

# Report to Council



**Date:** February 1, 2016  
**File:** 0615-20  
**To:** City Manager  
**From:** J. Moore, Long Range Policy Planning Manager, Policy & Planning Department  
**Subject:** Heritage Review - Steering Committee Terms of Reference  
Report Prepared by: L. Bentley, Planner II, Policy & Planning Department

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## **Recommendation:**

THAT Council receives the report from the Long Range Policy Planning Manager, Policy & Planning Department, dated February 1, 2016, regarding the Heritage Council Steering Committee Terms of Reference as information;

AND THAT Council endorse the Heritage Council Steering Committee Terms of Reference, as attached to the report of the Long Range Policy Planning Manager, Policy & Planning Department, dated February 1, 2016.

## **Purpose:**

To consider endorsement of the Heritage Council Steering Committee Terms of Reference.

## **Background:**

The City of Kelowna is undertaking a Heritage Review to ensure heritage management efforts are being undertaken in an efficient, effective and coordinated manner between all heritage groups and organizations. On December 14, 2015, staff provided Council with an update on the Heritage Review, outlining the work completed in Phases 1 and 2 and requested direction to proceed with the third and final phase. Council endorsed moving forward with Phase 3 and directed staff to report back with a Terms of Reference for a Heritage Council Steering Committee.

Phase 3 will establish the structure for a Heritage Council governance model. Under this model, funding and strategic planning support will be coordinated through a not-for-profit organization at arm's length from the City and the independent heritage organizations will continue to operate. A Heritage Council Steering Committee will undertake a strategic planning exercise to set the framework for a Heritage Council. The proposed Heritage Council Steering Committee Terms of Reference are attached.

The Steering Committee will refine the mandate, role and responsibilities and create a strategic plan, including a funding strategy, and a transition plan to establish a Heritage Council. The Steering Committee will consist of representatives from heritage and community organizations, as well as some members of the public at large who served on the Heritage Review Advisory Committee in Phase 1 of the Heritage Review. Other groups were contacted about serving on the Steering Committee, but were unable to commit the time needed to be involved. Input and direction from organizations involved in heritage management and individuals with relevant expertise is critical to the successful implementation of a Heritage Council.

A consultant specializing in the area of not-for-profit sector management will lead the strategic planning exercise alongside staff from the Policy & Planning Department. The Steering Committee is expected to be involved in this process for approximately five months beginning in February 2016. The outcomes of this exercise will include a Strategic Plan with an accompanying funding strategy and a Transition Plan to move towards the creation of a Heritage Council. Staff will keep Council informed of the direction of the Steering Committee's work.

Following the strategic planning exercise, staff will prepare the governing policies, procedures and bylaws needed to complete the structure for the creation of a Heritage Council. This will complete the final phase of the Heritage Review, and staff will present Council with the documents and recommendations to implement a Heritage Council.

**Internal Circulation:**

Community Planning & Real Estate Divisional Director  
Cultural Services Manager

**Existing Policy:**

*Heritage Strategy 2007, Updated July 2015*

*Official Community Plan - 2030*

OCP Objective 9.2 - Policy 3 - Financial Support

Continue to support the conservation, rehabilitation, interpretation, operation and maintenance of heritage assets through grants, incentives and other means.

*2012-2017 Cultural Plan*

Goal 4 - Cultural Roots and Branches

Integrate Heritage As Part of Cultural Vitality

**Financial/Budgetary Considerations:**

Costs associated with the Heritage Council Steering Committee:  
\$10,000 within the approved Policy & Planning budget

**Considerations not applicable to this report:**

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Personnel Implications:

External Agency/Public Comments:

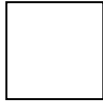
Communications Comments:

Alternate Recommendation:

Submitted by:

J. Moore, Long Range Policy Planning Manager, Policy & Planning Department

Approved for inclusion:



D. Noble-Brandt, Policy & Planning Department Manager

cc:

City Clerk

Cultural Services Manager

Active Living & Culture Divisional Director

Parks & Building Planning Manager

Infrastructure Divisional Director

Community Planning Department Manager

Community Planning & Real Estate Divisional Director

**Attachments:**

Appendix A - Heritage Council Steering Committee Terms of Reference