REPORT TO COUNCIL
FROM THE CHIEF ADMINISTRATIVE OFFICER
ON
TERMS OF REFERENCE FOR NON-STATUTORY GROUPS

PURPOSE

To provide Council with Terms of Reference for the non-statutory engagement groups that were created to assist and report to the standing committees.

COUNCIL STRATEGIC PLAN

This report supports Council’s goals and objectives regarding:

- Governance - be recognized for excellence in public service in local government by having a relevant and efficient Council committee structure

SUMMARY

At the February 5, 2019, Council Meeting, Council approved the Terms of Reference for the following five standing committees (Attachment “A”):

- Community Relations Committee
- Civic Operations Committee
- Community Services Committee
- Finance Committee
- Development and Sustainability Committee

In conjunction with the approval of the five standing committees, Council also approved a template for the Terms of Reference for the non-statutory engagement groups. The Terms of Reference (Attachment “B”) for the non-statutory engagement groups outlined in the Discussion portion of this report are all based on that template.

RECOMMENDATION:

That Council support the Terms of Reference for the non-statutory engagement groups.
DISCUSSION

Each standing committee includes three Council members, one of which is the Chair. Each committee has internal working groups, external engagement groups, and/or agency liaisons as non-statutory bodies to provide input to standing committees regarding the implementation or review of the Council Strategic Plan, Council policies, and Council-approved services levels. Internal working groups are staff only, and no terms of reference are required. Agency and board liaisons are guided by their own mandates and have Council members appointed to inform the applicable committee of any City issues or required direction. The external engagement groups will include members of the public who will be appointed for two years, with the exception of project-based engagement groups, whose term will be for the duration of the project. Terms of Reference are attached for the external engagement groups.

The external engagement groups and working groups are as follows:

• Community Relations Committee
  - Joint Use School District No. 73/City of Kamloops Administrative Working Group
  - Junior Council
  - Sister City Engagement Group

• Civic Operations Committee
  - Parks Engagement Group

• Community Services Committee
  - Arts and Culture Engagement Group
  - Social Planning Engagement Group
  - Community Safety Engagement Group
  - Healthy Kamloops Engagement Group
  - Heritage Engagement Group

• Development and Sustainability Committee
  - Development Cost Charged (DCC) Engagement Group
  - Area Plans Engagement Groups
  - Transportation Engagement Group
  - Official Community Plan (OCP) Engagement Group

D. A. Trawin, MCIP, RPP, MURP
Chief Administrative Officer

SLW/lm/kjm

Attachments
Non-statutory Working and Engagement Groups and Agency Liaisons

- *For example:*
  - 2018 Biosolids Advisory Group
  - 2019 Maintenance Management Working Group

- *All of Council*
JOINT SCHOOL DISTRICT NO. 73/CITY OF
KAMLOOPS ADMINISTRATIVE WORKING
GROUP
TERMS OF REFERENCE

1. DEFINITIONS

1.1 In these Terms of Reference:

a) “Community Charter” means the Community Charter, SBC 2003, c.26, as amended from time to time.

b) “Council” means the municipal Council for the City of Kamloops.

c) “Chief Administrative Officer” means the person duly appointed by Council for the management of the City and any person delegated to assist in carrying out his or her duties under these Terms of Reference.

d) “Standing Committee” means the Community Relations Committee.

2. ESTABLISHMENT

2.1 The Joint School District No. 73/City of Kamloops Administrative Working Group is established as a non-statutory body to assist and support the Standing Committee as of February 26, 2019.

3. PARTICIPANTS

3.1 The Joint School District No. 73/City of Kamloops Administrative Working Group is a working and advisory group consisting of City of Kamloops staff and School District No. 73 staff.

4. ROLE AND RESPONSIBILITIES

4.1 The Joint School District No. 73/City of Kamloops Administrative Working Group is to assist and support the Standing Committee by, among other things:

a) providing coordination and support for the Standing Committee’s activities

b) providing information and professional advice for the Standing Committee’s consideration

c) providing information and input received from the Junior Council Engagement Group for discussion

d) providing information and input on School District matters referred by other Standing Committees

de) gathering public input for matters that are within the Standing Committee’s mandate and reporting that information to the Standing Committee

4.2 The Joint School District No. 73/City of Kamloops Administrative Working Group will provide assistance and report to the Standing Committee on any matter falling within its mandate, as and when requested.

4.3 The Joint School District No. 73/City of Kamloops Administrative Working Group does not have any delegated authority of Council or the Standing Committee, authority to speak on behalf of Council or the Standing Committee, or power to authorize any actions on behalf of Council or the Standing Committee.
4.4 Being a non-statutory body without delegated authority, no action of the Joint School District No. 73/City of Kamloops Administrative Working Group will be binding on the City, unless Council specifically approves the action.

4.5 The Joint School District No. 73/City of Kamloops Administrative Working Group, in carrying out its role and responsibilities, must do so in accordance with all applicable federal and provincial laws as well as City bylaws, policies, and procedures.

5. MEETINGS

5.1 The Chief Administrative Officer is responsible for scheduling the meetings of the Joint School District No. 73/City of Kamloops Administrative Working Group and coordinating attendees, as and when needed.

5.2 The Chief Administrative Officer will assign a staff person to record a summary of any topical discussion points raised at a meeting, as and when needed. Meeting summaries will be forwarded to the Standing Committee.

AMENDED:
1. DEFINITIONS

1.1 In these Terms of Reference:

a) “Community Charter” means the Community Charter, SBC 2003, c.26, as amended from time to time.

b) “Council” means the municipal Council for the City of Kamloops.

c) “Chief Administrative Officer” means the person duly appointed by Council for the management of the City and any person delegated to assist in carrying out his or her duties under these Terms of Reference.

d) “Standing Committee” means the Community Relations Committee.

2. ESTABLISHMENT

2.1 The Junior Council Engagement Group is established as a non-statutory body to assist and support the Standing Committee as of February 26, 2019.

3. PARTICIPANTS

3.1 The Junior Council Engagement Group is a working and advisory group consisting of City staff and members of the public.

3.2 The Junior Council Engagement Group shall be composed of one to two representatives from each Kamloops high school in the City of Kamloops.

3.3 The term for all members will be for one school calendar year beginning September 1 to June 30.

4. ROLE AND RESPONSIBILITIES

4.1 The Junior Council Engagement Group is to assist and support the Standing Committee by, among other things:

a) providing coordination and support for the Standing Committee’s activities

b) providing information and professional advice for the Standing Committee’s consideration

c) gathering public input for matters coming within the Standing Committee’s mandate and reporting that information to the Standing Committee

d) providing an opportunity for the youth of Kamloops to acquire greater knowledge of the municipal government system

e) providing the youth viewpoint on issues such as community safety, health, recreation, employment, and environment and acting as a resource on issues affecting Kamloops youth
4.2 The Junior Council Engagement Group will provide assistance and report to the Standing Committee on any matter falling within its mandate, as and when requested.

4.3 The Junior Council Engagement Group does not have any delegated authority of Council or the Standing Committee, authority to speak on behalf of Council or the Standing Committee, or power to authorize any actions on behalf of Council or the Standing Committee.

4.4 Being a non-statutory body without delegated authority, no action of the Junior Council Engagement Group will be binding on the City, unless Council specifically approves the action.

4.5 The Junior Council Engagement Group, in carrying out its role and responsibilities, must do so in accordance with all applicable federal and provincial laws as well as City bylaws, policies, and procedures.

5. MEETINGS

5.1 The Chief Administrative Officer is responsible for scheduling the meetings of the Junior Council Engagement Group and coordinating attendees, as and when needed.

5.2 Members of the Standing Committee will be considered liaisons to the Junior Council Engagement Group and may attend its meetings.

5.3 The Chief Administrative Officer will assign a staff person to record a summary of any topical discussion points raised at a meeting, as and when needed. Meeting summaries will be forwarded to the Standing Committee.

AMENDED:
1. **DEFINITIONS**

1.1 In these Terms of Reference:

   a) “Community Charter” means the Community Charter, SBC 2003, c.26, as amended from time to time.

   b) “Council” means the municipal Council for the City of Kamloops.

   c) “Chief Administrative Officer” means the person duly appointed by Council for the management of the City and any person delegated to assist in carrying out his or her duties under these Terms of Reference.

   d) “Standing Committee” means the Community Relations Committee.

2. **ESTABLISHMENT**

2.1 The Sister City Engagement Group is established as a non-statutory body to assist and support the Standing Committee as of February 26, 2019.

3. **PARTICIPANTS**

3.1 The Sister City Engagement Group is a working and advisory group consisting of City staff, two members at large, and representation from the following, as required:

   a) School District No. 73 (1)

   b) Kamloops Chamber of Commerce (1)

   c) Thompson Rivers University (2)

3.2 Appointments for members of the public are for two years.

4. **ROLE AND RESPONSIBILITIES**

4.1 The Sister City Engagement Group is to assist and support the Standing Committee by, among other things:

   a) providing coordination and support for the Standing Committee’s activities

   b) providing information and professional advice for the Standing Committee’s consideration

   c) gathering public input for matters coming within the Standing Committee’s mandate and reporting that information to the Standing Committee

   d) reviewing and recommending all Sister City relationships

   e) assisting with the coordination of official visits and student group visits to and from Kamloops

   f) providing assistance and advice to organizations seeking linkages with reciprocal organizations in sister cities
4.2 The Sister City Engagement Group will provide assistance and report to the Standing Committee on any matter falling within its mandate, as and when requested.

4.3 The Sister City Engagement Group does not have any delegated authority of Council or the Standing Committee, authority to speak on behalf of Council or the Standing Committee, or power to authorize any actions on behalf of Council or the Standing Committee.

4.4 Being a non-statutory body without delegated authority, no action of the Sister City Engagement Group will be binding on the City, unless Council specifically approves the action.

4.5 The Sister City Engagement Group, in carrying out its role and responsibilities, must do so in accordance with all applicable federal and provincial laws as well as City bylaws, policies, and procedures.

5. MEETINGS

5.1 The Chief Administrative Officer is responsible for scheduling the meetings of the Sister City Engagement Group and coordinating attendees, as and when needed.

5.2 Members of the Standing Committee will be considered liaisons to the Sister City Engagement Group and may attend its meetings.

5.3 The Chief Administrative Officer will assign a staff person to record a summary of any topical discussion points raised at a meeting, as and when needed. Meeting summaries will be forwarded to the Standing Committee.

AMENDED:
PARKS ENGAGEMENT GROUP
TERMS OF REFERENCE

1. DEFINITIONS

1.1 In these Terms of Reference:

a) “Community Charter” means the Community Charter, SBC 2003, c.26, as amended from time to time.

b) “Council” means the municipal Council for the City of Kamloops.

c) “Director” means the person duly appointed from time to time as the Civic Operations Director and any person delegated to assist in carrying out his or her duties under these Terms of Reference.

d) “Standing Committee” means the Civic Operations Committee.

2. ESTABLISHMENT

2.1 The Parks Engagement Group is established as a non-statutory body to assist and support the Standing Committee as of February 26, 2019.

3. PARTICIPANTS

3.1 The Parks Engagement Group is a working and advisory group consisting of City staff and seven (7) representatives from the public, of which, three (3) representatives may be from applicable community organizations that shall be identified by the Director.

4. ROLE AND RESPONSIBILITIES

4.1 The Parks Engagement Group is to assist and support the Standing Committee by, among other things:

a) providing coordination and support for the Standing Committee’s activities

b) providing information and professional advice for the Standing Committee’s consideration

c) gathering public input for matters coming within the Standing Committee’s mandate and reporting that information to the Standing Committee

d) assisting the Director, as needed, with bringing together informal groups to determine the city’s parks needs

e) liaising with the Healthy Kamloops Engagement Group

4.2 The Parks Engagement Group will provide assistance and report to the Standing Committee on any matter falling within its mandate, as and when requested.

4.3 The Parks Engagement Group does not have any delegated authority of Council or the Standing Committee, authority to speak on behalf of Council or the Standing Committee, or power to authorize any actions on behalf of Council or the Standing Committee.
4.4 Being a non-statutory body without delegated authority, no action of the Parks Engagement Group will be binding on the City, unless Council specifically approves the action.

4.5 The Parks Engagement Group, in carrying out its role and responsibilities, must do so in accordance with all applicable federal and provincial laws as well as City bylaws, policies, and procedures.

5. **MEETINGS**

5.1 The Director is responsible for scheduling the meetings of the Parks Engagement Group and coordinating attendees. The Parks Engagement Group shall meet, at a minimum, four (4) times per calendar year or on an as-needed basis.

5.2 Members of the Standing Committee will be considered liaisons to the Parks Engagement Group and may attend its meetings.

5.3 The Director will assign a staff person to record a summary of any topical discussion points raised at a meeting, as and when needed. Meeting summaries will be forwarded to the Standing Committee.

**AMENDED:**
ARTS AND CULTURE ENGAGEMENT GROUP
TERMS OF REFERENCE

1. DEFINITIONS

1.1 In these Terms of Reference:
   a) “Community Charter” means the Community Charter, SBC 2003, c.26, as amended from time to time.
   b) “Council” means the municipal Council for the City of Kamloops.
   c) “Director” means the person duly appointed from time to time as the Community and Protective Services Director and any person delegated to assist in carrying out his or her duties under these Terms of Reference.
   d) “Standing Committee” means the Community Services Committee.

2. ESTABLISHMENT

2.1 The Arts and Culture Engagement Group is established as a non-statutory body to assist and support the Standing Committee as of February 26, 2019.

3. PARTICIPANTS

3.1 The Arts and Culture Engagement Group is a working and advisory group consisting of City staff and seven (7) representatives from the public, of which, three (3) representatives may be from applicable community organizations that shall be identified by the Director.

4. ROLE AND RESPONSIBILITIES

4.1 The Arts and Culture Engagement Group is to assist and support the Standing Committee by, among other things:
   a) providing coordination and support for the Standing Committee’s activities
   b) providing information and professional advice for the Standing Committee’s consideration
   c) gathering public input for matters coming within the Standing Committee’s mandate and reporting that information to the Standing Committee
   d) assisting in the advancement of the Cultural Strategic Plan
   e) assisting in the evaluation of and providing input on applications for BC Festival of the Arts Legacy Grants and Community Arts Grants
   f) participating in the evaluation of public art recognition
   g) promoting public awareness and engagement in all matters of arts and culture

4.2 The Arts and Culture Engagement Group will provide assistance and report to the Standing Committee on any matter falling within its mandate, as and when requested.
4.3 The Arts and Culture Engagement Group does not have any delegated authority of Council or the Standing Committee, authority to speak on behalf of Council or the Standing Committee, or power to authorize any actions on behalf of Council or the Standing Committee.

4.4 Being a non-statutory body without delegated authority, no action of the Arts and Culture Engagement Group will be binding on the City, unless Council specifically approves the action.

4.5 The Arts and Culture Engagement Group, in carrying out its role and responsibilities, must do so in accordance with all applicable federal and provincial laws as well as City bylaws, policies, and procedures.

5. MEETINGS

5.1 The Director is responsible for scheduling the meetings of the Arts and Culture Engagement Group and coordinating attendees. The Arts and Culture Engagement Group shall meet, at minimum, four (4) times per calendar year or on an as-needed basis.

5.2 Members of the Standing Committee will be considered liaisons to the Arts and Culture Engagement Group and may attend its meetings.

5.3 The Director will assign a staff person to record a summary of any topical discussion points raised at a meeting, as and when needed. Meeting summaries will be forwarded to the Standing Committee.

AMENDED:
1. **DEFINITIONS**

1.1 In these Terms of Reference:

   a) "Community Charter" means the *Community Charter*, SBC 2003, c.26, as amended from time to time.

   b) "Council" means the municipal Council for the City of Kamloops.

   c) "Director" means the person duly appointed from time to time as the Community and Protective Services Director and any person delegated to assist in carrying out his or her duties under these Terms of Reference.

   d) "Standing Committee" means the Community Services Committee.

2. **ESTABLISHMENT**

2.1 The Social Planning Engagement Group is established as a non-statutory body to assist and support the Standing Committee as of February 26, 2019.

3. **PARTICIPANTS**

3.1 The Social Planning Engagement Group is a working and advisory group consisting of City staff and nine (9) representatives from the public, of which, a minimum of three (3) representatives may be from applicable community organizations that shall be identified by the Director.

4. **ROLE AND RESPONSIBILITIES**

4.1 The Social Planning Engagement Group is to assist and support the Standing Committee by, among other things:

   a) providing coordination and support for the Standing Committee’s activities

   b) providing information and professional advice for the Standing Committee’s consideration

   c) gathering public input for matters coming within the Standing Committee’s mandate and reporting that information to the Standing Committee

   d) assisting in the advancement of the Kamloops Social Plan

   e) identifying social planning priorities

   f) providing input with respect to annual social planning grants

   g) providing input with respect to social planning issues

4.2 The Social Planning Engagement Group will provide assistance and report to the Standing Committee on any matter falling within its mandate, as and when requested.

4.3 The Social Planning Engagement Group does not have any delegated authority of Council or the Standing Committee, authority to speak on behalf of Council or the Standing Committee, or power to authorize any actions on behalf of Council or the Standing Committee.
4.4 Being a non-statutory body without delegated authority, no action of the Social Planning Engagement Group will be binding on the City, unless Council specifically approves the action.

4.5 The Social Planning Engagement Group, in carrying out its role and responsibilities, must do so in accordance with all applicable federal and provincial laws as well as City bylaws, policies, and procedures.

5. MEETINGS

5.1 The Director is responsible for scheduling the meetings of the Social Planning Engagement Group and coordinating attendees. The Social Planning Engagement Group shall meet, at a minimum, four (4) times per calendar year or on an as-needed basis.

5.2 Members of the Standing Committee will be considered liaisons to the Social Planning Engagement Group and may attend its meetings.

5.3 The Director will assign a staff person to record a summary of any topical discussion points raised at a meeting, as and when needed. Meeting summaries will be forwarded to the Standing Committee.

AMENDED:
COMMUNITY SAFETY ENGAGEMENT GROUP
TERMS OF REFERENCE

1. DEFINITIONS

1.1 In these Terms of Reference:

   a) “Community Charter” means the Community Charter, SBC 2003, c.26, as amended from time to time.
   
   b) “Council” means the municipal Council for the City of Kamloops.
   
   c) “Director” means the person duly appointed from time to time as the Community and Protective Services Director and any person delegated to assist in carrying out his or her duties under these Terms of Reference.
   
   d) “Standing Committee” means the Community Services Committee.

2. ESTABLISHMENT

2.1 The Community Safety Engagement Group is established as a non-statutory body to assist and support the Standing Committee as of February 26, 2019.

3. PARTICIPANTS

3.1 The Community Safety Engagement Group is a working and advisory group consisting of City staff and seven (7) representatives from the public or applicable community organizations that shall be identified by the Director.

4. ROLE AND RESPONSIBILITIES

4.1 The Community Safety Engagement Group is to assist and support the Standing Committee by, among other things:

   a) providing coordination and support for the Standing Committee’s activities
   
   b) providing information and professional advice for the Standing Committee’s consideration
   
   c) gathering public input for matters coming within the Standing Committee’s mandate and reporting that information to the Standing Committee
   
   d) liaising with community partners and local business interests to identify issues of concern and matters pertaining to community safety
   
   e) identifying strategies to educate the public
   
   f) developing policies and/or programs to enhance public safety

4.2 The Community Safety Engagement Group will provide assistance and report to the Standing Committee on any matter falling within its mandate, as and when requested.
4.3 The Community Safety Engagement Group does not have any delegated authority of Council or the Standing Committee, authority to speak on behalf of Council or the Standing Committee, or power to authorize any actions on behalf of Council or the Standing Committee.

4.4 Being a non-statutory body without delegated authority, no action of the Community Safety Engagement Group will be binding on the City, unless Council specifically approves the action.

4.5 The Community Safety Engagement Group, in carrying out its role and responsibilities, must do so in accordance with all applicable federal and provincial laws as well as City bylaws, policies, and procedures.

5. MEETINGS

5.1 The Director is responsible for scheduling the meetings of the Community Safety Engagement Group and coordinating attendees. The Community Safety Engagement Group shall meet, at a minimum, four (4) times per calendar year or on an as-needed basis.

5.2 Members of the Standing Committee will be considered liaisons to the Community Safety Engagement Group and may attend its meetings.

5.3 The Director will assign a staff person to record a summary of any topical discussion points raised at a meeting, as and when needed. Meeting summaries will be forwarded to the Standing Committee.

AMENDED:
HEALTHY KAMLOOPS ENGAGEMENT GROUP 
TERMS OF REFERENCE

1. DEFINITIONS

1.1 In these Terms of Reference:

a) “Community Charter” means the Community Charter, SBC 2003, c.26, as amended from time to time.

b) “Council” means the municipal Council for the City of Kamloops.

c) “Director” means the person duly appointed from time to time as the Community and Protective Services Director and any person delegated to assist in carrying out his or her duties under these Terms of Reference.

d) “Standing Committee” means the Community Services Committee.

2. ESTABLISHMENT

2.1 The Healthy Kamloops Engagement Group is established as a non-statutory body to assist and support the Standing Committee as of February 26, 2019.

3. PARTICIPANTS

3.1 The Healthy Kamloops Engagement Group is a working and advisory group consisting of City staff and seven (7) representatives from the public, of which, three (3) representatives may be from applicable community organizations that shall be identified by the Director.

4. ROLE AND RESPONSIBILITIES

4.1 The Healthy Kamloops Engagement Group is to assist and support the Standing Committee by, among other things:

a) providing coordination and support for the Standing Committee’s activities

b) providing information and professional advice for the Standing Committee’s consideration

c) gathering public input for matters coming within the Standing Committee’s mandate and reporting that information to the Standing Committee

d) participating in the review and creation of the new Recreation Master Plan

e) supporting healthy social and physical environments

f) supporting initiatives in the reduction/prevention of chronic disease, mental illness, and other illnesses and disabilities

g) promoting access to and opportunities for accessible/inclusive programs, services, and infrastructure

h) focusing on programs/services/information for early childhood development, after-school-aged children, and senior vulnerable and/or disadvantaged persons

4.2 The Healthy Kamloops Engagement Group will provide assistance and report to the Standing Committee on any matter falling within its mandate, as and when requested.
4.3 The Healthy Kamloops Engagement Group does not have any delegated authority of Council or the Standing Committee, authority to speak on behalf of Council or the Standing Committee, or power to authorize any actions on behalf of Council or the Standing Committee.

4.4 Being a non-statutory body without delegated authority, no action of the Healthy Kamloops Engagement Group will be binding on the City, unless Council specifically approves the action.

4.5 The Healthy Kamloops Engagement Group, in carrying out its role and responsibilities, must do so in accordance with all applicable federal and provincial laws as well as City bylaws, policies, and procedures.

5. MEETINGS

5.1 The Director is responsible for scheduling the meetings of the Healthy Kamloops Engagement Group and coordinating attendees. The Healthy Kamloops Engagement Group shall meet, at a minimum, four (4) times per calendar year or on an as-needed basis.

5.2 Members of the Standing Committee will be considered liaisons to the Healthy Kamloops Engagement Group and may attend its meetings.

5.3 The Director will assign a staff person to record a summary of any topical discussion points raised at a meeting, as and when needed. Meeting summaries will be forwarded to the Standing Committee.

AMENDED:
1. **DEFINITIONS**

1.1 In these Terms of Reference:

a) “Community Charter” means the Community Charter, SBC 2003, c.26, as amended from time to time.

b) “Council” means the municipal Council for the City of Kamloops.

c) “Director” means the person duly appointed from time to time as the Community and Protective Services Director and any person delegated to assist in carrying out his or her duties under these Terms of Reference.

d) “Standing Committee” means the Community Services Committee.

2. **ESTABLISHMENT**

2.1 The Heritage Engagement Group is established as a non-statutory body to assist and support the Standing Committee as of February 26, 2019.

3. **PARTICIPANTS**

3.1 The Heritage Engagement Group is a working and advisory group consisting of City staff and seven (7) representatives from the public, of which, three (3) representatives may be from applicable community organizations that shall be identified by the Director.

4. **ROLE AND RESPONSIBILITIES**

4.1 The Heritage Engagement Group is to assist and support the Standing Committee by, among other things:

a) providing coordination and support for the Standing Committee’s activities

b) providing information and professional advice for the Standing Committee’s consideration

c) gathering public input for matters coming within the Standing Committee’s mandate and reporting that information to the Standing Committee

d) providing input with respect to heritage matters

e) participating in evaluation of heritage recognition

f) promoting public awareness and engagement in all matters related to heritage

4.2 The Heritage Engagement Group will provide assistance and report to the Standing Committee on any matter falling within its mandate, as and when requested.

4.3 The Heritage Engagement Group does not have any delegated authority of Council or the Standing Committee, authority to speak on behalf of Council or the Standing Committee, or power to authorize any actions on behalf of Council or the Standing Committee.
4.4 Being a non-statutory body without delegated authority, no action of the Heritage Engagement Group will be binding on the City, unless Council specifically approves the action.

4.5 The Heritage Engagement Group, in carrying out its role and responsibilities, must do so in accordance with all applicable federal and provincial laws as well as City bylaws, policies, and procedures.

5. MEETINGS

5.1 The Director is responsible for scheduling the meetings of the Heritage Engagement Group and coordinating attendees. The Heritage Engagement Group shall meet, at a minimum, four (4) times per calendar year or on an as-needed basis.

5.2 Members of the Standing Committee will be considered liaisons to the Heritage Engagement Group and may attend its meetings.

5.3 The Director will assign a staff person to record a summary of any topical discussion points raised at a meeting, as and when needed. Meeting summaries will be forwarded to the Standing Committee.

AMENDED:
1. DEFINITIONS

1.1 In these Terms of Reference:

   a) “Community Charter” means the Community Charter, SBC 2003, c.26, as amended from time to time.

   b) “Council” means the municipal Council for the City of Kamloops.

   c) “Director” means the person duly appointed from time to time as the Development, Engineering, and Sustainability Director and any person delegated to assist in carrying out his or her duties under these Terms of Reference.

   d) “Standing Committee” means the Development and Sustainability Committee.

2. ESTABLISHMENT

2.1 The Development Cost Charges (DCC) Engagement Group is established as a non-statutory body to assist and support the Standing Committee as of February 26, 2019.

3. PARTICIPANTS

3.1 The Development Cost Charges (DCC) Engagement Group consists of City staff; representatives from the Canadian Home Builder’s Association - Central Interior, Tk’emlúps te Secwépemc, the Kamloops Chamber of Commerce, School District No. 73, and Thompson Rivers University; members of the public; and consultants.

4. ROLE AND RESPONSIBILITIES

4.1 The Development Cost Charges (DCC) Engagement Group is to assist and support the Standing Committee through the review and update of the Development Cost Charges Bylaw by, among other things:

   a) providing coordination and support for the Standing Committee’s activities

   b) providing information and professional advice for the Standing Committee’s consideration

   c) gathering public input for matters coming within the Standing Committee’s mandate and reporting that information to the Standing Committee

4.2 The Development Cost Charges (DCC) Engagement Group will provide assistance and report to the Standing Committee on any matter falling within its mandate, as and when requested.
4.3 The Development Cost Charges (DCC) Engagement Group does not have any delegated authority of Council or the Standing Committee, authority to speak on behalf of Council or the Standing Committee, or power to authorize any actions on behalf of Council or the Standing Committee.

4.4 Being a non-statutory body without delegated authority, no action of the Development Cost Charges (DCC) Engagement Group will be binding on the City, unless Council specifically approves the action.

4.5 The Development Cost Charges (DCC) Engagement Group, in carrying out its role and responsibilities, must do so in accordance with all applicable federal and provincial laws as well as City bylaws, policies, and procedures.

5. MEETINGS

5.1 The Director is responsible for scheduling the meetings of the Development Cost Charges (DCC) Engagement Group and coordinating attendees, as and when needed.

5.2 Members of the Standing Committee will be considered liaisons to the Development Cost Charges (DCC) Engagement Group and may attend its meetings.

5.3 The Director will assign a staff person to record a summary of any topical discussion points raised at a meeting, as and when needed. Meeting summaries will be forwarded to the Standing Committee.

AMENDED:
AREA PLANS ENGAGEMENT GROUP
TERMS OF REFERENCE

1. DEFINITIONS

1.1 In these Terms of Reference:

a) “Community Charter” means the Community Charter, SBC 2003, c.26, as amended from time to time.

b) “Council” means the municipal Council for the City of Kamloops.

c) “Director” means the person duly appointed from time to time as the Development, Engineering, and Sustainability Director and any person delegated to assist in carrying out his or her duties under these Terms of Reference.

d) “Standing Committee” means the Development and Sustainability Committee.

2. ESTABLISHMENT

2.1 The Area Plans Engagement Group is established as a non-statutory body to assist and support the Standing Committee as of February 26, 2019.

3. PARTICIPANTS

3.1 The Area Plans Engagement Group consists of City staff, members of the public, representatives from the business community and from applicable neighbourhoods, and other stakeholders.

4. ROLE AND RESPONSIBILITIES

4.1 The Area Plans Engagement Group is to assist and support the Standing Committee with formulating or reviewing area/neighbourhood plans by, among other things:

a) providing coordination and support for the Standing Committee’s activities

b) providing information and professional advice for the Standing Committee’s consideration

c) gathering public input for matters coming within the Standing Committee’s mandate and reporting that information to the Standing Committee

4.2 The Area Plans Engagement Group will provide assistance and report to the Standing Committee on any matter falling within its mandate, as and when requested.

4.3 The Area Plans Engagement Group does not have any delegated authority of Council or the Standing Committee, authority to speak on behalf of Council or the Standing Committee, or power to authorize any actions on behalf of Council or the Standing Committee.
4.4 Being a non-statutory body without delegated authority, no action of the Area Plans Engagement Group will be binding on the City, unless Council specifically approves the action.

4.5 The Area Plans Engagement Group, in carrying out its role and responsibilities, must do so in accordance with all applicable federal and provincial laws as well as City bylaws, policies, and procedures.

5. MEETINGS

5.1 The Director is responsible for scheduling the meetings of the Area Plans Engagement Group and coordinating attendees, as and when needed.

5.2 Members of the Standing Committee will be considered liaisons to the Area Plans Engagement Group and may attend its meetings.

5.3 The Director will assign a staff person to record a summary of any topical discussion points raised at a meeting, as and when needed. Meeting summaries will be forwarded to the Standing Committee.
1. DEFINITIONS

1.1 In these Terms of Reference:

a) “Community Charter” means the Community Charter, SBC 2003, c.26, as amended from time to time.

b) “Council” means the municipal Council for the City of Kamloops.

c) “Director” means the person duly appointed from time to time as the Development, Engineering, and Sustainability Director and any person delegated to assist in carrying out his or her duties under these Terms of Reference.

d) “Standing Committee” means the Development and Sustainability Committee.

2. ESTABLISHMENT

2.1 The Transportation Engagement Group is established as a non-statutory body to assist and support the Standing Committee as of February 26, 2019.

3. PARTICIPANTS

3.1 The Transportation Engagement Group consists of City staff, members of the public, representatives from the business community and from applicable neighbourhoods, and other stakeholders.

4. ROLE AND RESPONSIBILITIES

4.1 The Transportation Engagement Group is to assist and support the Standing Committee in relation to transportation plans by, among other things:

a) providing coordination and support for the Standing Committee’s activities
b) providing information and professional advice for the Standing Committee’s consideration
c) gathering public input for matters coming within the Standing Committee’s mandate and reporting that information to the Standing Committee

4.2 The Transportation Engagement Group will provide assistance and report to the Standing Committee on any matter falling within its mandate, as and when requested.

4.3 The Transportation Engagement Group does not have any delegated authority of Council or the Standing Committee, authority to speak on behalf of Council or the Standing Committee, or power to authorize any actions on behalf of Council or the Standing Committee.

4.4 Being a non-statutory body without delegated authority, no action of the Transportation Engagement Group will be binding on the City, unless Council specifically approves the action.
4.5 The Transportation Engagement Group, in carrying out its role and responsibilities, must do so in accordance with all applicable federal and provincial laws as well as City bylaws, policies, and procedures.

5. **MEETINGS**

5.1 The Director is responsible for scheduling the meetings of the Transportation Engagement Group and coordinating attendees, as and when needed.

5.2 Members of the Standing Committee will be considered liaisons to the Transportation Engagement Group and may attend its meetings.

5.3 The Director will assign a staff person to record a summary of any topical discussion points raised at a meeting, as and when needed. Meeting summaries will be forwarded to the Standing Committee.

AMENDED:
1. DEFINITIONS

1.1 In these Terms of Reference:

a) “Community Charter” means the Community Charter, SBC 2003, c.26, as amended from time to time.

b) “Council” means the municipal Council for the City of Kamloops.

c) “Director” means the person duly appointed from time to time as the Development, Engineering, and Sustainability Director and any person delegated to assist in carrying out his or her duties under these Terms of Reference.

d) “Standing Committee” means the Development and Sustainability Committee.

2. ESTABLISHMENT

2.1 The Official Community Plan (OCP) Engagement Group is established as a non-statutory body to assist and support the Standing Committee as of February 26, 2019.

3. PARTICIPANTS

3.1 The Official Community Plan (OCP) Engagement Group consists of City staff; members of the public; and representatives from the development industry, social planning agencies, environmental agencies, Tk’emlúps te Secwépemc, and the Kamloops Chamber of Commerce.

4. ROLE AND RESPONSIBILITIES

4.1 The Official Community Plan (OCP) Engagement Group is to assist and support the Standing Committee by, among other things:

a) providing coordination and support for the Standing Committee’s activities

b) providing information and professional advice for the Standing Committee’s consideration

c) gathering public input for matters coming within the Standing Committee’s mandate and reporting that information to the Standing Committee

4.2 The Official Community Plan (OCP) Engagement Group will provide assistance and report to the Standing Committee on any matter falling within its mandate, as and when requested.

4.3 The Official Community Plan (OCP) Engagement Group does not have any delegated authority of Council or the Standing Committee, authority to speak on behalf of Council or the Standing Committee, or power to authorize any actions on behalf of Council or the Standing Committee.
4.4 Being a non-statutory body without delegated authority, no action of the Official Community Plan (OCP) Engagement Group will be binding on the City, unless Council specifically approves the action.

4.5 The Official Community Plan (OCP) Engagement Group, in carrying out its role and responsibilities, must do so in accordance with all applicable federal and provincial laws as well as City bylaws, policies, and procedures.

5. MEETINGS

5.1 The Director is responsible for scheduling the meetings of the Official Community Plan (OCP) Engagement Group and coordinating attendees, as and when needed.

5.2 Members of the Standing Committee will be considered liaisons to the Official Community Plan (OCP) Engagement Group and may attend its meetings.

5.3 The Director will assign a staff person to record a summary of any topical discussion points raised at a meeting, as and when needed. Meeting summaries will be forwarded to the Standing Committee.

AMENDED: