

# REPORT TO COUNCIL



**Date:** February 22, 2012  
**File:** 0610  
**To:** City Manager  
**From:** City Clerk  
**Subject:** Community Heritage Committee

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**Recommendation:**

THAT Council receives the report of the City Clerk, dated February 22, 2012, regarding the Community Heritage Committee (CHC) for information;

AND THAT Council endorse the Terms of Reference for the Community Heritage Committee, attached as Schedule 'A' to the report of the City Clerk dated February 22, 2012;

AND THAT Council appoint Brian Anderson, Jim Meiklejohn, and Leanne Spanza as community at large members to the Community Heritage Committee for the 2012-2014 committee term;

AND FURTHER THAT Council endorses the following representatives of the three member societies to the Community Heritage Committee for the 2012-2014 committee term:

Central Okanagan Heritage Society - John Pendray, Cheryl Spelliscy (Alternate)  
Okanagan Historical Society - Robert Hayes, Ann Bostock (Alternate)  
Kelowna Museums Society - Tracy Satin, Patti Kilback (Alternate).

**Purpose:**

To seek endorsement for the Terms of Reference, and appoint members to the Community Heritage Committee.

**Background:**

Following Council direction from the January 16, 2012 meeting, weekly advertisements were placed in the Capital News and Daily Courier between January 20, 2012 and February 10, 2012, requesting applications from members of the public interested in participating on a Committee of Council.

Staff has updated the terms of reference with minor housekeeping changes, and with the recommended member appointments, anticipates a meeting of the CHC will be held in March 2012.

**Internal Circulation:**

Land Use Management

A handwritten signature, possibly initials, located at the bottom right of the page.

Considerations not applicable to this report:  
Legal/Statutory Authority:  
Legal/Statutory Procedural Requirements:  
Existing Policy:  
Financial/Budgetary Considerations:  
Personnel Implications:  
External Agency/Public Comments:  
Communications Comments:  
Alternate Recommendation:

Submitted by:



S. Fleming, City Clerk

Approved for inclusion:



R. Mayne, Director Corporate Services

cc. Land Use Management

# Terms of Reference



## COMMUNITY HERITAGE COMMITTEE

### INTRODUCTION

The Community Heritage Committee was formed to seek community input on matters related to heritage protection and conservation.

The Community Heritage Committee is an Advisory Committee of Council.

### OBJECTIVE

The objective of the Committee is to advise Council on any matter related to the heritage significance of any building, structure or landscape feature located within City limits.

### SCOPE OF WORK

To achieve this objective, the Committee may make recommendations to Council respecting applications which may have an impact upon a building, structure, or landscape feature having possible heritage significance to the City, including but not limited to:

- Subdivision;
- Zoning Bylaw Amendments;
- Development Permits;
- Development Variance Permits; and
- Official Community Plan Amendments.

The Committee may also advise Council on:

- Heritage Designation of real property, in whole or in part;
- Heritage Revitalization Agreements;
- Heritage Alteration Permits;
- Applications for demolition of buildings or structures having possible heritage significance to the community; and
- Applications on alterations (building permits) for heritage register properties which may impact the exterior of the building.

The Committee may undertake or provide support for Council approved initiatives related to heritage management, heritage planning, and implementation of heritage policies and actions aimed at increasing public awareness of the social and economic benefits of heritage conservation.

The Committee shall advise Council on any matter referred to it by Council.

The Committee shall solicit input from community representatives when it deems it appropriate to do so.

### MEMBERSHIP

In order to provide representation from the community, the membership of the Committee shall be as follows:

- one member and alternate recommended by the Kelowna Museums Society
- one member and alternate recommended by the Okanagan Historical Society

- one member and alternate recommended by the Central Okanagan Heritage Society
- four members from the community at large

#### APPOINTMENT AND TERM

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

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 motion of the Committee.

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 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

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

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

#### MEETING PROCEDURES

The Chairperson shall call meetings of the Committee on a monthly basis, or otherwise as necessary.

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 members (4) shall represent a quorum. A meeting shall 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 as 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 five complete working days prior to

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the meeting date. 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 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.

### **REPORTING TO COUNCIL**

Recommendations of the Committee must be adopted by a motion of the Committee and shall be forwarded to the Land Use Management Department who shall include the Committee's recommendation in their report to Council on an application.

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 will, accompanied by the staff liaison, 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 Community Sustainability Division budget.

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## STAFF SUPPORT

The Community Sustainability Division shall be assigned to provide support for the Committee to undertake work assigned by Council within the Committee's scope of work. Support functions may include the following:

- Forwarding all agenda items to the Office of the City Clerk at least five working days prior to the meeting date for agenda preparation and posting as a public notice;
- distributing the agenda packages to Committee members;
- 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; and
- maintaining a list of outstanding issues for Committee action in accordance with the Committee's scope of work and Council's direction.

The Office of the City Clerk shall provide secretarial 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;
- maintaining the records of the Committee, including posting and filing of minutes for the public record;
- taking and preparing draft minutes, and providing the final minutes to the City Clerk and staff liaison; and
- forwarding the Committee's meeting agendas and minutes electronically for circulation to all Council members

The Office of the City Clerk, in conjunction with the staff liaison, shall 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: @