the business of the City is conducted by Council thus requiring care and maintenance of the public gallery, as well as Council related technology and equipment.

Purpose

To provide for additional use of Council Chamber during regular business hours as a resource for City business and community events as appropriate.

Application

All requests for the use of Council Chambers over and above meetings of Kelowna City Council.

Policy Statements

1. Priority use of Council Chamber is for Kelowna City Council to conduct their Regular Meetings, Public Hearings, Special Meetings or Committee of the Whole Meetings as required.
2. The following are considered acceptable additional uses subject to availability:
 - a. Council Committee meetings;
 - b. Regional District of Central Okanagan Board Meetings and Public Hearings;
 - c. Local Improvement Public Meetings;
 - d. Tax Sale Public Meetings;
 - e. Staff information and training meetings;
 - f. Bylaw Adjudication Hearings;
 - g. City Hall Tours
 - h. RCMP Training sessions;
 - i. Local Government Election information sessions, training and voting location;
 - j. Canadian Citizenship ceremonies
3. Requests for additional use of Council Chambers are to be directed to, and confirmed by, the Office of the City Clerk subject to the meeting needs of Council.
4. Requests for additional use outside of regular business hours, or for uses other than those identified by the policy, are subject to approval of the City Clerk.

Amendments

August 10, 1982 - I126/1982/08/10 – new Council Chamber, policy created
January 26, 1998 - R54/1998/01/26 – updated list of meeting types held in Chamber; changed approval for exceptions from Council Resolution to City Administrator
July 24, 2000 - R651/00/07/24 – updated allowable uses to include Council Committees
April 26, 2010 - R375/10/04/26 – changed approval for exceptions from City Administrator to City Clerk



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Council Policy

Council Committees

APPROVED December 18, 2008

RESOLUTION: R975/09/10/19

REPLACING: R1005/00/12/18; R128/00/02/21

DATE OF LAST REVIEW: October 2009

1. Committees of Council, created by Council to undertake business on Council's behalf, may be generally defined as follows:

Advisory Committee – an ongoing committee, which may be given a broad to narrow term of reference, and is advisory in nature.

Select Committee – or a “Task Force” – established and appointed by Council to accomplish a specific mandate in a short time frame, is advisory in nature and must have at least one Council member in the membership of the committee.

Standing Committee – at least half of a standing committee must be council members appointed by the Mayor to undertake matters the mayor considers better dealt with by committee.

Sub-Committee – created by an existing committee for a specific advisory purpose which will report back to the committee under which it was created.

Commission or Board – are terms from the *Local Government Act* or the *Community Charter* that have statutory terms of reference and mandates.
2. All committees shall have a Term of Reference adopted by Council that includes:
 - Committee Objective and Scope of Work as directed by Council
 - Committee membership, including the number, representation from the community-at-large, specific organizations and Council
 - Chairperson (whether elected or appointed)
 - Meeting procedures including regular meeting dates and frequency
 - Reporting and information link to Council
 - Budget
 - Staff Support
3. Pursuant to the *Community Charter*, all Council committee meetings must be open to the public. The public may not participate in the meeting unless scheduled on the agenda.
4. Pursuant to the *Community Charter*, a part of a committee meeting may be closed to the public if the subject matter being considered is exempt under statute.
5. Standing Committee appointments are made by the Mayor.
6. All new Select and Advisory Committees will be advertised and members (other than Council or staff) selected from nominations received from the public. Vacancies, as they arise, will also be selected from nominations resulting from advertising. This does not apply to the appointment of committee members appointed at an Inaugural Council Meeting.
7. The staff liaison on the Select and Advisory Committees will be responsible for advertising for nominations for vacancies on the committee and initiating a recommendation of appointment to Council.
8. A minimum of 3 days before a meeting of a Council Committee, the staff liaison shall provide the City Clerk with an electronic copy of the agenda.

REASON FOR POLICY

To further clarify committee membership and responsibilities.

LEGISLATIVE AUTHORITY

Community Charter, Council Procedure Bylaw No. 9200, Council Resolution.

PROCEDURE FOR IMPLEMENTATION

As outlined in the Policy.



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Council Policy

Minutes of Select and Standing Committee Meetings

APPROVED 2000-02-21

RESOLUTION: R975/09/10/19
REPLACING: R128/00/02/21
DATE OF LAST REVIEW: October 2009

1. All minutes shall state the meeting date and location, those members in attendance, and the time the meeting starts and terminates.
2. The minutes shall follow the order of the agenda for the meeting and be a record in point form of the issues raised and actions taken.
3. Any motions shall be determined by a majority vote of those members present, provided a quorum is achieved.
4. Pursuant to Section 9.20 of Council Procedure Bylaw No. 9200, a motion made at a meeting of a committee is **not** required to be seconded. Recommendations to Council, however, must be moved, seconded and voted on by the committee before advancing to Council.
5. Before a meeting or part of a meeting is closed to the public, a motion must be adopted by the committee stating (a) the fact that the meeting is to be closed and (b) the basis under section 90 of the *Community Charter* on which the meeting is to be closed.
6. The minutes of the closed meeting are to be entirely separate from the minutes of the open meeting, are to be clearly identified as being confidential and are photocopied on blue paper.
7. The minutes shall be signed by the Chair or presiding member at the meeting.
8. The staff liaison shall be responsible for ensuring that the signed minutes are forwarded to the City Clerk's Department for filing in the vault and to the City Manager's office for inclusion in the "Committee Meetings" binder for perusal by members of Council. (Suggest staff run a highlighter over the important issues to draw Council's attention to those sections in the minutes.)
9. Once the minutes have been signed, the staff liaison shall forward the minutes electronically to the City Clerk's Department for posting (other than minutes of closed meetings) on the City's Web Site and for circulation to Council.

REASON FOR POLICY

To establish uniformity in the minutes of select and standing committee meetings.

LEGISLATIVE AUTHORITY

Council Procedure Bylaw No. 9200 and Council Resolution.

PROCEDURE FOR IMPLEMENTATION

As outlined in the policy.



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Council Policy

Freedom of the Municipality (City) Award

APPROVED July 26, 1988

RESOLUTION: R375/10/04/26
REPLACING: R531/01/06/25; R1074/1988/07/26; Policy No. 56
DATE OF LAST REVIEW: April 2010

1. Council may from time to time honour a distinguished person by unanimous vote of the Council members conferring the Freedom of the Municipality on that person, the award to be called "Freedom of the City".
2. In conferring the honour, Council will identify an appropriate venue for public presentation.
3. The main purpose of the distinguished honour of Freedom of the City shall be to recognize the outstanding effort of an individual who has given exemplary service and/or recognition to his/her country and/or the community. Outstanding contributions may be related to the arts, business and commerce, humanities, politics, community service, sports or professional endeavors.
4. The person receiving Freedom of the City is, during the pleasure of Council, deemed to be an elector of the municipality and as such is eligible to be registered and to vote in an election for Mayor or Councilor. If the person is a Canadian citizen, he/she is deemed to be qualified to be nominated, be elected and hold the office of Mayor of the municipality.
5. The person conferred with Freedom of the City will receive the following:
 - an invitation to all City-initiated events
 - a lifetime transit pass
 - a lifetime parking pass (free on-street parking and in City-owned parking facilities)
 - a professionally drafted and framed certificate
 - a portrait sitting – the portrait will be displayed in City Hall and he/she will receive a portrait to keep.
6. Benefits conferred cannot be bequeathed nor transferred.

REASON FOR POLICY

To provide criteria for conferring the honour of Freedom of the City to an individual.

LEGISLATIVE AUTHORITY

Community Charter

PROCEDURE FOR IMPLEMENTATION

Requires a unanimous vote of the Council members conferring the award of Freedom of the City on the individual.



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Council Policy

Freedom of the City Honour

APPROVED July 26, 1988

Contact Department: Office of the City Clerk

Guiding Principle

Freedom of the City honours those distinguished persons who have given exemplary service to their country and/or community.

Purpose

To provide criteria for conferring the Freedom of the City honour in recognition of outstanding effort(s) and/or contribution(s) by an individual.

Application

Outstanding contributions by an individual may be related to the arts, business and commerce, humanities, politics, community service, sports or professional endeavors.

Policy Statements

1. Council members wishing to confer upon an individual the honour of Freedom of the City will require the unanimous vote of Council.
2. In conferring the honour of Freedom of the City, Council will identify an appropriate venue for public presentation.
3. A person conferred with Freedom of the City is deemed to be an elector of Kelowna and as such is eligible to vote in an election for Mayor or Councillor.
4. A person conferred with Freedom of the City will receive the following:
 - a. An invitation to the Civic & Community Awards and Inaugural Meetings of Council;
 - b. A lifetime City of Kelowna transit pass;
 - c. A lifetime City of Kelowna parking pass for on-street parking and City-owned parking facilities; as well as a life-time short-term parking pass for the Kelowna International Airport (YLW);
 - d. A framed Freedom of the City Honour certificate, and
 - e. A portrait sitting - the portrait to be displayed in City Hall, with a digital copy of the portrait provided to the recipient.
5. No benefits provided to a person conferred with Freedom of the City can be bequeathed or transferred.

Amendments

July 26, 1988 – R1074/88 – Council Policy 56 introduced

June 25, 2001 – R531/01/06/25 – replaces Council Policy 56

April 26, 2010 – R375/10/04/26 – Policy library review, housekeeping amendments



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Council Policy

Video Surveillance

APPROVED November 27, 2006

RESOLUTION: R375/10/04/26
REPLACING: R1060/06/11/27
DATE OF LAST REVIEW: April 2010

A. SCOPE

This policy applies to any video surveillance system operated by or for the City of Kelowna that collects personal information in any form. It does not apply to video surveillance systems, such as certain traffic cameras, that do not collect information about identifiable individuals. This policy does not apply to video surveillance conducted by the RCMP, who are subject to federal legislation, or to covert (hidden) video surveillance.

B. DEFINITIONS

"Act" means the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996 Ch. 165, as amended from time to time.

"FOIPOP Head" means the person or persons named to this position by City of Kelowna Freedom of Information and Protection of Privacy Bylaw No. 9862.

"Personal information" means recorded information about an identifiable individual.

"Open public space" means the grounds of any real property, or portions of real property, owned or subject to a right of occupation by the City of Kelowna to which the public is ordinarily invited or permitted to be on, and includes, but is not necessarily limited to, parks, playgrounds, beaches, and public parkades or parking lots. It does not include the interior of a City facility.

"Record" means any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, and includes: a photograph, a film, a microfilm, a videotape, a machine-readable record, and any record that is capable of being produced from a machine-readable record.

"Video surveillance system" means a mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of individuals, assets and/or property.

1. General Principles:

The City uses video surveillance systems to ensure the security of individuals, assets and property.

The implementation of a video surveillance system must be in accordance with this policy.

Council approval is required for any video surveillance system. Requests to implement or expand a video surveillance system in an open public space require a specific report to Council presented at a Council meeting before Council approval via the budget process.

Video surveillance systems will be considered only after other, less intrusive, security methods have been considered and have been found to be unworkable. Video surveillance systems shall be used in conjunction with other security efforts and initiatives.

Prior to introducing or expanding a video surveillance system, the rationale for this system must be clearly articulated in writing, before written authorization by the FOIPOP Head and City Manager will be given to proceed to Council.

2. Budget Process:

Requests for budgetary approval for the implementation of new video surveillance systems or any requests for additions to existing video surveillance systems will not be considered by the Financial Services Department until a written preliminary justification for use of the proposed video surveillance system has been provided by the FOIPOP Head.

If a video surveillance system is part of a larger budget request then the description and cost of the video surveillance system must be separated out from the overall cost of the project.

3. Privacy Considerations:

Video surveillance systems that record images of individuals collect personal information that must be protected in accordance with the Act.

The City will exercise a high degree of care when using video surveillance systems in order to protect the privacy of individuals who visit or work at monitored places. Although video surveillance may be required for legitimate operational purposes, it must be used in accordance with the provisions of the Act. A written administrative policy and procedure covering each video surveillance system will be created to ensure the operation of the video surveillance system complies with the Act.

As a general rule, the Act requires the City to notify individuals that it is collecting their personal information. Video surveillance systems must be clearly visible and marked by prominent signage.

4. Records Management Considerations:

Records created by video surveillance systems are subject to the City of Kelowna Records Classification and Retention Schedule, which prescribes retention periods for these records.

5. Web-Based Video Surveillance Systems:

Requests for video surveillance systems that involve the collection, use, retention, or access of images on a server or are accessed via the City network require the approval of the Information Services Division Technical Services Manager to ensure that adequate resources are available to support the web-based video surveillance system.

6. Audits and Reviews:

The FOIPOP Head will conduct a written audit and review of existing video surveillance systems and Report to the City Manager on an annual basis.

REASON FOR POLICY

To ensure that the City of Kelowna identifies appropriate uses for video surveillance technology, that appropriate authorization is obtained to implement such a system, and to manage records that may be created using this technology in a manner that complies with provincial legislation and City records management requirements.

LEGISLATIVE AUTHORITY

Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996 Ch. 165; Freedom of Information and Protection of Privacy Bylaw No. 9862

PROCEDURE FOR IMPLEMENTATION

As outlined in policy



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Video Cameras Use - Law Enforcement, Safety, Security

APPROVED November 27, 2006

Contact Department: Corporate & Protective Services

Guiding Principle

The City of Kelowna is committed to leading in the development of a safe community and will use video cameras for law enforcement purposes to enhance safety and security for the public, and protect City assets.

Purpose

To provide the criteria for placement and use of City of Kelowna operated video cameras as they relate to law enforcement, safety and security.

Application

This policy applies to all city operated video cameras intended for law enforcement, safety, and security; and the records, including images, created by the cameras.

Out of Scope

This policy does not apply to camera use, images and records for operational uses including but not limited to: condition assessments, real estate records, community planning, building inspections, communications, promotional material, training videos, use of handheld cameras, cameras for the purpose for traffic management, or cameras in City owned facilities and spaces where the records, including images, are not the property of the City.

Policy Statements

1. The City Manager, or designate, will approve the placement of cameras to benefit law enforcement, safety, and security without undue intrusion to privacy.
2. The City Manager, or designate, will approve and maintain a list of authorized staff, contractors and/or agents that can review recorded information or make a copy of images or video.
3. Each camera, or set of cameras, will have an associated Privacy Impact Assessment and Video Camera Operation Policy that together will specify how the camera or set of cameras enhance law enforcement, safety and security.
4. All personal information collected by video cameras will be managed in accordance with the *Freedom of Information and Protection of Privacy Act* with use and access to records by an authorized contractor or agent governed by a written agreement with the City and in accordance with the *Act*.
5. Access permissions will be granted for specific cameras or set of cameras only where a business need related to law enforcement, safety and security is identified and in accordance with the *Act*.
6. Records will be secured with the appropriate collection, use, disclosure and retention to follow the requirements of **Bylaw No. 10400 - City of Kelowna Corporate Records and Information Management Program**.
7. The Freedom of Information and Protection of Privacy Head as designated in **Bylaw No. 9682 - Freedom of Information and Protection of Privacy** will review each Privacy Impact Assessment and Video Camera Operation Policy annually.

Amendments

November 27, 2006 - R1060/06/11/27 - first CCTV installed, policy created

DRAFT

COUNCIL POLICY REVIEW

October 19, 2015



COUNCIL POLICY

Purpose

To provide strategic direction related to:

- Governance
- Programs
- Services

In alignment with:

- A clear objective, Council Priority

POLICY REVIEW WORKSHOP

Each Policy evaluated based on:

- ▶ Policy Objective
- ▶ Policy Effectiveness
- ▶ Policy Effort

Summary of Evaluation

- ▶ Proposed Action(s)

POLICY 336 - VIDEO SURVEILLANCE

Evaluation

Policy Objective	<i>Why does it exist?</i>	Originally created in 2006 to provide oversight of camera use at a time when the Federal Privacy Commissionaire sighted concerns with our single security camera at the Queensway bus loop
Policy Effectiveness	<i>How is it working?</i>	<ul style="list-style-type: none"> -Council approves cameras though the budget process. -Capture, use, disclosure and retention covered under bylaw and legislation
Policy Effort	<i>What is the cost?</i>	<ul style="list-style-type: none"> -Reduces flexibility and responsiveness
Evaluation Summary	<ul style="list-style-type: none"> -Use of cameras in 2015 is a less political concern than in 2006 -Appropriate camera use is an operational matter best managed by the City Manager & administrative policy -Other laws are in place to govern privacy protection 	
Proposed Action	Rescind as duplicated Bylaw 9682, 10400 & relevant regulation	

POLICY 25 - CITY MANAGER ATTENDANCE AT MEETINGS OF THE COUNCIL

Evaluation		
Policy Objective	<i>Why does it exist?</i>	Introduction of the City Administrator position in 1970
Policy Effectiveness	<i>How is it working?</i>	<ul style="list-style-type: none"> -currently part of the CM role -demonstrates accountability for Council direction -ensures Council direction is being followed -provides information & recommendations to Council
Policy Effort	<i>What is the cost?</i>	-role of City Manager 'one-employee'
Evaluation Summary	<ul style="list-style-type: none"> -provides Council direction to CM -confirms 'one-employee' model -add, 'or designate', to meet objective in CM absence 	
Proposed Action	Amend	

POLICY 43 - USE OF COUNCIL CHAMBERS

Evaluation

Policy Objective	<i>Why does it exist?</i>	completion of the new Council Chamber in 1982
Policy Effectiveness	<i>How is it working?</i>	<ul style="list-style-type: none"> -currently a standard practice -demonstrates chambers is a public asset -ensures a balance between use & resources
Policy Effort	<i>What is the cost?</i>	<ul style="list-style-type: none"> -resources for administration, maintenance of equipment and supplies
Evaluation Summary	<ul style="list-style-type: none"> -1972 need no longer relevant -has evolved to a well established practice 	
Proposed Action	Transfer to an Administration Policy	

POLICY 285 - COUNCIL COMMITTEES

Evaluation		
Policy Objective	<i>Why does it exist?</i>	Legislation changes in the Municipal Act in 2000
Policy Effectiveness	<i>How is it working?</i>	-is a duplication of legislation, City bylaw, and Committee Terms of Reference
Policy Effort	<i>What is the cost?</i>	-legislated; possible communication risk
Evaluation Summary	-duplication of existing legislation and bylaw	
Proposed Action	Rescind	

POLICY 286 - MINUTES OF STANDING & SELECT COMMITTEE MEETINGS

Evaluation

Policy Objective	<i>Why does it exist?</i>	Legislation changes in the Municipal Act in 2000
Policy Effectiveness	<i>How is it working?</i>	-duplicated by legislation and City bylaw
Policy Effort	<i>What is the cost?</i>	-legislated; possible communication risk
Evaluation Summary	-duplication of existing legislation and bylaw	
Proposed Action	Rescind	

POLICY 299 - FREEDOM OF THE MUNICIPALITY

Evaluation

Policy Objective	<i>Why does it exist?</i>	Originally created as Policy No.56 in 1988 as a guideline, replaced in 2001 to add a package of benefits and expand scope
Policy Effectiveness	<i>How is it working?</i>	<ul style="list-style-type: none"> -provides guidelines for conferring an honour to an individual; -provides for recognition of contributions to community or country in various areas
Policy Effort	<i>What is the cost?</i>	<ul style="list-style-type: none"> -part of regular administration duties -venue choice determines cost to confer -benefit package approx \$250 plus foregone revenue (parking & bus passes)
Evaluation Summary	<ul style="list-style-type: none"> -still relevant (conferred in 2015) -change name to 'honour' to differentiate from Civic Awards -clarify 'civic events'; add airport parking 	
Proposed Action	Amend	