

City of Kelowna

Regular Council Meeting

AGENDA



Monday, December 10, 2018

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 - December 3, 2018

3. **Reports**

3.1 **Airport Advisory Committee Terms of Reference**

15 m

6 - 12

To obtain Council's approval to amend the Terms of Reference for the Airport Advisory Committee

3.2 **Advisory Committees of Council 2018-2022**

10 m

13 - 32

To establish 2018-2022 advisory committees of Council and seek applications for membership for the 2018-2022 term of Council.

4. **Resolution Closing the Meeting to the Public**

THAT this meeting be closed to the public pursuant to Section 90(1) (b) and (e) of the Community Charter for Council to deal with matters relating to the following:

- Position Appointment
- Acquisition, Disposition or Expropriation of Land or Improvements

5. **Adjourn to Closed Session**

6. **Reconvene to Open Session**

7. Issues Arising from Correspondence & Community Concerns

7.1 Mayor Basran, re: Issues Arising from Correspondence

30 m

8. Termination



**City of Kelowna
Regular Council Meeting
Minutes**

Date: Monday, December 3, 2018
Location: Knox Mountain Meeting Room (#4A)
City Hall, 1435 Water Street

Members Present Mayor Colin Basran, Councillors Maxine DeHart, Ryan Donn, Gail Given, Charlie Hodge, Brad Sieben, Mohini Singh, Luke Stack and Loyal Wooldridge

Staff Present City Manager, Doug Gilchrist; City Clerk, Stephen Fleming; Divisional Director, Financial Services, Genelle Davidson*; Divisional Director, Infrastructure, Alan Newcombe*; Infrastructure Engineering Manager, Joel Shaw*; Parks & Buildings Planning Manager, Robert Parlane*

(* Denotes partial attendance)

1. Call to Order

Mayor Basran called the meeting to order at 9:05 a.m.

2. Confirmation of Minutes

Moved By Councillor Hodge/Seconded By Councillor Singh

R1052/18/12/03 THAT the Minutes of the Regular AM Meeting of November 26, 2018 be confirmed as circulated.

Carried

3. Reports

3.1 Funding the Infrastructure Deficit

Staff:

- Displayed a PowerPoint Presentation "Funding the Infrastructure Deficit".
- Responded to questions from Council.

Moved By Councillor DeHart/Seconded By Councillor Wooldridge

R1053/18/12/03 THAT Council receives for information, the report from the Divisional Director, Financial Services dated December 3, 2018 with respect to funding the infrastructure Deficit;

AND THAT Council directs staff to research specific funding options identified in this report and report back to Council in the first quarter of 2019 on a funding approach that addresses the infrastructure deficit.

Carried

The meeting recessed at 10:07 a.m.

The meeting reconvened at 10:17 a.m.

3.2 City Clerk, re: Verbal Update, Invitation to meet with Central Okanagan Board of Education

City Clerk:

- Received an invitation for the Annual Meeting with the School Board; they would like to know dates when Council may be available.
- Recommended a Tuesday afternoon prior to a Public Hearing.

Moved By Councillor DeHart/Seconded By Councillor Wooldridge

R1054/18/12/03 THAT Council accept the invitation to meet with the Central Okanagan Board of Education and direct staff to determine an appropriate Tuesday afternoon meeting date.

Carried

3.3 City Clerk, re: Verbal Update, Agassiz Public Hearing Options

City Clerk:

- Staff's recommendation to a stand-alone hearing in Council Chambers.
- The Applicant confirmed they are available January 16, 17 or 22.
- Responded to questions from Council.

Moved By Councillor Hodge/Seconded By Councillor Singh

R1055/18/12/03 THAT Council hold the Public Hearing and Regular Meeting for the Agassiz Development Application on Thursday, January 17, 2019 starting at 6:00 p.m. in Council Chambers.

Carried

4. Resolution Closing the Meeting to the Public

Moved By Councillor Given/Seconded By Councillor Stack

R1056/18/12/03 THAT this meeting be closed to the public pursuant to Sections 90(1) (f) and 90(2) (b) of the Community Charter for Council to deal with matters relating to the following:

- Law Enforcement
- Confidential negotiations with the Province

Carried

5. Adjourn to Closed Session

The meeting adjourned to a closed session at 10:29 a.m.

6. Reconvene to Open Session

The meeting reconvened to an open session at 5:50 p.m.

7. **Issues Arising from Correspondence & Community Concerns**

There were no issues arising.

8. **Termination**

The meeting was declared terminated at 5:50 p.m.

Mayor Basran

/sf/acm

A. McCella

for City Clerk

DRAFT

Report to Council



Date: December 10, 2018

File: 0610-50

To: City Manager

From: Airport Director

Subject: Airport Advisory Committee Terms of Reference

Report Prepared by: Paul Crenson, Acting Airport Administration Manager

Recommendation:

THAT Council approves the amended Terms of Reference for the Airport Advisory Committee as attached to the Report of the Airport Director dated December 10, 2018.

Purpose:

To obtain Council's approval to amend the Terms of Reference for the Airport Advisory Committee.

Background:

The Airport Advisory Committee (the AAC) was formed to facilitate participation from local government, business and community interests within the Kelowna International Airport (the Airport) catchment area on matters associated with the development of the Airport. The AAC is a select committee of Council and the AAC reviews, reports and advises Council on matters concerning the long-term development of the Airport.

The AAC's Terms of Reference include a membership of twenty individuals including the Mayor, the City of Kelowna Council (1), the City of Kelowna community-at-large (2), the City of Kelowna aviation industry (1), the Central Okanagan Regional District (1), the City of Vernon (1), the City of Penticton (1), the City of Salmon Arm (1), the District of Peachland (1), the District of Lake Country (1), the District of West Kelowna (1), the Kelowna Chamber of Commerce (1), the South Okanagan Chamber of Commerce (1), the Summerland Chamber of Economic Development & Tourism (1), the Vernon Chamber of Commerce (1), the Greater Westside Board of Trade (1), the Westbank First Nations (1), the Economic Development Commission (1), and Tourism Kelowna (1).

In order to ensure representation by a key stakeholder but ensure the AAC maintains the same number of members, the Airport is requesting that the two members from the community-at-large within the

City of Kelowna be reduced to one, and that one member be added from the University of British Columbia Okanagan, to be appointed by the City of Kelowna.

Internal Circulation:

Stephen Fleming, City Clerk
Jackie Dueck, Controller
Jodie Foster, Community Communications Manager

Legal/Statutory Authority:

Community Charter section 142 – Select Committees of Council

Legal/Statutory Procedural Requirements:

Terms of Reference, Kelowna Airport Advisory Committee

Considerations not applicable to this report:

Existing Policy: N/A

Financial/Budgetary Considerations: N/A

Personnel Implications: N/A

External Agency/Public Comments: N/A

Communications Comments: N/A

Alternate Recommendation: N/A

Submitted by:

S. Samaddar, Airport Director

Approved for inclusion:



Doug Gilchrist, City Manager

cc: Genelle Davidson – Divisional Director, Financial Services

Terms of Reference



AIRPORT ADVISORY COMMITTEE

INTRODUCTION

The Airport Advisory Committee was formed to facilitate participation from local government, business and community interests within the airport catchment area on matters associated with the development of the Kelowna International Airport.

The Airport Advisory Committee is a **Select Committee** of Council.

OBJECTIVE

The Airport Advisory Committee reviews, reports and advises Council on matters concerning the long term development of the Kelowna International Airport.

SCOPE OF WORK

To achieve this objective, the Airport Advisory Committee will undertake the following activities:

- Promote the development of the Kelowna International Airport as the major commercial hub airport in the Thomson / Okanagan Region
- Encourage the development of improved air services to the region
- Review and make recommendations on selected matters as requested by Kelowna City Council
- Represent the interests of the airport with the Federal and Provincial Governments
- Provide community input to airport management on airport activities

MEMBERSHIP

In order to provide representation from other communities served by the airport, as well as business and community interests, the membership of the Committee is as follows:

- Mayor of City of Kelowna
- One City of Kelowna Councillor
- City of Kelowna - one member of the community-at-large appointed by the City
- City of Kelowna - one Aviation Industry representative
- City of Kelowna - one University of British Columbia Okanagan representative appointed by the City
- Central Okanagan Regional District - one member nominated by the District
- City of Vernon - one member nominated by the City of Vernon
- City of Penticton – one member nominated by the City of Penticton
- City of Salmon Arm - one member nominated by the City of Salmon Arm
- District of Peachland - one member nominated by the District of Peachland
- District of Lake Country - one member nominated by the District of Lake Country
- District of West Kelowna - one member nominated by the District of West Kelowna
- Kelowna Chamber of Commerce - one member nominated by the Chamber Board
- South Okanagan Chamber of Commerce - one member nominated by the Chamber Board
- Summerland Chamber of Economic Development & Tourism - one member nominated by the Chamber Board
- Vernon Chamber of Commerce - one member nominated by the Chamber Board
- Greater Westside Board of Trade - one member nominated by the Board

- Westbank First Nations - one member nominated by Westbank First Nations
- Economic Development Commission - one member nominated by the EDC Board
- Tourism Kelowna - one member nominated by the Tourism Kelowna Board

APPOINTMENT AND TERM

Members shall be appointed by Council for a four-year term, to run concurrent with the Council term. City of Kelowna community-at-large and University of British Columbia Okanagan representatives and Councillors shall be appointed by Council. Representatives from other member local governments and community groups shall be appointed by their respective organization.

Council may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee.

Committee members who are absent for three consecutive meetings shall forfeit their appointment, unless such absence is authorized by resolution of the Committee.

Committee members may stand for re-appointment at the conclusion of their term.

Members of the Committee shall serve without remuneration.

In the event of a vacancy occurring during a regular term of office, the vacancy may be filled for the remainder of that term by an alternate if appointed by the member local governments, or organization.

The Committee may appoint sub-committees to deal with any special matters coming within the scope and jurisdiction of the Committee. Any sub-committee so created will report to the Committee.

CHAIR

The Mayor of the City of Kelowna shall be the Chairperson of the Committee. In the absence of the Mayor, the City of Kelowna Councillor shall serve as Acting Chairperson.

MEETING PROCEDURES

The Chairperson shall call meetings of the Committee semi-annually, provided that additional meetings will be called at the pleasure of the Chair.

A special meeting may be called by the Chairperson or at the request of any three members of the Committee. Notice of the day, hour, and place of special meeting shall be given at least three days prior to the meeting, by leaving a copy of the notice for each member of the Committee and by delivering a copy of the notice to the Office of the City Clerk for posting.

Unless otherwise authorized by the *Community Charter* or City of Kelowna Council Procedure Bylaw No. 9200 all meetings will be held in open session and in a location accessible to the public.

A meeting or part of a meeting may be closed to the public if the subject matter being considered relates to one or more of the matters referred to in section 90 of the *Community Charter*. Before a meeting or part of a meeting is closed to the public, the committee must state, by resolution, the fact that the meeting is to be closed, and the basis under Section 90 of the *Community Charter* on which the meeting or that portion of the meeting is to be closed.

Unless otherwise authorized by the Committee, the public shall only address the Committee when they are a scheduled delegation on the Committee meeting agenda.

A majority of the Committee shall represent a quorum. A meeting shall not proceed if a quorum cannot be achieved. Members must notify the City at least two (2) working days before the meeting if they are unable to attend.

The order of business is to be as set out in an agenda package to be provided to the committee members in advance of the meeting date. A copy of the agenda will be forwarded electronically to the Office of the City Clerk at least three complete working days prior to the meeting date. Minutes of the meetings will be prepared and then signed by the Committee Chair. Originals of the minutes will be forwarded to the Office of the City Clerk for safekeeping.

Committee members have a responsibility to make decisions based on the best interests of the City-at-large.

Conflict of Interest

Committee members must abide by the conflict of interest provisions of the *Community Charter* and City of Kelowna Council Procedure Bylaw No. 9200. Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

Voting

All members of a committee, including the chair, vote on every question unless they have declared a conflict and left the meeting.

Members who do not indicate their vote, or have left the meeting without declaring a conflict, are counted as having voted in favour of the question.

If the votes are equal for and against, the question is defeated.

Comments in Public or to the Media

When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, a representative of another agency or community group, or as an individual. Committee members need to convey the public interest and remember that they represent the Corporation of the City of Kelowna. This means they must be consistent with the City's position on specific issues.

REPORTING TO COUNCIL

Recommendations of the Committee must be adopted by Committee motion prior to presentation to Council.

The Committee will provide a status report to Council annually. This report should include a record of work conducted and an indication of the associated costs attached to the Committee's work including staff time.

The Committee Chairperson, or his designate, will report to Council on behalf of the Committee.

The Office of the City Clerk will ensure Committee Agendas and Minutes are forwarded electronically for circulation to all Council members.

BUDGET

The routine operations and any special initiatives of the Committee will be funded by allocations within the Airport budget.

STAFF SUPPORT

The City Manager and the Airport Director shall attend the meetings in a resource capacity.

The **Airport** staff shall provide support for the Committee to undertake work assigned by Council within the Committee's scope of work. Support functions may include the following:

- Organizing and preparing the agenda, in conjunction with the Committee Chairperson & staff liaison;
- distributing the agenda packages to Committee members;
- forwarding the agenda to the Office of the City Clerk for posting as a public notice;
- mailing or delivering all meeting notices and agendas;
- receiving all correspondence, and preparing correspondence and reports on behalf of the Committee;
- reviewing the draft minutes and returning them to the Office of the City Clerk to finalize prior to adoption by the Committee;
- managing the files of the Committee, as necessary;
- maintaining a list of outstanding issues for committee action in accordance with the Committee's scope of work and Council's direction.

The staff liaison shall initiate recommendations to Council for committee appointments and maintain an updated list of appointees, the date they were appointed whenever changes occur, and provide a copy of the updated list to the Office of the City Clerk.

The **Office of the City Clerk** shall provide secretarial support for the Committee. Support functions include the following:

- Taking and preparing draft minutes, and providing the final minutes to the Office of the City Clerk and Committee members
- Maintaining the records of the Committee, including posting and filing of minutes for the public record

Other support functions may include the following:

- Organizing and preparing the meeting agendas, in conjunction with the Committee Chair & staff liaison
- Receiving and organizing all related presentation materials and/or correspondence prior to the meeting date to ensure inclusion with the committee member's agenda package, and for the public record
- Distributing the agenda packages to committee members

Endorsed by Council: December 18, 2000
Revised: August 26, 2002
Revised & Endorsed by Council: May 5, 2008

Revised & Endorsed by Council: October 19, 2009
Revised & Endorsed by Council: May 28, 2012
Revised & Endorsed by Council: April 13, 2015
Revised & Endorsed by Council: December 10, 2018

Report to Council



Date: December 10, 2018
File: 0610-00
To: City Manager
From: Deputy City Clerk
Subject: Advisory Committees of Council 2018-2022

Recommendation:

THAT Council receive the report of the Deputy City Clerk regarding Advisory Committees of Council for the 2018-2022 term, dated December 10, 2018 for information;

AND THAT Council endorse the Civic and Community Awards Steering Committee Terms of Reference as attached to the report of the Deputy City Clerk, dated December 10, 2018;

AND THAT Council endorse the Agricultural Advisory Committee Terms of Reference as attached to the report of the Deputy City Clerk, dated December 10, 2018;

AND THAT Council endorse the Heritage Advisory Committee Terms of Reference as attached to the report of the Deputy City Clerk, dated December 10, 2018;

AND FURTHER THAT staff report back to Council in January 2019 with recommendations for committee member appointments to the Civic and Community Awards Steering Committee, the Agricultural Advisory Committee, and the Heritage Advisory Committee.

Purpose:

To establish 2018-2022 advisory committees of Council and seek applications for membership for the 2018-2022 term of Council.

Background:

Advisory Committees of Council are established by Council and provide an opportunity for members of the public to work together collaboratively on matters referred to them by Council. The terms of reference (TOR) outlines the formal role of the committee, including the objectives and scope of work that will guide the committee in their advisory role.

The Agricultural Advisory Committee and the Heritage Advisory Committee provide recommendations to council on matters relating to either agriculture or heritage development in the City of Kelowna. As part of the development application process members meet regularly to consider applications in context with existing policies, regulations and the effects of a proposal before making recommendations to Council for consideration. Community Planning staff include the advisory committee recommendations and comments in the staff report to Council to ensure the committee input is part of the decision-making process. Membership and qualifications for each committee is specified to ensure there is representation of expertise and diversity related to the objective and scope for each advisory role.

The draft terms of reference for the Agricultural Advisory and Heritage Advisory committees, as attached to the report, remain substantially the same from the previous committee term 2014-2018 in their objective, scope, criteria, membership and qualifications.

Changes that are being recommended include the following:

- Appoint members for the full term of 4 years, not 2 years;
- include that all members receive an annual training session on meeting procedures, along with the Chair training as is current practice;
- ensure applicants have the opportunity to speak to their application when it is an item on the committee agenda;
- include reporting back with status updates on applications the Committee has considered (currently part of Heritage TOR);
- update departmental names and reporting; and
- update reporting requirements to Council to include committee recommendations as part of regular reports to Council (no change), remove the annual reporting requirement, and add the circulation of all agendas and minutes electronically through Council correspondence.

The Civic and Community Awards Steering Committee TOR remains substantively the same from the previous term, and has been updated for consistency under staff support.

Should Council endorse the draft Terms of Reference as attached to the report, staff will advertise for applications and report back to Council early in 2019 with recommended member appointments.

Internal Circulation:

Planning Supervisor

Department Manager, Planning

Department Manager, Long Term Planning

City Clerk

Legislative Coordinator

Legal/Statutory Authority: *Community Charter*

Considerations not applicable to this report:

Legal/Statutory Procedural Requirements:

Existing Policy:

Financial/Budgetary Considerations:

Personnel Implications:
External Agency/Public Comments:
Communications Comments:
Alternate Recommendation:

Submitted by:

Karen Needham, Deputy City Clerk

Approved for inclusion:



D. Gilchrist, City Manager

Terms of Reference



AGRICULTURAL ADVISORY COMMITTEE

1. Introduction

The Agricultural Advisory Committee (AAC) advises Council on issues important to the agricultural and agri-business community. The Committee advises Council on land use and economic development matters with respect to agriculture, and acts as a liaison between Council and the agricultural community.

The Agricultural Advisory Committee functions as an **Advisory Committee** of Council.

2. Objective

The primary objective of the AAC is to advise Council on sustainable agricultural land use from a multiple bottom line (i.e. cultural, economic, environmental, and social) perspective.

The AAC may function as a working group to advise on matters affecting the agri-business community as directed by Council.

3. Scope of Work

The AAC may provide advice to Council on matters relating to agriculture and agri-business in the City of Kelowna including:

- Applications initiated under the Agricultural Land Commission (ALC) Act, which are to be considered by Council.
 - Non-Farm Use applications for placement of fill, where the purpose is to improve land for farm use, may not be considered by the AAC, at the discretion of the **Community Planning Department Manager**.
- Applications to amend the Official Community Plan and Zoning Bylaw where the subject property is within or adjacent to the Agricultural Land Reserve (ALR).
- Applications to amend the Official Community Plan and Zoning Bylaw Amendments where the subject property is zoned agricultural or is adjacent to an agriculturally zoned parcel.

- Assisting with the comprehensive review of the following documents as they relate to agriculture and agri-business matters of the City of Kelowna:
 - Bylaws;
 - Official Community Plan;
 - Agriculture Plan;
 - Neighbourhood and Comprehensive Development Plans;
 - Farm 'Edge' Policies;
 - Culture and Heritage Plans;
 - Park and Recreation Plans; and
 - Transportations Plans.
- Working with Council, at Council's request, on submissions related to agricultural issues with other levels of government.
- Other matters as referred by Council.

4. Criteria

Committee members are expected to be familiar with supporting plans, policies and guidelines to inform recommendations on applications and other matters. These will be provided in the orientation binder.

In reviewing applications, plans, proposals or issues as listed above, the AAC will consider the following:

- Existing relevant policies and regulations (e.g. ALC Act & Regulations, OCP, Agriculture Plan);
- The effect of the proposal on the agricultural potential of the subject property in both the near and long term;
- The effect of the proposal on adjacent ALR properties and surrounding agricultural production;
- Water and transportation issues or opportunities that are deemed to impact upon agricultural land;
- A rating of the priority or impact of the applications on the maintenance of the ALR;
- Where appropriate, possible alternatives to the proposal; and
- The identification of issues relating to the protection of the ALR land specific to the application, including the use of appropriate buffering techniques aimed at enhancing land use compatibility.

5. Membership

In order to provide representation from the agricultural community, the membership of the Committee should consist of seven (7) voting members derived as follows:

- One (1) member of each of the following commodity groups, associations or interests:
 - greenhouse and nursery products;
 - tree fruits;
 - wine/grapes;
 - livestock/animal husbandry; and
 - agricultural processing and/or distribution (including farm retail sales).

- Two (2) members from the agricultural community at large and with direct agricultural interest and expertise. Examples include agricultural finance, or academia.
- Two (2) alternates may be appointed to replace regular members unable to attend Committee meetings. Alternates will be chosen from the agricultural community at large.
- One member from Interior Health (non-voting) to provide input regarding community nutrition and food security.

Where insufficient members can be identified to represent the specific commodity groups, associations or interests identified above, additional members may be appointed from the community at large.

6. Qualifications

The following are considered to be minimum qualifications to serve on the Committee:

- resident of the City of Kelowna;
- available to attend most AAC meetings;
- commitment to the AAC's objectives;
- ability to objectively review complex applications and planning considerations;
- understanding of the agricultural planning framework and planning instruments including, but not limited to Kelowna's OCP, Zoning and other bylaws with respect to agricultural land use, Local Government Act, and Agricultural Land Commission Act; and
- access to a computer and an e-mail address in order to receive and respond to communications and information including meeting packages.

7. Appointment and Term

The Committee will run concurrent with the four year Council term. Members will be appointed by Council.

Council may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee. In the event of a vacancy occurring during a regular term of office, the vacancy may be filled for the remainder of that term upon resolution of Council.

Committee members who are absent for three consecutive meetings shall forfeit their appointment, unless such absence is authorized by resolution of the Committee.

Members of the Committee shall serve without remuneration.

8. Chairperson

Unless appointed by Council the Committee shall elect a Chairperson and if applicable Vice-Chair, annually. In the absence of the Chairperson and Vice Chairperson, the Committee may elect an Acting Chairperson from those members present at that meeting.

The Chair may appoint sub-committees to deal with any special matters coming within the scope and jurisdiction of the Committee. Any sub-committee so created will report to the Committee.

All committee members will be provided a training session by the City on procedures for Committees of Council.

9. Meeting Procedures

The Chairperson will call meetings of the Committee on a monthly basis unless there are no items to be reviewed in a particular month. Generally, all meetings will be held on the second Thursday of each month, in City Hall. Alternate dates may occur where special circumstance demand.

The Committee will recognize that each meeting requires a significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope of work.

A special meeting may be called by the Chairperson, or at the request of any three Committee members, or the **Community Planning Department Manager**. Notice of the day, hour, and place of special meeting will be given at least three days prior to the meeting, by providing a copy of the notice for each member of the Committee and the Office of the City Clerk for posting.

Unless otherwise authorized by the *Community Charter* or City of Kelowna Council Procedure Bylaw No. 9200 as amended, or replaced from time to time, all meetings will be held in open session and in a location accessible to the public.

A majority of the Committee members, four (4), will represent a quorum. A meeting will not proceed if a quorum cannot be achieved. Members must make a reasonable effort to notify the staff liaison at least two (2) working days before the meeting if they are unable to attend.

The order of business is to be set out in an agenda package and provided to the Committee members in advance of the meeting. Items for the agenda, including presentation materials, will be forwarded to the Office of the City Clerk at least seven complete working days prior to the meeting date for agenda preparation and posting for the public on the City's website.

Minutes of the meetings will be prepared by the Office of the City Clerk and signed by the Committee Chair, or Acting Chair for the meeting for which the minutes pertain. Originals of the minutes will be forwarded to the Office of the City Clerk for safekeeping. Once adopted, minutes will be posted for public viewing on the City's website.

Conflict of Interest

Committee members must abide by the conflict of interest provisions of the *Community Charter* and City of Kelowna Council Procedure Bylaw No. 9200 as amended, or replaced from time to time.

Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion.

The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

Voting

Committee members have a responsibility to make decisions based on the "criteria" established in Section 4, above.

All Committee members, including the Chair, vote on every question unless they have declared a conflict and left the meeting. Members who do not indicate their vote, or have left the meeting without declaring a conflict, are counted as having voted in favour of the question. If the votes are equal for and against, the question is defeated.

Comments in Public or to the Media

When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, a representative of another agency or community group, or as an individual. Committee members must convey the public interest and remember that they represent the Corporation of the City of Kelowna.

Contact with the ALC Commissioners or Staff

Committee members will not discuss active files with applicants or ALC staff and Commissioners. Rather, Committee members will direct applicants, ALC staff and Commissioners to the City's staff liaison or City Manager if additional information or clarification is required.

10. Scheduled Delegations

If an application is a scheduled item on the meeting agenda, and following the presentation of the application by staff, the applicant will have the opportunity to speak to the item and/or answer questions from the committee to a maximum of five (5) minutes.

The Committee may, from time to time, invite resource people or delegations to participate in a Committee meeting. Individuals or delegations must be authorized by the City Manager and identified in advance as an item on the meeting agenda.

11. Reporting to Council

Where appropriate, recommendations of the Committee will be adopted by a motion of the Committee prior to consideration by Council. Unless otherwise directed, the **Community Planning Department** will forward the Committee recommendations to Council as part of a comprehensive report on the issue, development proposal or bylaw.

The staff liaison will provide status updates on applications the Committee has considered through regular reporting of decisions of Council to the committee.

The Office of the City Clerk will forward the Committee's meeting agendas and minutes electronically for circulation to all members of Council.

12. Budget

The routine operations and any special initiatives of the Committee will be funded by allocations within the Community Planning & Strategic Investments Division budget.

13. STAFF SUPPORT

The **Community Planning Department** will provide the staff liaison and technical support for the Committee.

Support functions include the following:

- forwarding all agenda items to the Office of the City Clerk at least seven working days prior to the meeting date for agenda preparation and posting as a public notice;
- receiving all correspondence, and preparing correspondence and reports on behalf of the Committee;
- reviewing and returning draft minutes to the Office of the City Clerk to finalize prior to adoption by the Committee;
- reporting back to the Committee with status updates on applications the Committee has considered;
- maintaining a list of outstanding issues for Committee action in accordance with the Committee's scope of work and Council's direction; and
- providing all members with a detailed orientation binder at the beginning of the term, including a 'cheat sheet' of planning terms. This binder is to be returned to staff at the end of the term.

The **Office of the City Clerk** will provide meeting management and recording support for the Committee.

Support functions include the following:

- organizing and preparing the meeting agendas, in conjunction with the Chair & staff liaison;
- receiving and organizing all agenda-related presentation materials and/or hand-outs prior to the meeting date for inclusion in the agenda package;
- distributing the agenda packages to Committee members;
- posting all meeting notices and agendas for the public in accordance with the statutory timelines;
- preparing draft minutes, and providing the final minutes to the City Clerk and staff liaison;
- maintaining the records of the Committee, including posting and retaining minutes for the public record;
- circulating agendas and minutes electronically to all members of Council; and
- providing an annual check-in with the Committee, including meeting management training as necessary.

The Office of the City Clerk, in conjunction with the staff liaison, will initiate recommendations to Council for Committee appointments and maintain an updated list of appointees, including the date they were appointed.

Endorsed by Council:	December 18, 2000
Revised & Endorsed by Council:	August 26, 2002
Revised & Endorsed by Council:	November 18, 2002
Revised & Endorsed by Council:	October 19, 2009

Agricultural Advisory Committee
Terms of Reference

Revised & Endorsed by Council:	February 13, 2012
Revised & Endorsed by Council:	May 6, 2013
Revised & Endorsed by Council:	April 13, 2015
Revised & Endorsed by Council:	December 10, 2018

DRAFT

Terms of Reference



HERITAGE ADVISORY COMMITTEE

1. Introduction

The Heritage Advisory Committee (HAC) advises Council on matters related to heritage protection and conservation. The Committee advises on development and conservation matters with respect to heritage property.

The HAC functions as an **Advisory Committee** of Council.

2. Objective

The primary objective of the HAC is to advise Council on heritage-related development applications.

The Committee may also advise on other matters related to the heritage significance of any building, structure or landscape feature located within City limits.

3. Scope of Work

The HAC may make recommendations to Council on matters relating to a building, structure or landscape feature having possible heritage significance to the City of Kelowna including:

- Applications for review prior to consideration by Council
 - Heritage Revitalization Agreements;
 - Heritage Designation Bylaws;
 - Heritage Conservation Covenants;
 - Major Heritage Alteration Permits;
 - Heritage Register requests;
 - Official Community Plan Amendment and associated Rezoning applications within a Heritage Conservation Area; and
 - Other applications at the discretion of Council
- Major Heritage Alteration Permits* processed by Community Planning staff; specifically applications that propose:
 - Subdivision with creation of a new lot;
 - Demolition of 30 m² or more that is visible from a street;
 - An addition of 30 m² or more that is visible from a street;
 - A new structure that is visible from a street; or
 - Other Heritage Alteration Permit applications at the discretion of Council.
- Other matters as referred by Council

*Minor Heritage Alteration Permits will be processed by Community Planning staff and will not be forwarded to the HAC for consideration.

4. Criteria

Committee members are expected to be familiar with supporting plans, policies and guidelines to inform recommendations on applications and other matters. These will be provided in the orientation binder.

Consideration will be given to the Heritage Conservation Area Guidelines in the City of Kelowna Official Community Plan and the Abbott Street & Marwill Street Heritage Conservation Areas Development Guidelines when reviewing Heritage Alteration Permits.

5. Membership

In order to provide the expertise required to advise on development applications, the membership of the Committee will consist of five (5) voting members derived as follows:

- Three technical experts with professional expertise in the areas of design, planning or construction, where preference will be given to those with related heritage experience; and
- Two heritage experts with expertise in the areas of historical information or conservation.

Two alternates may be appointed to replace regular members unable to attend Committee meetings. Alternates will be chosen from the design and heritage communities at large.

Where insufficient members can be identified to represent the specific expertise identified above, additional members may be appointed from the community at large.

6. Qualifications

The following are considered to be minimum qualifications to serve on the Committee:

- preference will be given to residents of or business owners in the city of Kelowna;
- available to attend most HAC meetings;
- commitment to the HAC's objectives;
- ability to objectively review complex applications and planning considerations;
- understanding of the heritage planning framework including, but not limited to, Kelowna's Official Community Plan, Zoning Bylaw, Local Government Act; and
- access to a computer and an email address to receive and respond to communications and information including meeting packages.

7. Appointment and Term

The Committee will run concurrent with the four year Council term. Members will be appointed by Council.

Council may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee. In the event of a vacancy occurring during a regular term of office, the vacancy may be filled for the remainder of that term upon resolution of Council.

Committee members who are absent for three consecutive meetings will forfeit their appointment, unless such absence is authorized by motion of the Committee.

Members of the Committee will serve without remuneration.

8. Chairperson

Unless appointed by Council the Committee will elect the Chairperson and, if applicable, Vice Chair annually. In the absence of the Chairperson and Vice Chairperson, the Committee may elect an Acting Chairperson from those members present at that meeting.

The Chair may appoint sub-committees to deal with any special matters coming within the scope and jurisdiction of the Committee. Any sub-committee so created will report to the Committee.

All committee members will be provided a training session by the City on procedures for Committees of Council.

9. Meeting Procedures

The Chairperson will call meetings of the Committee on a monthly basis unless there are no items to be reviewed in a particular month. Generally, all meetings will be held on the third Thursday of each month in City Hall. Alternate dates may occur where special circumstances demand.

The Committee will recognize that each meeting can require a significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope of work. Committee members are expected to be familiar with the relevant materials and come to meetings prepared to discuss the agenda items.

A special meeting may be called by the Chairperson, or at the request of any three members of the Committee. Notice of the day, hour, and place of special meeting will be given at least three days prior to the meeting, by providing a copy of the notice for each member of the Committee and the Office of the City Clerk for posting.

Unless otherwise authorized by the *Community Charter* or City of Kelowna Council Procedure Bylaw No. 9200, as amended or replaced from time to time, all meetings will be held in open session and in a location accessible to the public.

A majority of the Committee members, three, will represent a quorum. A meeting will not proceed if a quorum cannot be achieved. Members must make a reasonable effort to notify the staff liaison at least two working days before the meeting if they are unable to attend.

The order of business is to be set out in an agenda package to be provided to the Committee members in advance of the meeting date. Items for the agenda, including presentation materials, will be forwarded electronically to the Office of the City Clerk at least seven complete working days prior to the meeting date for agenda preparation and posting for the public on the City's website.

Minutes of the meetings will be prepared by the Office of the City Clerk and signed by the Committee Chair or Acting Chair for the meeting for which the minutes pertain. Originals of the minutes will be forwarded to the City Clerk for safekeeping. Once adopted, minutes will be posted for public viewing on the City's website.

Conflict of Interest

Committee members must abide by the conflict of interest provisions of the *Community Charter* and City of Kelowna Council Procedure Bylaw No. 9200, as amended or replaced from time to time.

Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion.

The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

Voting

Committee members have a responsibility to make decisions based on the "criteria" established in Section 4, above.

All Committee members, including the Chair, vote on every motion unless they have declared a conflict and left the meeting. Members who do not indicate their vote, or have left the meeting without declaring a conflict, are counted as having voted in favour of the question. If the votes are equal for and against, the question is defeated.

Comments in Public or to the Media

When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member of the Committee, a representative of another agency or community group, or as an individual. Committee members need to convey the public interest and remember that they represent the Corporation of the City of Kelowna.

10. Scheduled Delegations

If an application is a scheduled item on the meeting agenda, and following the presentation of the application by staff, the applicant will have the opportunity to speak to the item and/or answer questions from the committee to a maximum of five (5) minutes.

The Committee may, from time to time, invite resource people or delegations to participate in a Committee meeting. Individuals or delegations must be authorized by the City Manager and identified in advance as an item on the meeting agenda.

11. Reporting to Council

Where appropriate, recommendations of the Committee will be adopted by a motion of the Committee prior to consideration by Council. Unless otherwise directed, the **Community Planning Department** or the **Policy & Planning Department** will forward the Committee recommendations to Council as part of a comprehensive report on the issue, development proposal or bylaw.

The staff liaison will provide status updates on applications the Committee has considered through regular reporting of decisions of Council to the committee.

The Office of the City Clerk will forward the Committee Agendas and Minutes electronically for circulation to all Council members.

12. Budget

The routine operations and any special initiatives of the Committee will be funded by allocations within the Community Planning and Strategic Initiatives Division budget.

13. Staff Support

Community Planning and **Policy and Planning** will provide the staff liaison and technical support for the Committee.

Support functions include the following:

- forwarding all agenda items to the Office of the City Clerk at least seven working days prior to the meeting date for agenda preparation and posting as a public notice;
- receiving all correspondence, and preparing correspondence and reports on behalf of the Committee;
- reviewing and returning draft minutes to the Office of the City Clerk to finalize prior to adoption by the Committee;
- reporting back to the Committee with status updates on applications the Committee has considered;
- maintaining a list of outstanding issues for Committee action in accordance with the Committee's scope of work and Council's direction; and
- providing all members with a detailed orientation binder at the beginning of the term, including a 'cheat sheet' of planning terms. This binder is to be returned to staff at the end of the term.

The **Office of the City Clerk** will provide meeting management and recording support for the Committee.

Support functions include the following:

- organizing and preparing the meeting agendas, in conjunction with the Chair and staff liaison;
- receiving and organizing all agenda-related presentation materials and/or hand-outs prior to the meeting date for inclusion in the agenda package;
- distributing the agenda packages to committee members;
- posting all meeting notices and agendas for the public in accordance with the statutory timelines;

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- preparing draft minutes, and providing the final minutes to the City Clerk and staff liaison;
 - maintaining the records of the Committee, including posting and retaining minutes for the public record;
 - circulating agendas and minutes electronically to all members of Council; and
 - providing an annual check-in with the Committee, including meeting management training as necessary

The Office of the City Clerk, in conjunction with the staff liaison, will initiate recommendations to Council for Committee appointments and maintain an updated list of appointees, including the date they were appointed.

Endorsed by Council: November 18, 2002

Revised & Endorsed by Council: October 19, 2009

Revised & Endorsed by Council: February 27, 2012

Revised & Endorsed by Council: December 14, 2015

Revised & Endorsed by Council: December 10, 2018

Terms of Reference



CIVIC AND COMMUNITY AWARDS STEERING COMMITTEE

1.0 Introduction

The Civic and Community Awards Steering Committee is an advisory committee of Council to oversee the annual awards program that recognizes outstanding contributions and achievements in the City of Kelowna.

The Steering Committee has three sub-committees and two supporting organizations that assist with the nominations and selection aspect of the awards.

The three sub-committees are:

- Nominating Committee
- Sports Committee
- Selection Committee / Environment Selection Committee

The two supporting organizations are:

- Okanagan Central Schools Athletic Association
- Arts Council of the Central Okanagan (ARTSCO)

2.0 Objective

The Objective of the Civic & Community Awards Steering Committee is to recognize high achievements in the City of Kelowna that have made a significant contribution to our community. This is done through hosting an annual awards night that honours the award finalists with a special award presentation.

3.0 Scope of Work

To achieve this objective, the Civic & Community Awards Steering Committee will undertake the following activities:

- A minimum of 3 meetings per year (October, February and May)
- Secure the necessary amount of sponsorship funds
- Liaise with Council as necessary
- Recruit and approve sub-committee members
- Provide oversight of sub-committees
- Ensure established procedures and policies are being followed
- Recommend program enhancements

4.0 Membership

In order to provide representation from the community, the membership of the committee will consist of up to 9 voting members.

- City Councillor, as appointed by the Mayor (non-voting)
- Director of Active Living and Culture, or designate (non-voting)
- Chairperson of the Sports Committee
- Chairperson of the Nominating Committee

- Representative from ARTSCO
- Representative of the Kelowna Chamber of Commerce
- Representative from the volunteer sector
- Up to 3 members at Large

5.0 Appointment and Term

Members will be appointed by Council for a four-year term, to run concurrent with the Council term.

Council may, at any time, remove any member of the Steering Committee and any member of the Committee may resign therefrom at any time upon sending written notice to the Chairperson of the Steering Committee.

Committee members who are absent for three consecutive meetings will forfeit their appointment, unless such absence is authorized by motion of the Committee.

Committee members may stand for re-appointment at the conclusion of their term.

Members of the Committee will serve without remuneration.

In the event of a vacancy occurring during a regular term of office, the vacancy may be filled for the remainder of that term upon resolution of Council.

The Steering Committee may appoint sub-committees to deal with any special matters coming within the scope and jurisdiction of the Committee. Any sub-committee so created will report to the Steering Committee.

6.0 Chairperson

The Steering Committee will elect a Chairperson and a Vice-Chairperson at their first meeting each year. The Chairperson and Vice Chairperson will be the executive of the Committee. Councillors will not serve on the executive of the Committee.

The Chair and Vice Chair will be provided a training session by the City on procedures for Committees of Council.

7.0 Meeting Procedures

The Chairperson will call meetings of the Steering Committee 3 times per year, in order to deal with the awards process and business of the three Sub-Committees.

The Committee will recognize that each meeting can require a significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope of work.

A special meeting may be called by the Chairperson or at the request of any three members of the Committee. Notice of the day, hour, and place of special meeting will be given at least three days prior to the meeting, by leaving a copy of the notice for each member of the Committee and by delivering a copy of the notice to the Office of the City Clerk for posting.

Unless otherwise authorized by the *Community Charter* or City of Kelowna Council Procedures Bylaw No. 9200 all meetings will be held in open session and in a location accessible to the public.

Unless otherwise authorized by the Committee, the public will only address the Committee when they are a scheduled delegation on the Committee meeting agenda.

A majority of the Committee will represent a quorum. A meeting will not proceed if a quorum cannot be achieved. Members must notify the City at least two (2) working days before the meeting if they are unable to attend.

The order of business is to be set out in an agenda package to be provided to the Committee members in advance of the meeting date. Items for the agenda, including presentation materials, will be forwarded electronically to the Office of the City Clerk three complete working days prior to the meeting date to be posted for the public. Minutes of the meetings will be prepared by the Office of the City Clerk and signed by the Committee Chair. Originals of the minutes will be forwarded to the City Clerk for safekeeping.

Committee members have a responsibility to make decisions based on the best interests of the City-at-large.

Conflict of Interest

Committee members must abide by the conflict of interest provisions of the *Community Charter* and City of Kelowna Council Procedure Bylaw No. 9200.

Members who have a personal, professional and/or pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion.

The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

Voting

All members of a committee, including the Chair, may vote on questions related to award categories, changes and updates to the awards program, unless they have declared a conflict and left the meeting.

Any member who does not indicate their vote, or has left the meeting without declaring a conflict, is counted as having voted in favour of the question.

If the votes are equal for and against, the question is defeated.

Comments in Public or to the Media

When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, a representative of another agency or community group, or as an individual. Committee members need to convey the public interest and remember that they represent the Corporation of the City of Kelowna. This means they must be consistent with the City's position on specific issues.

8.o Reporting to Council

The Steering Committee will meet up to 3 times per year. The Office of the City Clerk will ensure Committee Agendas and Minutes are forwarded electronically to all Council members.

The Committee will present twice annually to Council to announce the nomination period at the beginning of December, and to announce the finalists for each award category in mid March.

The Committee will provide a status report to Council annually. This report should include a record of work conducted and an indication of the associated costs attached to the Committee's work including staff resources.

The Committee Chairperson, Vice Chair, or a Committee member appointed by the committee, will, accompanied by the staff liaison, report to Council on behalf of the Committee.

9.0 Budget

The routine operations and any special initiatives of the Committee will be funded by allocations within the Active Living & Culture Department budget.

10. Staff Support

The **Director of Active Living and Culture** will assign an administrative liaison to the Committee.

The staff liaison will initiate recommendations to Council for committee appointments and maintain an updated list of appointees, the date they were appointed whenever changes occur, and provide a copy of the updated list to the Office of the City Clerk.

Furthermore, the staff liaison will be responsible for:

- preparing and forwarding draft agenda to the Office of the City Clerk for electronic distribution and posting;
- receiving all correspondence, and preparing correspondence and reports on behalf of the Committee;
- reviewing the draft minutes and returning them to the Office of the City Clerk to finalize prior to adoption by the Committee; and
- managing the files of the Committee, as necessary;

The **Office of the City Clerk** will provide meeting management and recording support for the Committee.

Support functions include the following:

- organizing and preparing the meeting agendas, in conjunction with the Chair & staff liaison;
- receiving and organizing all related presentation materials and/or correspondence prior to the meeting date for inclusion in the agenda package;
- distributing the agenda packages to committee members;
- posting all meeting notices and agendas for the public in accordance with the statutory timelines;
- preparing draft minutes, and providing the final minutes to the City Clerk and staff liaison;
- maintaining the records of the Committee, including posting and retaining minutes for the public record;
- circulating agendas and minutes electronically to all members of Council; and
- providing an annual check-in with the Committee, including meeting management training as necessary.

Endorsed by Council: November 16, 2015
Endorsed by Council: December 10, 2018