

City of Kelowna

Regular Council Meeting

AGENDA



Monday, November 16, 2015

9:00 am

Knox Mountain Meeting Room (#4A)

City Hall, 1435 Water Street

Pages

1. Call to Order
2. Confirmation of Minutes 3 - 6
Regular AM Meeting - November 9, 2015
3. Reports
 - 3.1 Youth Development and Engagement Grant Program 30 m 7 - 25
To provide Council with an overview of a Youth Development and Engagement Grant and seek endorsement for the development of grant guidelines.
 - 3.2 Civic and Community Awards Steering Committee Terms of Reference 15 m 26 - 42
To seek Council approval of a Civic and Community Awards Steering Committee Terms of Reference and appointment of committee members.
 - 3.3 Draft 2016 Council Meeting Schedule 10 m 43 - 45
To obtain input from Council regarding the Draft 2016 Council Meeting Schedule
4. Resolution Closing the Meeting to the Public
THAT this meeting be closed to the public pursuant to Section 90(1) (e) of the Community Charter for Council to deal with matters relating to the following:
 - Acquisition, Disposition, or Expropriation, of Land or Improvement.
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, November 9, 2015
Location: Knox Mountain Meeting Room (#4A)
City Hall, 1435 Water Street

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

Staff Present: City Manager, Ron Mattiussi; City Clerk, Stephen Fleming; Divisional Director, Corporate & Protective Services, Rob Mayne*; Divisional Director, Active Living & Culture, Jim Gabriel*; Divisional Director, Infrastructure, Alan Newcombe*; Community Policing Coordinator, Colleen Cornock*; Infrastructure Planning Department Manager, Joel Shaw*; Community Engagement Consultant, Kari O'Rourke*; Financial Analyst, Alicia Brown*; and Legislative Systems Coordinator, Sandi Horning

(* denotes partial attendance)

1. Call to Order

Mayor Basran called the meeting to order at 9:01 a.m.

2. Confirmation of Minutes

Moved By Councillor Hodge/Seconded By Councillor Stack

R860/15/11/09 THAT the Minutes of the Regular AM Meeting of November 2, 2015 be confirmed as circulated.

Carried

3. Reports

3.1 Homelessness - Municipal Strategies-Working Models

Divisional Director, Corporate & Protective Services:

- Introduced the Report.
- Advised that the staff resource will fall under the Active Living & Culture Division.

Staff:

- Displayed a PowerPoint presentation summarizing the municipal strategies-working models with respect to homelessness.
- Responded to questions from Council.
- Spoke to the challenges that Medicine Hat faced with bringing forward their strategies.
- Advised that the 'Point of Time Count' is a Federal initiative and will commence in January of 2016.
- Proposing a three (3) year position in the 2016 budget.
- Confirmed that the City has played an operational role, but not a strategic role when it comes to homelessness.

City Manager:

- Confirmed that the Terms of Reference for the staff resource will be brought back to Council for approval.

Council:

- Made comments on the role the proposed position could play.
- Spoke to the complexities of this multi-faceted issue.
- Made comment on the staff report and presentation on how the position would be utilized, pending budget approval.

Moved By Councillor Sieben/Seconded By Councillor Hodge

R861/15/11/09 THAT Council receives, for information, the Report from the Community Policing Coordinator dated November 9, 2015 with respect to municipal strategies/working models addressing homelessness and homelessness-related issues;

AND THAT Council directs staff to include, for consideration in the 2016 Financial Plan, funding for a Municipal resource to work with other agencies to advance homelessness strategies through advocacy, collaboration and education.

Carried

The meeting recessed at 10:25 a.m. The meeting reconvened at 10:34 a.m.

3.2 2030 Infrastructure Plan**Staff:**

- Displayed a PowerPoint presentation summarizing the highlights of the first draft of the 2030 Infrastructure Plan.
- Confirmed that today's objective is to examine the Plan from a high level overview and that the Plan will come back to Council.
- Provided information on, and the link to, the community engagement tool simulated budget site that will be made available to the public on November 12, 2015.
- Responded to questions from Council.

Council:

- Raised questions regarding the Mission Activity Centre.
- Raised questions and provided comment regarding the community engagement tool, how it will be used and public expectations.

Moved By Councillor Sieben/Seconded By Councillor Given

R862/15/11/09 THAT Council receives, for information, the Report from the Infrastructure Planning Department Manager dated November 2, 2015 regarding the first draft of the 2030 Infrastructure Plan;

AND THAT Council supports the public engagement process outlined in the Report from the Infrastructure Planning Department Manager dated November 2, 2015.

Carried

Mayor Basran:

- Made comment on a proposed renewal levy concept for future budget discussion.

4. Resolution Closing the Meeting to the Public

Moved By Councillor Sieben/Seconded By Councillor Donn

R863/15/11/09 THAT this meeting be closed to the public pursuant to Section 90(1) (a) and (c) of the *Community Charter* for Council to deal with matters relating to the following:

- Position Appointment; and
- Labour Relations/Employee Relations.

Carried

5. Adjourn to Closed Session

The meeting adjourned to a closed session at 11:37 a.m.

6. Reconvene to Open Session

The meeting reconvened to an open session at 11:54 a.m.

7. Issues Arising from Correspondence & Community Concerns

7.1 Councillor Singh, re: Urban Deer

Councillor Singh:

- Made comment on the number of urban deer and noted the lack of provincial urban deer program.
- Advised that there is a Provincial Conservation Officer initiative which is look for funding partners.

Council:

- Agreed that this is an issue for the Province to deal with.

7.2 Councillor Stack, re: Transit Incident - Global Okanagan/GlobalBC News Story

Councillor Stack:

- Made note of a transit incident where a woman with a crying child was told to leave the bus Saturday night.
- Advised that BC Transit is conducting an investigation and inquired if the City has a role.

City Manager:

- Advised that there is no direct role for the City in the investigation.
- City staff is aware of the investigation and will monitor it.

Councillor Donn:


- Will circulate the feedback he has received regarding transit customer service.

8. Termination

The meeting was declared terminated at 12:06 p.m.

Mayor

/slh



City Clerk

DRAFT

Report to Council



Date: November 10, 2015
Rim No. 0610-53
To: City Manager
From: Louise Roberts, Community & Neighbourhood Services Manager
Subject: Youth Development and Engagement Grant

Recommendation:

THAT COUNCIL receives, for information, the report from the Community & Neighbourhood Services Manager dated November 10, 2015, which outlines the development of a Youth Development and Engagement Grant;

AND THAT COUNCIL approves, in principle, the development of a Youth Development and Engagement Grant as outlined in the report dated November 10, 2015;

AND FURTHER THAT COUNCIL directs staff to prepare Youth Development and Engagement Grant Guidelines and report back to Council.

Purpose:

To provide Council with an overview of a Youth Development and Engagement Grant and seek endorsement for the development of grant guidelines.

Background:

During the September 28, 2015, Council meeting regarding the Active Living & Culture Grant Program Review, Council approved in principle, the action plans arising from the review. Furthermore Council directed staff to commence work on the action items outlined in the review and to report back to Council when more detailed plans and proposed changes were prepared.

One of the action items identified in the report was the development of a Youth Development and Engagement Grant.

The action item related to the development of a youth focused grant program which would enable youth to access mentoring and financial support for youth-led projects that would enhance the community at the neighbourhood level. Funding for this program would be through funds currently dedicated to the Mayor's Youth Forum.

Youth Advisory Committee

From 2006 through 2012 the Youth Advisory Committee, an Advisory Committee of Council, encouraged youth input into a cross section of issues which affected the municipality and community-at-large. Two members of Council were appointed to the Committee for a term concurrent with the Council term.

The Committee established two Youth Forums per year through collaboration with a host City department and the support of a workshop facilitator (external contractor). Key objectives of the Committee included:

- Obtain a youth perspective on various topics that provided an opportunity for the exchange of ideas and priority setting
- Develop leadership skills to strengthen and empower youth

Since the 2011 municipal election Council has not appointed members to the Youth Advisory Committee, which has resulted in the Committee being inactive since 2012.

Mayor's Youth Forum

The format for the forums entailed, a one-day workshop setting with pre-forum work completed by the participating students. On average 50-80 students participated in the one-day work-shop, but the pre-forum work included obtaining input from other students.

At the conclusion of each forum a report was generated with results and recommendations regarding the topic. This report was presented to City Council and provided to the host department for their consideration.

Examples of past topics included: Transit (2006), Social Issues and Youth Services (2007), Environmental Sustainability (2007), Water Conservation (2008), Arts and Culture (2008), Healthy Living (2009), Sustainable Communities (2009), Active Transportation (2010), Climate Change (2010), Safety and Policing (2011), Outdoor Event Planning (2012).

In 2012, the budget to support the program was reduced from \$25,000 to \$15,000, with the corresponding reduction of forums from two per year to one. Also in 2012 as a result of the teacher's union job action, the pre-forum work was completed but the one-day forum and presentation to Council did not occur.

The Youth Advisory Committee was inactivated in 2012; therefore there has not been a Youth Form since that time.

Background into the development of a new Youth Program

With the Youth Advisory Committee, and in turn the Mayor's Youth Forum inactive, staff began exploring the development of a new youth program that would connect youth with our community and support corporate objectives.

As staff considered the development of a new youth program, they undertook extensive research, consultation and stakeholder engagement. This included:

- Had the consultant, that delivered Mayor's Youth Forum, prepare a brief report on youth initiatives and engagement - key elements identified in the report included the importance of youth driven, adult supervision and a training component
- Reviewed current literature on youth development and engagement

- Examined a number of different youth leadership programs provided in the community by various organizations, including the YMCA of Okanagan, Okanagan Boys & Girls Club and School District #23
- Reviewed a variety of grant programs, including grants available through the Central Okanagan Foundation and the United Way
- Obtained input from both internal and community stakeholders on the topic
- Participated in the Canadian Student Leadership Conference, held in Kelowna September 2014, to obtain input from youth regarding youth leadership development and community involvement. Common themes emerged:
 - Youth wanted opportunities to; make a difference, have an impact and pursue things they were personal passionate about
 - Youth wanted meaningful experiences and the opportunity to gain valuable experience
 - Time element was as an influencing factor on level of community involvement; time frame and length of commitment
 - Mentorship and training was important to leadership development and transferable skill development

Youth Development and Engagement Grant Framework

Based on the research and stakeholder input, a framework for the Youth Development and Engagement Grant was developed. It is closely aligned with the Strong Neighbourhood Initiative because of its similar objective (fostering opportunities for connection and engagement) and because one of the best practices identified through that initiative was the establishment of grant programs that empower residents.

A key principle within this program is mentorship. Research indicated that mentoring youth has as much or more benefit than the monetary sum given through a grant. Though it is important that youth have ownership of the project, the support of a mentor helps ensure greater success in the delivery of the project and contributes to the development of the youth. The mentorship component also provides the opportunity for youth to develop transferable skills that will support their ability to continue to contribute to the community that they live in.

This grant is intended to foster the potential in youth by providing them with support in the development and delivery of youth-led projects that enhance their neighbourhood environment and contributes to its' vitality.

Grant Framework:

Program Concept	<ul style="list-style-type: none"> • Support small scale, youth-led projects that foster connection and engagement at the neighbourhood level • Empower youth to make their neighbourhoods even better places to live • Provide youth with mentoring
Desired Outcomes	<ul style="list-style-type: none"> • Increase involvement by youth in enhancing the quality of life at a neighbourhood level • Youth are inspired, engaged and empowered to create the best city they can imagine • Increased youth engagement in civic philanthropy
Mentoring Component	<ul style="list-style-type: none"> • Input and guidance throughout the project; formulating project idea, grant application and project delivery • Workshops that cover topics such as; project management, marketing and promotions, volunteer management, budgeting and project evaluations
Grant	<ul style="list-style-type: none"> • \$5,000 available annually

Maximum Grant	<ul style="list-style-type: none"> • Up to \$1,000 • Matching requirement (including in-kind contribution)
Eligibility	<ul style="list-style-type: none"> • Youth-led project • Commitment of a minimum of three youth (project team) • Youth 13-19 years of age • Resident of Kelowna - live in the area of the proposed project
Criteria	<ul style="list-style-type: none"> • Enhance one or more drivers of neighbourhood attachment: aesthetics, leadership, safety, social offerings or relationships • Foster neighbourhood participation • Participation in workshops
Uses of funds	<ul style="list-style-type: none"> • Purchase or rental of equipment and materials • Contract services • Training
Approval Process	<ul style="list-style-type: none"> • Internal staff evaluation and approval based on criteria • Successful applicants would be required to sign a letter of agreement that outlines the terms and conditions of the grant
Evaluation	<ul style="list-style-type: none"> • Successful applicants would be required to complete a project evaluation form indicating what they gained from participating in the grant program and what impact their project had on their neighbourhood

The Youth Development and Engagement Grant would provide youth the opportunity to impact the community and the quality of life in our neighbourhoods, which supports Council priority of ensuring a healthy, safe, active and inclusive community through strong neighbourhoods.

Internal Circulation:

Divisional Director, Active Living & Culture; Communications Advisor, Communications & Information Services

Financial/Budgetary Considerations:

There would be no financial impact to the City due to re-purposing base funding from the Mayor's Youth Forum. The \$15,000 currently in base budget for the forum would be utilized to provide this program. Budget areas would include grant funds, staff support (mentoring), promotional material and celebration event.

Personnel Implications:

The Youth Development and Engagement Grant would be administered by the Neighbourhood Development Coordinators. A Coordinator would be assigned to work with each of the applicants in order to provide support and mentoring as well as facilitate the delivery of the workshops.

Communications Comments:

A communication plan would be developed by Communications and the Neighbourhood Development Team to inform the public about the Youth Development & Engagement Grant.

Considerations not applicable to this report:

Legal/Statutory Authority

Legal/Statutory Procedural Requirements

Existing Policy

External Agency/Public Comments

Alternate Recommendation

Submitted by:

L. Roberts, Community & Neighbourhood Services Manager

Approved for inclusion: J. Gabriel, Divisional Director, Active Living & Culture

Attachments:

Youth Advisory Committee Terms of Reference

Power Point Presentation

cc: Divisional Director, Active Living & Culture
Divisional Director, Communications & Information Services

Terms of Reference



YOUTH ADVISORY COMMITTEE

INTRODUCTION

The Youth Advisory Committee was formed to develop effective, mutually beneficial working partnerships with communities, agencies and corporate sponsors that focus on addressing youth activities and interests.

The Youth Advisory Committee is an Advisory Committee of Council.

OBJECTIVE

The objective of the Committee is to encourage youth to provide input into a cross section of issues which affect the municipality and community-at-large.

SCOPE OF WORK

To achieve this objective, the Youth Advisory Committee will review and provide input to Council on the following:

- Youth perspective on various topics including social issues, arts and culture, sports and recreation, transportation, environment and related opportunities while:
 - providing the opportunity for the exchange of ideas;
 - encouraging priority setting; and
 - develop leadership skills to strengthen and empower youth in our community.
- Projects, services and priorities that are important to youth;
- Partnerships and relationships with institutions, businesses, and agencies that incorporate or support youth activities and interests; and
- Creation of theme-specific ideas related to working groups, i.e. social, arts and culture, planning, transportation, and environment.

MEMBERSHIP

In order to provide representation from the community, the membership of the committee is as follows:

- One member from School District #23, Board of Trustees
- Two members of Kelowna City Council

APPOINTMENT AND TERM

Members shall be appointed by Council for a three-year term, to run concurrent with the Council 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 upon resolution of Council.

The Committee will form a Steering Group of senior City staff, facilitator(s) and youth representatives to address special matters coming within the scope and jurisdiction of the Committee. The Committee will establish up to four Youth Forums throughout the year to address issues and topics to include:

- Social issues
- Sports & Recreation
- Transportation
- Environment
- Arts & Culture

Information collected from each Youth Forum will be presented to the Committee outlining results and recommendations.

CHAIR

The Chair of the Committee shall be appointed by Council resolution.

MEETING PROCEDURES

The Chairperson shall call meetings of the Committee as required.

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 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.

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 favor 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 regularly report to Council regarding current activities and recommendations. An annual 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/her 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 of the Committee will be funded by allocations within the Recreation and Cultural Services Department budget. The Youth Forum(s) and any special initiatives of the Committee will be budgeted separately.

STAFF SUPPORT

Staff shall be assigned by the City Manager to serve as administrative liaison to the Committee.

The Development Manager for Recreation and Cultural Services shall attend the meetings in an advisory capacity. Other senior staff will include: Community Planning Manager, Environmental Manager, Sport and Recreation Manager, Cultural Services Manager, and Transportation Manager as required.

The Recreation and Cultural Services Department shall provide administrative and technical support for the Committee. Typical support functions include the following:

- organizing and preparing the agenda, in conjunction with the Committee Chair & staff liaison
- distributing the agenda packages to Committee members
- forwarding the agenda to 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 and,
 - 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:

- Receiving all agenda-related presentation materials and/or hand-outs prior to the meeting date for inclusion in the Agenda package;
- posting all meeting notices and agendas for the public in accordance with the statutory timelines;
- taking and preparing draft minutes, and providing the final minutes to the City Clerk and Committee members; and
- 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
- Distributing the agenda packages to committee members

Endorsed by Council:

Revised: March 26, 2007

Revised and Endorsed by Council: October 19, 2009

YOUTH DEVELOPMENT AND ENGAGEMENT GRANT

Fostering Potential



The grant would enable youth to access mentoring and financial support for youth-led projects in their neighbourhoods.



YOUTH ADVISORY COMMITTEE

- ▶ Advisory Committee of Council
- ▶ Encouraged youth input into a cross section of issues which effected the municipality and the community-at-large.
- ▶ Established two Youth Forms per year
- ▶ Inactive since 2012

YOUTH FORUM

- ▶ Collaboration with host City department
- ▶ One-day workshop setting
- ▶ Report generated
- ▶ Topics included transportation, the environment, recreation, art and culture, and social issues

RESEARCH & CONSULTATION

- ▶ Reviewed current literature
- ▶ Examined other youth leadership programs
- ▶ Obtained stakeholder input
- ▶ Participated in the Canadian Student Leadership Conference



THE GRANT

- ▶ Fosters the potential in youth by providing them with support for youth-led projects
- ▶ Is closely aligned with the Strong Neighbourhood initiative
- ▶ Develops transferable skills that support youths' ability to continue to contribute to the community

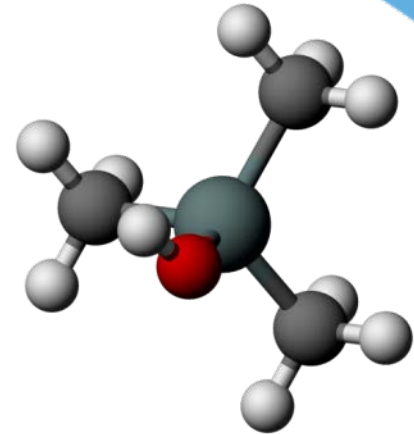
MENTORSHIP

- ▶ Research indicates that mentorship is as beneficial to youth as the grants themselves.
- ▶ Mentoring includes:
 - ▶ Input and guidance in formulating project ideas and filling out the grant application
 - ▶ Workshops that cover topics such as project management
 - ▶ Ongoing support throughout delivery of project



GRANTS FRAMEWORK

- ▶ \$5,000 annually
- ▶ \$1,000 maximum per grant
- ▶ Matching requirement
- ▶ Youth-led projects (13-19 years of age)
- ▶ Minimum 3 youth
- ▶ Mentoring component
- ▶ Enhance neighbourhood quality of life



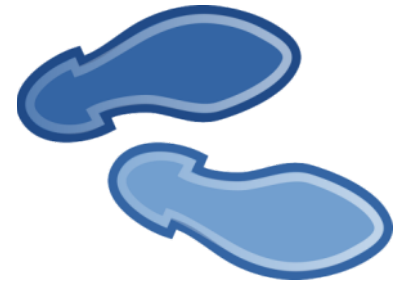
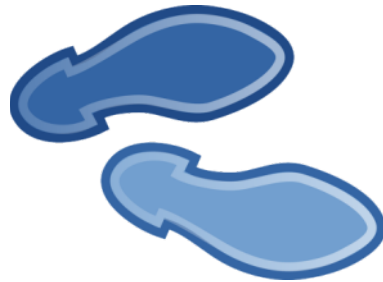
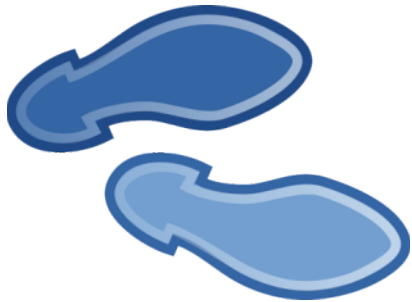
DESIRED OUTCOMES

- ▶ Youth involved in enhancing the quality of life at a neighbourhoods level
- ▶ Youth that are inspired, engaged, and empowered to create the best city they can imagine



NEXT STEPS

- ▶ Develop Grant Guidelines
 - ▶ Report Back to Council
 - ▶ Launch Program



Report to Council



Date: November 10, 2015

Rim No. 0610-53

To: City Manager

From: Louise Roberts, Community & Neighborhood Services Manager

Subject: Civic and Community Awards Steering Committee Terms of Reference

Recommendation:

THAT COUNCIL receives, for information, the report from the Community & Neighbourhood Services Manager dated November 10, 2015, which outlines the development of a Civic and Community Awards Steering Committee Terms of Reference;

AND THAT COUNCIL approves the Civic and Community Awards Steering Committee Terms of Reference as outlined in the report dated November 10, 2015, from the Community & Neighbourhood Services Manager;

AND FURTHER THAT COUNCIL endorses the current Steering Committee members, identified in Appendix #2, to a term to run concurrent with Council's term.

Purpose:

To seek Council approval of a Civic and Community Awards Steering Committee Terms of Reference and appointment of committee members.

Background:

During the January 19, 2015 Council meeting, Council directed staff to review the mandate of the Civic and Community Awards Steering Committee and establish a Terms of Reference (TOR) to be aligned with other existing advisory committees of Council, including the role of Council and staff liaisons.

In August of 2015, Active Living & Culture staff began working with the City Clerk's Office to develop terms of reference that would establish the framework for the Civic and Community Awards Steering Committee. This included discussions with the current members of the Steering Committee.

The draft TOR is based on guidelines used for the other advisory committees of Council (Airport Advisory Committee and Agricultural Advisory Committee) as well as past practice from the Civic and Community Awards Steering Committee.

The Civic and Community Awards Steering Committee TOR outlines:

- The objective of the Steering Committee and the scope of its work
- Membership, appointment of members and terms of appointment
- Relationship and role of Council as well as the support provided by City staff

Key aspects of the TOR include:

Role of Council

The Mayor will appoint a Councillor to sit as a member of the the Civic and Community Awards Steering Committee. The Council representative will be a non-voting liaison member only and shall not serve on the executive of the Steering Committee.

The Councillor appointed to the Steering Committee will advise Council regarding decisions made regarding the Civic and Community Awards program.

Council will appoint Steering Committee members for a four-year term, to run concurrent with the Council term.

Role of Steering Committee

The primary role of the committee is to ensure established procedures and policies are being followed, as well as recommend enhancements to the program.

The Steering Committee is also responsible for providing oversight of the sub-committees, which includes recruitment and approval of sub-committee members. There are three sub-committees and two supporting organizations that assist with the nominations and selection aspect of the awards.

Composition Steering Committee Membership

The composition of the Steering Committee is based on key relationships that assist in the nomination and selection process, as well as historical practice. Committee members represent the following sectors: sport, culture, business and volunteer.

The committee is also comprised of a representative from Council, Director of Active & Living & Culture (or designate), and up to 3 members at large.

The current Steering Committee membership is outlined in the Attachment #2.

Reporting Relationship

The reporting relationship between the Steering Committee and Council includes the following, the Steering Committee will:

- Meet a minimum of three times per year, with Agendas and Minutes being circulated via the Mayor and Council Correspondence SR system
- Have the Council representative report to Council as appropriate regarding any updates to the awards program
- Present twice annually to Council to announce the nomination period and award finalists
- Provide a status report to Council annually

As outlined in the TOR, Steering Committee membership is appointed by Council at the beginning of each Council term. However, since the current Steering Committee is in place and meets the composition requirements, it is staff's recommendation that the current

Steering Committee members be endorsed and remain in place for the duration of Council's term. Any vacancies during the term will be appointed as per the TOR; through Council resolution.

Internal Circulation:

Divisional Director, Active Living & Culture; Communications Advisor, Communications & Information Services; City Clerk

External Agency/Public Comments:

The Civic and Community Awards Steering Committee endorsed, in principle, the proposed Civic and Community Awards Steering Committee Terms of Reference at their October 28, 2015 meeting.

Considerations not applicable to this report:

Legal/Statutory Authority
Legal/Statutory Procedural Requirements
Financial/Budgetary Considerations
Personnel Implications
Existing Policy
Alternate Recommendation
Communications Comments

Submitted by:

L. Roberts, Community & Neighbourhood Services Manager

Approved for inclusion: J. Gabriel, Divisional Director, Active Living & Culture

Attachments:

Appendix 1: Civic and Community Awards Steering Committee Terms of Reference
Appendix 2: Steering Committee Membership
PowerPoint Presentation

cc: Divisional Director, Active Living & Culture
Divisional Director, Communications & Information Services
Divisional Director, Corporate & Protective Services

Appendix 1

CITY OF KELOWNA

TERMS OF REFERENCE

CIVIC AND COMMUNITY AWARDS STEERING COMMITTEE

INTRODUCTION

The Civic and Community Awards Steering Committee is an Advisory Committee of Council who oversees the city of Kelowna's annual awards program to recognize outstanding contributions and achievements in our city. 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)

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.

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 City Council as necessary
- Recruit and approve sub-committee members
- Oversight of sub-committees
- Ensure established procedures and policies are being followed
- Recommend program enhancements

MEMBERSHIP

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

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

APPOINTMENT AND TERM

Members shall 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 shall 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 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 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.

CHAIR

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

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

MEETING PROCEDURES (for the Steering Committee)

The Chairperson shall 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 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 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 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 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.

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.

BUDGET

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

STAFF SUPPORT

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

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** shall provide secretarial support for the Committee. Support functions include the following:

- Taking and preparing draft minutes, and providing the final minutes to Committee members
- Maintaining the records of the Committee, including posting and filing of minutes for the public record
- Posting meeting agendas and final minutes
- 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:

Revised:

Appendix 2

Civic and Community Awards Steering Committee Steering Committee Membership

Current Membership

- ▶ Council representative - Councillor Maxine DeHart
- ▶ Chairperson of the Sports Committee – Wayne Moore
- ▶ Chairperson of the Nominating Committee – Dawn Wilkinson
- ▶ Representative from ARTSCO – Cheryl Miller
- ▶ Representative from the Kelowna Chamber of Commerce - Caroline Grover
- ▶ Representative from the volunteer sector – Ellen Boelcke
- ▶ Member at Large – Michael Loewen
- ▶ Director of Active Living and Culture, or designate – Jim Gabriel or Louise Roberts

CIVIC & COMMUNITY AWARDS

STEERING COMMITTEE TERMS OF REFERENCE



The Civic & Community Awards Steering Committee is an advisory committee of Council who oversees the City of Kelowna's annual awards program to recognize outstanding contributions and achievements in our city.

The Steering Committee has three sub-committees and two supporting organizations that assist with the awards program.

They Include:

- ▶ Nominating Committee
- ▶ Sports Committee
- ▶ Selection Committees
- ▶ Arts Council of the Central Okanagan
- ▶ Okanagan Central Schools Athletic Association

TERMS OF REFERENCE

Outlines

- ▶ The objective of the Steering Committee and the scope of its work
- ▶ Membership, appointment of members and terms of appointment
- ▶ Relationship and role of Council as well as the support provided by City Staff

ROLE OF COUNCIL

- ▶ Mayor appoints a Councillor to sit as a member of the Steering Committee
- ▶ Council appoints Steering Committee members
- ▶ Councillor appointed to the Steering Committee will advise Council of decisions made regarding the Civic & Community Awards program

ROLE OF STEERING COMMITTEE

- ▶ Ensure that established procedures and policies are being followed
- ▶ Recommend program enhancements
- ▶ Provide oversight to the work of the sub-committees
- ▶ Recruit and approve sub-committee members
- ▶ Liaise with City Council as necessary

COMPOSITION OF STEERING COMMITTEE

- ▶ Consisting of up to 9 voting members and a Council representative
- ▶ Is based on key relationships that assist in the nomination and selection process
- ▶ Members represent the following sectors; sport, culture, business and volunteer
- ▶ Allows for up to 3 members at large

REPORTING RELATIONSHIP

The Steering Committee will:

- ▶ Circulate Agendas and Minutes electronically to all Council members
- ▶ Present twice annually to Council, announce the nomination period and award finalists
- ▶ Provide an annual report to Council

CURRENT STEERING COMMITTEE MEMBERS

- ▶ Council Representative - Councillor Maxine DeHart
- ▶ Chairperson of the Sports Committee - Wayne Moore
- ▶ Chairperson of the Nominating Committee - Dawn Wilkinson
- ▶ Representative from ARTSCO - Cheryl Miller
- ▶ Representative from the Kelowna Chamber of Commerce - Caroline Grover
- ▶ Representative from the volunteer sector - Ellen Boelcke
- ▶ Member at Large - Michael Loewen
- ▶ Director of Active Living and Culture, or designate - Jim Gabriel or Louise Roberts

Report to Council



Date: November 16, 2015
File: 0610-50
To: City Manager
From: City Clerk
Subject: Draft 2016 Council Meeting Schedule

Recommendation:

THAT Council receives, for information, the report of the City Clerk dated November 16, 2015 regarding the Draft 2016 Council Meeting Schedule;

AND THAT Council directs staff to bring forward the Draft 2016 Council Meeting Schedule to an afternoon meeting for Council's consideration

Purpose:

To obtain input from Council regarding the Draft 2016 Council Meeting Schedule

Background:

The recommended draft schedule provides for thirty-seven (37) Monday Council Meetings, in addition to the September 8th Pre-Budget Council Meeting and the December 15th 2016 Budget Deliberations; and twenty-three (23) Public Hearing/Regular Council Meetings. No public hearings or meetings are scheduled immediately following a Monday statutory holiday. As in previous years, the schedule accommodates Council's attendance and participation at the SILGA, FCM and UBCM annual conventions.

Internal Circulation (draft calendar):

City Manager
Financial Planning Manager
Community Planning Department Manager

Legal/Statutory Authority:

Community Charter section 127, Notice of Council Meetings

Legal/Statutory Procedural Requirements:

Council must give notice of their annual Council schedule

Considerations not applicable to this report:

Existing Policy:

Financial/Budgetary Considerations:

Personnel Implications:

External Agency/Public Comments:

Communications Comments:

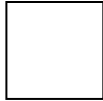
Alternate Recommendation:

Submitted by:

[Redacted]

Stephen Fleming, City Clerk

Approved for inclusion:



Rob Mayne, Divisional Director
Corporate and Protective Services

 Monday Regular Meetings (9:00 am/1:30 pm)

 2017 Pre-Budget Meeting [Sept 8]

 Summer Schedule

 Public Hearing/Regular Meeting (6:00 pm)

 2017 Budget Deliberations [Dec 15] (9:00 am)

 Stat Holiday

Conventions:



SILGA: April 19 - 22 (Kelowna)

FCM: June 3 - 5 (Winnipeg)

UBCM: September 26 - 30 (Victoria)

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