

Terms of Reference



HERITAGE COUNCIL STEERING COMMITTEE

INTRODUCTION

The City of Kelowna is undertaking a Heritage Review to ensure heritage management efforts are efficient, effective and coordinated between all heritage groups and organizations to improve and strengthen Kelowna's heritage sector. In Phases 1 and 2 of the Heritage Review, staff worked with stakeholders to identify existing challenges, consider options for a new governance model, and to better understand the current roles of groups and organizations involved in heritage matters. A Heritage Council is proposed as a not-for-profit organization that may provide coordination, strategic planning support and oversee funding for the independent heritage organizations operating within it.

Phase 3 of the Heritage Review will establish the governance model for the proposed Heritage Council. The Steering Committee will guide the strategic planning process to establish the Heritage Council.

OBJECTIVE

The objective of the Heritage Council Steering Committee is to undertake a strategic planning exercise to establish a Heritage Council. The Steering Committee will refine the Heritage Council's mandate, roles and responsibilities and create a strategic plan, including a funding strategy, and a transition plan for a Heritage Council.

SCOPE OF WORK

Working with City of Kelowna staff and a consultant leading the strategic planning exercise, the Heritage Council Steering Committee will:

- Refine the mandate, roles and responsibilities of a Heritage Council;
- Consider funding options and create a funding strategy for a Heritage Council;
- Guide the development of a strategic plan to establish the vision and objectives of a Heritage Council; and
- Inform the preparation of a transition plan to move from the existing heritage management structure to a Heritage Council model.

The deliverables of the Heritage Council Steering Committee are a Strategic Plan with funding strategy and a Transition Plan.

MEMBERSHIP AND TERM

The Steering Committee will be comprised of seven stakeholders with representatives from heritage, cultural and resident organizations as well as members of the public at large, including:

- A representative of the Central Okanagan Heritage Society (COHS);
- A representative of the Kelowna Museums Society (KMS);
- A representative of the Okanagan Historical Society (OHS);
- A representative of a resident organization;
- A representative of a First Nation;
- One member of the public at large within the legal profession; and
- One member of the public at large within the development community.

The Steering Committee is estimated to have a five month term beginning in February 2016.

Members of the Committee shall serve without remuneration.

MEETING PROCEDURES

The Steering Committee is expected to meet for four half day sessions over the course of its term. Meetings will be chaired by the project consultant. The agenda format will be as follows:

- Call to order
- Adoption of previous minutes
- Old business
- New business
- Date of next meeting

CODE OF CONDUCT

- Operate in accordance with the Heritage Council Steering Committee Terms of Reference.
- Serve the best interests of the Steering Committee objective and activities.
- Declare any real or perceived conflict of interest.
- Maintain any confidential information in confidence.
- Prepare fully for Steering Committee activities and meetings.
- Conduct Steering Committee activities in a professional, honest, lawful and ethical manner.

BUDGET

The budget for the consultant and the Steering Committee's activities will be managed by the City of Kelowna Policy & Planning Department as per the approved 2016 budget.

STAFF SUPPORT

Staff from the City of Kelowna Policy & Planning Department will coordinate and provide support for the Heritage Council Steering Committee.

Endorsed by Council: _____, 2016