1. **APPROVAL OF THE AGENDA**

2. **MINUTES**

   2.1 Social Planning Committee Minutes

   * September 26, 2018
   * October 24, 2018
   * December 5, 2018

   2.2 Heritage Commission

   * September 12, 2018
   * October 10, 2018
   * January 9, 2019

3. **NEW BUSINESS**

   3.1 Review of Working Engagement Groups Committees, Minutes/Notes and Expectations

   * Social Planning EG TOR
   * Arts and Culture EG TOR
   * Heritage EG TOR
   * Healthy Kamloops EG
   * Community Safety EG TOR

   3.2 Neighbourhood Engagement Discussion

   3.3 Recreation Master Plan Update

   3.4 Policy GGA - 30 - Variance Application to Keep More than Two Dogs

   * Current GGA-30 Policy
   * Amended GGA-30 Policy

   3.5 Review of Dog Responsibility and Control Bylaw No 34-42, 2011 -
Division Four - Licensing

4. **2019 MEETING DATES**

4.1 Proposed Meeting Dates for 2019:
   - April 25
   - June 27
   - September 5

5. **CLOSED COMMITTEE MEETING**

5.1 Request for a Closed Committee Meeting under Section 90 (1) (k) negotiations and related discussions respecting the proposed provision of municipal services.

6. **NEXT MEETING**

6.1 The next meeting is scheduled for April 25, at 2:30 pm, in the Executive Boardroom, City Hall, 7 Victoria Street West.

7. **ADJOURNMENT**
MINUTES of a Social Planning Council Meeting, held in the Development, Engineering, and Sustainability Boardroom, 105 Seymour Street, Kamloops, BC, on Wednesday, September 26, 2018, at 5:45 pm.

RECOMMENDATION:

That Council authorize:

- the North Shore Business Improvement Association's request to modify the focus of its approved 2018 Social Planning Grant to include community input on temporary and sustainable housing, and opioid issues that were not previously identified as part of their engagement plan (with no additional funding requested)

- a $500 Neighbourhood Matching Fund Grant to the Lower Sahali Community Association for the 2018 Halloween Costume Ball

HIGHLIGHTS:

- Social Planning Council (SPC) members endorsed the recommendation from the Diversity Advisory Committee for a permanent rainbow crosswalk to be located within Kamloops city limits.

- Minutes were received from the Diversity Advisory Committee, Mayor's Advisory Committee for Persons with Disabilities, Senior's Advisory Committee, and Youth, Children and Families Advisory Committee.

- SPC received a presentation from concerned citizens in the McDonald Park area on a petition circulated regarding illicit activities occurring within the park.

- SPC reviewed the Social Planning Grant Application package in preparation for the 2019 process.

PRESENT:

M. Desaulniers, Citizen at Large, Chairperson
T. Lange, Councillor
J. Adams, Citizen at Large
A. Dolson, Citizen at Large
K. Skrepnek, Citizen at Large
C. MacLeod, Citizen at Large
K. Neustaeter, Citizen at Large
R. Whettell, Citizen at Large
J. Green, Interior Health Advisor
K. Rintoul, United Way Advisor
D. Trawin, Chief Administrative Officer, City of Kamloops
1. **APPROVAL OF THE AGENDA**

    Moved by K. Neustaeter, seconded by J. Adams, that the September 26, 2018, Social Planning Council agenda be approved with the addition of a Neighbourhood Matching Fund application from the Lower Sahali Neighbourhood Association.

    CARRIED.

2. **MINUTES**

    Moved by A. Dolson, seconded by J. Adams, that the minutes of the June 27, 2018, Social Planning Council meeting be adopted.

    CARRIED.

**Advisory Committee Minutes**

Minutes were received from the September 10, 2017, Diversity Advisory Committee (DAC) and members discussed the recommendation put forward to Social Planning Council (SPC) regarding a rainbow crosswalk, and reviewed the meeting highlights which included receipt of the following presentations:

- Social Policy Framework for BC
- 2018 General Local Election
- 2018 Kamloops Pride Parade

    Moved by A. Dolson, seconded by C. MacLeod, that Social Planning Council support the Diversity Advisory Committee’s recommendation for a permanent rainbow crosswalk to be located within Kamloops city limits.

    CARRIED.
Minutes were received from the September 6, 2017, Mayor’s Advisory Committee for Persons with Disabilities (MACPD). Meeting highlights included receipt of the following presentations:

- Social Policy Framework for BC
- 2018 General Local Election
- Rick Hansen Accessibility Certification program
- 2019 Social Planning Grants
- 2018-2019 Affordable Recreation for Community Health

Minutes were received from the September 5, 2017, Seniors Advisory Committee (SAC). Meeting highlights included receipt of the following presentations:

- Community-Based Seniors’ Services
- Social Policy Framework for BC
- 2018 General Local Election
- Rick Hansen Accessibility Certification program

Minutes were received from the September 5, 2017, Youth, Children, and Families Advisory Committee (YCFAC). Meeting highlights included receipt of the following presentations:

- Social Policy Framework for BC
- 2018 General Local Election
- Make Children First

Moved by K. Skrepnek, seconded by R. Whetell, that the minutes from the following meetings be received for information:

- Diversity Advisory Committee - September 10, 2018
- Mayor’s Advisory Committee for Persons with Disabilities - September 6, 2018
- Seniors Advisory Committee - September 5, 2018
- Youth, Children, and Families Advisory Committee - September 5, 2018

CARRIED.

J. Green, Interior Health, and K. Rintoul, United Way joined the meeting at 5:59 pm.

3. **NEW BUSINESS**

   **Concerned Citizens of McDonald Park neighbourhood: Petition Regarding Illicit Activities in the Park**

Concerned Citizens of the McDonald Park neighbourhood introduced themselves and commented that they are not representing the Friends of McDonald Park Neighbourhood Association.
The concerned citizens presented a petition they had circulated in their neighbourhood that had been signed by 185 people expressing concerns relating to McDonald Park and requested that the City initiate changes in the park. They noted that illicit activities occur in McDonald Park, particularly in the community garden area. They attributed the problems in this area to the picnic table, small gazebo, and lack of sightlines into the area. The presenters suggested that the lighting and sightlines be improved, the picnic table be moved within the park, the gazebo be removed from the park, and that the area be patrolled more frequently. The concerns were presented through photographs, verbal stories, and physical artifacts collected by one citizen.

The Acting Social and Community Development Supervisor advised that a plan to move the picnic table and gazebo has already been initiated with the City’s Parks staff.


K. Neustaeter left the Development, Engineering, and Sustainability Boardroom at 6:50 pm.

SPC members discussed staff following up with Bylaw Services and Parks staff regarding these concerns to ensure that matters relating to McDonald Park are handled in a way that promotes positive change for the neighborhood.

**North Shore Business Improvement Association: Social Planning Grant Shift in Focus Request**

The North Shore Business Improvement Association (NSBIA) was approved for a 2018 Social Planning Grant to support a business and community engagement input project. The NSBIA has requested a modification to the focus of their project to include community input on temporary and sustainable housing, and opioid issues that were not previously identified as part of their engagement plan, but these topics have become relevant to the business community. No additional funding has been requested.

Moved by R. Whettell, seconded by A. Dolson, that Social Planning Council approve the North Shore Business Improvement Association’s request to modify the focus of its approved 2018 Social Planning Grant to include community input on temporary and sustainable housing, and opioid issues that were not previously identified as part of their engagement plan (with no additional funding requested).

CARRIED.
Review of Social Planning Grant Application Form, Process, and Timelines

The Acting Social and Community Development Supervisor provided SPC members with copies of the previous Social Planning Grant application form and guidebook for proposed revisions. The following components were discussed:

- The annual $10,000 reserved for projects for seniors has been undersubscribed. SPC members discussed whether more promotion could be done to increase seniors-serving organizations’ awareness of the funding opportunity, and whether the history of this reserve could be looked into and discussed at a later date.
- SPC members concluded that the grant application package could be revised to use clearer language so that the application process is easier for the applicants and the review committee.
- SPC members also discussed providing clearer connections to the priorities within the Kamloops Social Plan.

Neighbourhood Matching Fund - Lower Sahali Halloween Costume Ball

The Lower Sahali Community Association submitted an application requesting $500 for its 2018 Halloween Costume Ball. The objectives of the event are community networking, traffic calming for safe trick-or-treating, and community building in the Lower Sahali community.

Moved by K. Skrepnek, seconded by J. Adams, that Council authorize a $500 Neighbourhood Matching Fund Grant to the Lower Sahali Community Association for the 2018 Halloween Costume Ball.

CARRIED.

4. NEXT MEETING

The next meeting is scheduled for October 24, 2018, at 5:00 pm, in the Development, Engineering, and Sustainability Boardroom.

5. ADJOURNMENT

The meeting adjourned at 7:49 pm.

Certified Correct:

T. Helgason, Recording Secretary, Project Manager - Housing and Homelessness

M. Desaulniers, Chairperson
MINUTES of a Social Planning Council Meeting, held in the Development, Engineering, and Sustainability Boardroom, 105 Seymour Street, Kamloops, BC, on Wednesday, October 24, 2018, at 5:00 pm.

RECOMMENDATION:

For Council information only.

HIGHLIGHTS:

- Social Planning Council (SPC) members recommended that Council authorize a $500 Neighbourhood Matching Fund Grant to the Heffley Creek Community Recreation Association (HCCRA) for the 2018 Halloween Party and Fireworks.

- SPC members discussed using unallocated Social Planning Grant (SPG) funds to support the purchase of a passenger van for client transportation for the new social housing development at 805 Mission Flats Road, and consented that this request follow the formal SPG call for proposal process.

- SPC members congratulated Councillor T. Lange for her terms on City Council and for her participation on the SPC.

PRESENT:

M. Desaulniers, Citizen at Large, Chairperson
T. Lange, Councillor
J. Adams, Citizen at Large
A. Dolson, Citizen at Large
D. Hebb, Citizen at Large
K. Skrepnek, Citizen at Large
C. MacLeod, Citizen at Large
K. Neustaeter, Citizen at Large
T. Sanders, Citizen at Large
R. Whettell, Citizen at Large
N. Serl, Acting Social and Community Development Supervisor, City of Kamloops
B. Chobater, Community Development Coordinator, City of Kamloops, Recording Secretary

REGRETS:

J. Green, Interior Health Advisor
B. Hamblett, School District No. 73 Advisor
K. Rintoul, United Way Advisor
1. **APPROVAL OF THE AGENDA**

The Acting Social and Community Development Supervisor advised that the presenters for the Ashes to Dust Bike Camp, and for the Cannabis Legalization Questions and Answers have sent their regrets. The Acting Social and Community Development Supervisor requested adding a discussion on the use of unallocated SPG funds to support the new social housing development at 805 Mission Flats Road.

Moved by C. MacLeod, seconded by K. Skrepnek, that the agenda be adopted as amended, with the removal of the Ashes to Dust Bike Camp and Cannabis Legalization presentations, and the addition of discussion on use of unallocated Social Planning Grant funding to support the purchase of a van for the social housing development at 805 Mission Flats Road.

CARRIED.

2. **NEW BUSINESS**

**Neighbourhood Matching Fund – Heffley Creek Halloween Party and Fireworks**

The Heffley Creek Community Recreation Association submitted an application requesting $500 for its 2018 Halloween party and fireworks. The objective of this event is community engagement and social inclusion in the Heffley Creek community.

Moved by T. Sanders, seconded by C. MacLeod, that Council authorize a $500 Neighbourhood Matching Fund Grant to the Heffley Creek Community Recreation Association for the 2018 Heffley Creek Halloween party and fireworks.

CARRIED.

**Use of Unallocated Social Planning Grant Funding to Support the New Social Housing Development at 805 Mission Flats Road**

The Acting Social and Community Development Supervisor introduced the idea of utilizing a portion of the unallocated 2018 Social Planning Grant (SPG) funding to assist ASK Wellness, the operator of the new Mission Flats social housing development, in purchasing a passenger van to help with transportation for those living in this new housing development.

SPC members recognized the need for transportation for people living in this development, however, SPC consented that a formal application process is integral to awarding SPGs to ensure fairness to all groups and projects. Members acknowledged that a call for 2019 SPGs will be issued soon.
Thank You to Councillor T. Lange

Councillor T. Lange was thanked for her years of service to the SPC as the City Council representative. The Committee wished her success in all her future opportunities.

3. NEXT MEETING

The next meeting is scheduled for November 28, 2018, at 5:00 pm, in the Development, Engineering, and Sustainability Boardroom.

4. ADJOURNMENT

The meeting adjourned at 6:33 pm.

Certified Correct:

B. Chobater, Recording Secretary,  
Community Development Coordinator  

M. Desaulniers, Chairperson
MINUTES of a Social Planning Council Meeting, held in the Development, Engineering, and Sustainability Boardroom, 105 Seymour Street, Kamloops, BC, on Wednesday, December 5, 2018, at 4:30 pm.

RECOMMENDATION:

That Council:

a) authorize the following 2019 Social Planning Grants:
   - $4,050 for Thompson Shuswap Master Gardeners
   - $10,640 for Kamloops Family Resources
   - $18,643 for Kamloops Sex Assault Counselling Centre
   - $2,500 for PacificSport Interior BC
   - $2,000 for Spinal Cord Injury BC
   - $7,600 for Thompson Nicola Cariboo United Way
   - $4,000 for Interior Community Services
   - $2,500 for White Buffalo Indigenous Urban Services

   (Total allocated for Social Planning Grants $51,933)

b) authorize $8,000 to the Kamloops Arts Council from the seniors-designated funding to support the Crossing Bridges Outreach program for at-risk seniors

c) authorize the remaining $2,000 in the seniors-designated funding in 2019 to be allocated to youth programs in recognition of a lack of applications relating to seniors’ programs and significant requests for youth-related programs

d) if item c) is approved, authorize that the $2,000 be awarded to White Buffalo Indigenous Urban Services to support at-risk youth

d) DENY the following 2019 Social Planning Grants:
   - Mustard Seed New Life Community
   - Kamloops and District Crime Stoppers
   - Kamloops Central Business Improvement Association
   - Kamloops Therapeutic Riding Association
PRESENT:

M. Desaulniers, Citizen at Large, Chairperson
J. Adams, Citizen at Large
A. Dolson, Citizen at Large
D. Hebb, Citizen at Large
C. MacLeod, Citizen at Large
K. Neustaeter, Citizen at Large
J. Green, Interior Health Advisor
R. Whettell, Citizen at Large
K. Rintoul, United Way Advisor
L. Hill, Financial Services Manager, City of Kamloops
N. Serl, Acting Social and Community Development Supervisor, City of Kamloops, Recording Secretary

GUEST:

D. Bass, Councillor

REGRETS:

B. Hamblett, School District No. 73 Advisor
T. Sanders, Citizen at Large
K. Skrepnek, Citizen at Large

1. APPROVAL OF THE AGENDA

Moved by J. Adams, seconded by D. Hebb, that the agenda of the December 5, 2018 Social Planning Council meeting be adopted.

CARRIED.

2. SOCIAL PLANNING GRANT REVIEW

For the 2019 Fiscal year, $90,000 is available to the community through Social Planning Grants with $45,000 earmarked for three Social Enterprises, $16,933 in unallocated funds during the 2018 Social Planning Grant review that have been carried forward, for a total of $61,933 to be awarded. $10,000 of that total funding is reserved for seniors-designated programs.

Thirteen Social Planning Grant applications were received for 2019, totalling $126,527 in requested funds. Through a careful evaluation process of all applications that Social Planning Council (SPC) Members conducted individually prior to the meeting, and then collectively, SPC Members recommended that four applications be denied and the remaining nine applications receive funding, totalling $61,933.
Kamloops Therapeutic Riding Association applied for a $15,000 special project grant to provide private or group sessions for emergency responders (e.g. police, fire, paramedics, military, 911 operators, and dispatchers) to help reduce critical incident stress symptoms. While the value of the program and the benefits of therapeutic riding were recognized, SPC Members recommended the application be denied due to the greater access to resources the demographic to be served has to participate, when compared to the other funding applications received.

(The Chairperson left the Development, Engineering, and Sustainability (DES) Boardroom at 4:55 pm.)

Kamloops and District Crime Stoppers Society applied for a $7,500 special project grant to purchase a mascot that would help to bring awareness of the benefits of the Crime Stoppers program, enable the Society to become more involved in community events, and to help educate the public on Crime Stoppers programs. SPC Members recommended the application be denied as investing in a mascot and marketing strategy would have less direct social impact when compared to the other applications received.

(Councillor Bass entered the DES Boardroom at 5:00 pm.)

Kamloops Central Business Improvement Association (KCBIA) applied for a $5,000 special project grant to help fund the Customer Care and Patrol (CAP) Team. SPC Members recommended the application be denied as there are other funding opportunities available to the KCBIA.

The Mustard Seed (New Life Community) applied for a $10,000 special project grant for a new Life Skills Program for individuals in the men’s residential recovery program, and to help individuals recovering from alcohol and drug dependencies. While the value of the program was recognized, SPC Members recommended the application be denied due to the budget submitted being too high compared to the number of hours the program would be offered in a week; the application referred to redefining the service-delivery model for this program in the upcoming months.

Kamloops Arts Council applied for an $8,000 special project grant to expand the Crossing Bridges Outreach program, a collaboration of the arts community and social service agencies to deliver high-quality arts workshops for at-risk adults and seniors. SPC Members recommended approving the full amount requested under the seniors-designated program funding stream, in support of the program targeting at-risk seniors.
White Buffalo Indigenous Urban Service applied for an $18,258 special project grant to provide supports to at-risk youth to assist them in securing accommodation, education, healthcare, and reconnection to family and community. SPC Members recommended approving partial funding in the amount of $2,500, noting the funds are to go toward program costs, rather than to wages and office rental.

3. **RECESS**

The meeting recessed at 5:35 pm.

4. **RECONVENE**

The meeting reconvened at 5:50 pm.

**PRESENT:**

M. Desaulniers, Citizen at Large, Chairperson  
J. Adams, Citizen at Large  
A. Dolson, Citizen at Large  
D. Hebb, Citizen at Large  
C. MacLeod, Citizen at Large  
K. Neustaeter, Citizen at Large  
J. Green, Interior Health Advisor  
R. Whettell, Citizen at Large  
K. Rintoul, United Way Advisor  
L. Hill, Financial Services Manager, City of Kamloops  
N. Serl, Acting Social and Community Development Supervisor, City of Kamloops, Recording Secretary  

**GUEST:**

D. Bass, Councillor

5. **SOCIAL PLANNING GRANT REVIEW (CONTINUED)**

Interior Community Services applied for a $10,000 special project grant to provide a weekly meal program to at-risk or homeless youth. SPC Members commented on the value of the program, but due to finite funds available, Members recommended approving $4,000 to cover the costs of food and supplies and not wages.

A. Dolson declared a conflict of interest with regard to the Kamloops Sex Assault Counselling Centre application.

(A. Dolson left the DES Boardroom at 5:59 pm.)
Kamloops Sex Assault Counselling Centre applied for a $22,979 special project grant to expand services to survivors of sexualized violence and intimate partner violence, and to provide supports to individuals ages 13 and up. Due to finite funds available, SPC Members recommended approving partial funding in the amount of $18,643 in an effort to make funds available for other applications.

(A. Dolson returned to the DES Boardroom at 6:14 pm.)

K. Rintoul declared a conflict of interest with regard to the Thompson Nicola Cariboo United Way application.

(K. Rintoul left the DES Boardroom at 6:14 pm.)

Thompson Nicola Cariboo United Way applied for a $7,600 special project grant to build social agency capacity by providing workshops and mentorship opportunities to increase board member knowledge on areas of risk management and liability, basic financial management for non-profits, and strategic planning. SPC Members recommended approving the full amount requested.

(K. Rintoul returned to the DES Boardroom at 6:22 pm.)

Spinal Cord Injury BC applied for a $5,000 special project grant to maximize mental and physical well-being for people living with spinal cord injuries in Kamloops, by reducing social isolation through informal peer support meet-ups at accessible venues and opportunities to participate in adaptive sports. SPC Members recommended approving $2,000.

PacificSport Interior BC - applied for a $2,500 special project grant to host an XploreSportz Day for 40 Indigenous girls, and an XploreSportz Day for 40 Indigenous boys, in partnership with School District No. 73 Aboriginal Education Council. SPC Members recommended approving the full amount requested.

Kamloops Family Resources applied for a $10,640 special project grant for a new life skills program, with a focus on recovery from addiction, for mothers with children under the age of six. SPC Members recommended approving the full amount requested.

Thompson Shuswap Master Gardeners - applied for a $4,050 special project grant to complete the third and final year of the Citizen Science Project that surveys pollinators in Kamloops. Funding will cover costs associated with collating data, consultation, identification and taxonomic work, and costs related to their guest speaker who provide a public presentation on xeric gardening for pollinators. SPC Members recommended approving the full amount requested.

(K. Rintoul left the DES Boardroom at 6:45 pm.)
Members discussed the fact that $8,000 of the $10,000 allocation reserved for seniors has been recommended through this review process. Members acknowledged that many of the applications were for youth-specific programs and commented they would support re-allocating the remaining $2,000 to youth programs. Additionally, SPC Members indicated their support to allocate that funding to White Buffalo’s application.

Moved by K. Neustaeter, seconded by C. MacLeod, that Council authorize the following 2018 Social Planning Grant applications:

- $4,050 for Thompson Shuswap Master Gardeners
- $10,640 for Kamloops Family Resources
- $18,643 for Kamloops Sex Assault Counselling Centre
- $2,500 for PacificSport Interior BC
- $2,000 for Spinal Cord Injury BC
- $7,600 for Thompson Nicola Cariboo United Way
- $4,000 for Interior Community Services
- $2,500 for White Buffalo Indigenous Urban Services

CARRIED.

Moved by R. Whettell, seconded by J. Adams, that Council DENY the following 2018 Social Planning Grant applications:

- Mustard Seed New Life Community
- Kamloops and District Crime Stoppers
- Kamloops Central Business Improvement Association
- Kamloops Therapeutic Riding Association

CARRIED.

Moved by R. Whettell, seconded by C. MacLeod, that Council authorize $8,000 be awarded to the Kamloops Arts Council from the seniors-designated program funding, to support its Crossing Bridges Outreach program for at-risk seniors.

CARRIED.

Moved by D. Hebb, seconded by K. Neustaeter, that Council:

a) allocate the remaining $2,000 in the seniors-designated program funding for 2018 to youth programs in recognition of a lack of applications relating to seniors’ programs over the years and significant requests for youth-related programs

b) if item a) is approved, authorize $2,000 be awarded to White Buffalo Indigenous Urban Services to support at-risk youth

CARRIED.
6. REPORTS

SPC Members reviewed the summary report from BC Housing on the social and economic value of investing in supportive and affordable housing in BC.

7. NEXT MEETING

The next meeting is scheduled for January 23, 2019, at 5:00 pm, in the DES Boardroom.

8. ADJOURNMENT

The meeting adjourned at 7:36 pm.

Certified Correct:

N. Serl, Recording Secretary
Acting Social and Community Development Supervisor

M. Desaulniers, Chairperson
RECOMMENDATIONS:

That Council:

a) continue to hold the $20,000 in the Heritage Conservation Reserve Fund, and that staff and the Heritage Commission work together to determine a terms of reference for use of the money, and that Council approve any expenditures.

b) take immediate action on the goal laid out in the 2018 Official Community Plan to “avoid development-related damage to archaeological sites in accordance with the provincial Heritage Conservation Act” (D-29), by:

   (1) implementing an archaeological heritage protection bylaw

   (2) incorporating appropriate archaeological diligence into the development approvals process to protect known and not yet identified archaeological sites from impacts resulting from private development activity authorized by the City

HIGHLIGHTS:

The Heritage Commission authorized that the draft amendments to the Heritage Commission Terms of Reference (Version 2 September 5) be circulated for review as soon as possible, and be forwarded, as soon as possible, by the Chairperson to Chief Administrative Officer Trawin, Community and Protective Services Director McCorkell, and Recreation, Social Development, and Culture Manager Berger.

PRESENT:

A. Yarmie, Chairperson
F. Benallick, Citizen at Large
J. Hammond, Citizen at Large
J. Hart, Citizen at Large
C. Johnson, Citizen at Large
C. Lindsey, Citizen at Large
J. Lodge, Citizen at Large

D. Cavers, Councillor
J. Cyr, Museum Supervisor, City of Kamloops
J. Fedorak, Archivist, City of Kamloops, Recording Secretary
REGrets:

R. Dhaliwal, Councillor
D. Skoglund, Citizen at Large

1. APPROVAL OF THE AGENDA

Moved by C. Johnson, seconded by J. Lodge, that the agenda be approved.

CARRIED.

2. MINUTES

Moved by F. Benallick, seconded by J. Lodge, that the minutes of the June 13, 2018 Heritage Commission meeting be adopted.

CARRIED.

3. NEW BUSINESS

3.1 Terms of Reference Revision

Commission members discussed the work of the sub-committee that has been working on drafting a revision to the Heritage Commission's Terms of Reference. Discussion occurred regarding the differences between the old and new terms of reference and the use of the term "conservation." Commission members will review and provide feedback on the draft amendments to the Terms of Reference (Attachment "A") for further discussion at the October Commission meeting.

Moved by F. Benallick, seconded by C. Johnson, that the draft amendments to the Heritage Commission Terms of Reference (Version 2 September 5) be circulated for review as soon as possible.

CARRIED.

Moved by F. Benallick, seconded by C. Lindsay, that the draft amendments to the Heritage Commission Terms of Reference be forwarded, as soon as possible, by the Chairperson to Chief Administrative Officer Trawin, Community and Protective Services Director McCorkell, and Recreation, Social Development, and Culture Manager Berger, affording them time to respond prior to the October 10, 2018, Heritage Commission meeting.

CARRIED.
3.2 Heritage Reserve Fund

Commission members discussed the Heritage Reserve Fund and the need to set standards and guidelines around its use.

Moved by A. Yarmie, seconded by F. Benallick, that Council continue to hold the $20,000 in the Heritage Conservation Reserve Fund, and that staff and the Heritage Commission work together to determine a terms of reference for use of the money, and that Council approve any expenditures.

CARRIED.

3.3 Heritage BC Conference - May 2019

Commission members discussed the importance of their attendance at the Heritage BC Conference, occurring May 9-11, 2019 in Nanaimo, to exchange useful ideas around heritage conservation and the work of other heritage commissions. A motion was discussed and it was the general consensus of the Commission to postpone discussion until the next meeting.

3.4 Sternwheelers Signage

The Chairperson reported that the Recreation, Social Development, and Culture Manager and the Sign Designer have completed design work for the Sternwheeler’s Signage, which has been approved by the City and the Heritage Commission. It is estimated that the signage will be installed by the pier in Riverside Park by the end of September, with a public reception and unveiling to be planned.

3.5 Strategic Plan Action for 2018-2019

The Strategic Plan for 2018-2019 was discussed, including the following initiatives:

- Heritage Plaque program
- Complete the North Shore Heritage Collage in the McArthur Park Sports Centre
- Heritage Conservation Area in the West End
- Increased contact with Heritage BC
- Collaboration with Destination BC and Tourism Kamloops
- Networking session, October 22, 2018
- Promotion on social media
- Promotion of Indigenous heritage and River’s Trail signage
- Fund established for heritage projects
- Unique events and partnerships with the community
4. **OLD BUSINESS**

4.1 **Veteran Street Signs**

J. Lodge reported that he has gathered almost $7000 from the community in donations to assist in funding the Veteran’s Street Signs project. The Staff Liaison will liaise with the City’s Financial Services Division regarding the transfer and use of funds, and with the City sign shop and crews regarding the schedule of installation. The Staff Liaison reported that an unveiling ceremony was being planned in conjunction with the Kamloops Museum and Archives' event at the Battle Street Cenotaph on November 10, 2018, and that material about the project was being compiled to be posted on the City’s website.

4.2 **Protection of Archaeological Resources**

J. Hammond declared a conflict of interest as she is an archaeologist.

J. Hammond left the Public Boardroom at 6:18 pm.

Moved by A. Yarmie, seconded by J. Lodge, that Council take immediate action on the goal laid out in the 2018 Official Community Plan to “avoid development-related damage to archaeological sites in accordance with the provincial *Heritage Conservation Act*” (D-29), by:

1. implementing an archaeological heritage protection bylaw
2. incorporating appropriate archaeological diligence into the development approvals process to protect known and not yet identified archaeological sites from impacts resulting from private development activity authorized by the City

CARRIED.

Commission members discussed the terminology around “archaeological potential” and the current work that the City is doing in partnership with Tk’emlúps te Secwépemc regarding archaeological sites. Attachment “B” includes supplementary information regarding the Commission’s recommendation.

J. Hammond returned to the Public Boardroom at 6:38 pm.

5. **REPORTS**

6.1 **Heritage Recognition Plaque Report**

The Chair reported that five centennial plaques and one special recognition plaque were delivered to the City’s Carpentry staff in July 2018. The Staff Liaison will follow up with Carpentry. New plaque locations and ideas will be discussed at the Commission’s next meeting.
6. **ROUND TABLE**

Commission members discussed the following topics:

- Use of Stuart Wood School
- Downtown Planning sessions
- Other heritage sites acting as community centres

7. **NEXT MEETING**

The Heritage Commission will host a networking meeting on October 22, 2018, at 7:00 pm, at St. Andrew’s on the Square, 159 Seymour Street.

8. **ADJOURNMENT**

The meeting adjourned at 6:52 pm.

Certified Correct:

[Signature]

J. Fedorak, Recording Secretary
Museum Archivist

[Signature]

A. Yarmie, Chairperson
A Submission to Council to amend Sections 3 (Mandate) and 4 (Scope of Committee) of the Heritage Commission Terms of Reference.

MANDATE:

The Kamloops Heritage Commission preserves, protects, enhances, and promotes heritage in the City of Kamloops. *(2006 Heritage Commission Strategic Plan)*

SCOPE OF THE COMMITTEE:

-- formulate policies on heritage matters which are of historic, cultural, environmental, architectural, geological, or scenic significance to the City;

-- support, develop, and implement educational and public awareness programs related to heritage conservation in Kamloops;

-- consider and make recommendations with respect to such issues as referred to from time to time by Council, the Chief Administrative Officer, or Director;

-- prepare and maintain an inventory of all heritage properties including buildings, features, and trees of significance within the City of Kamloops;

-- review and make recommendations to Council on development applications referred to the Commission;

-- make recommendations to Council on the implementation of policies and practices or activities desirable for the furthering the preservation of heritage matters of value to the community in accordance with the Heritage Conservation Act, Kamloops Heritage Resource Management Plan and the Kamloops Official Community Plan;

-- each year, Council shall include in its annual operating budget a sum of money deemed necessary for the operations of the commission;

-- pursue funding for projects of local heritage significance;

-- each year, the Commission will submit to Council an operating budget request outlining expected expenditures and revenues;

-- each year the Commission will prepare an annual report;

VERSION 2 September 5, 2018
Kamloops Heritage Commission
September 12, 2018

Attachment to Protection of Archaeological Resources Motion

Recommendation: That Council take immediate action on the goal laid out in the 2018 OCP to “avoid development-related damage to archaeological sites in accordance with the provincial Heritage Conservation Act” (D-29), by

1) implementing an archaeological heritage protection bylaw, and

2) incorporating appropriate archaeological diligence into the development approvals process to protect known and as-yet-unidentified archaeological sites from impacts resulting from private development activity authorized by the City.

Attachment

We are aware of and support the City in their ongoing efforts working with the cultural heritage and governance experts at Tk'emlups te Secwépemc on the management of their ancestral inheritance.

We recognize that the City has recently improved their diligence for heritage protection on selected internal projects and we believe that developers should be held to the same standards.

We encourage the enactment of a bylaw that allows the city to withhold the issuance of building permits that would likely result in an unauthorized alteration to protected heritage properties. Such a bylaw would reflect Kamloops’ values as a sustainable and inclusive community by reducing the risks to unidentified archaeological sites from development impacts.

We encourage the City to support the bylaw by applying the well-established concept of “archaeological potential”, a heritage risk management tool commonly used in urban and rural planning.

We see improved management of Indigenous heritage sites as an important step in Kamloops’ reconciliation with Secwepemc, and a way for local government to support the principles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Calls to Action of the Truth and Reconciliation Commission of Canada (TRC).
HIGHLIGHT:

The Heritage Commission decided that the final draft (Version 3 October 10, 2018) of the Heritage Commission's Terms of Reference "Mandate" and "Scope of Committee" be forwarded to City staff for review and presentation to Council and given consideration based on examples from the Nelson, Prince George, Rossland, and Surrey Heritage Commissions' Terms of Reference.

PRESENT:

A. Yarmie, Chairperson
F. Benallick, Citizen at Large
J. Hammond, Citizen at Large
J. Hart, Citizen at Large
C. Johnson, Citizen at Large
J. Lodge, Citizen at Large
D. Skoglund, Citizen at Large
R. Dhaliwal, Councillor
J. Fedorak, Archivist, City of Kamloops, Recording Secretary

REGRETS

C. Lindsay, Citizen at Large
J. Cyr, Museum Supervisor, City of Kamloops

1. APPROVAL OF THE AGENDA

Item 3.6 Sternwheelers Signage was added to the agenda.

Moved by F. Benallick, seconded by C. Johnson, that the agenda be approved as amended.

CARRIED.
2. MINUTES

There was a request to correct the spelling of F. Benallick's name in September 12, 2018, Heritage Commission meeting minutes.

Moved by J. Lodge, seconded by C. Johnson, that the minutes of the September 12, 2018, Heritage Commission meeting be adopted as amended.

CARRIED.

3. OLD BUSINESS

3.1 Terms of Reference Revision

The Chairperson reported that the previous draft of the revised Terms of Reference was sent to Chief Administrative Officer Trawin, Community and Protective Services Director McCorkell, and Recreation, Social Development, and Culture Manager Berger, as per the motion passed during the previous meeting. Chief Administrative Officer Trawin responded positively to the document. The Commission discussed sending the final draft (Version 3, October 10, 2018, Attachment “A”) to the Committee that will be formed to revise the Terms of Reference for all Commissions after the election on October 20, 2018.

Moved by F. Benallick, seconded by C. Johnson, that the final draft (Version 3 October 10, 2018) of the Heritage Commission's Terms of Reference “Mandate” and “Scope of Committee” be forwarded to City staff for review and presentation to Council and given consideration based on examples from the Nelson, Prince George, Rossland, and Surrey Heritage Commissions' Terms of Reference.

CARRIED.

3.2 Veteran Street Signs

The Chairperson reported that the BC Interior Community Foundation had contacted him in support of the Veteran Street Signs project, and would like the Commission to apply for funding through the Foundation's grant program. The Staff Liaison will work on the grant application, and a letter of support outlining the project will be drafted by the Commission.

J. Lodge reported that he had raised over $8,500 from the community to fund the project, and had initiated contact with the Kamloops Chinese Cultural Association and the Finding Fred Lee project for additional support.

Commission members discussed the need for a new proposal to Council in regard to funding offered by the Finding Fred Lee project.
3.3 Networking Meeting - October 22, 2018

Commission members discussed their upcoming networking session to be held at St. Andrew’s on the Square on October 22, 2018, 7:00-9:00 pm in lieu of a regular meeting. Commission members discussed the following:

- expected attendees from other cultural heritage organizations
- refreshments
- structure of the networking session

3.4 Heritage BC Conference

Commission members discussed their continuing interest in:

- Council sending a delegate to the Heritage BC conference in Nanaimo, May 9-11, 2019
- last year’s conference attendees (i.e. other municipal heritage groups)
- the possibility of presenting at the conference as a means of gaining complimentary entrance to the conference

3.5 Community Partnerships

The Chairperson reported that the Old Courthouse had been identified as a location for a book launch for Ian Weir and Alix Hawley on September 15, 2018. The Kamloops Writer's Festival is interested in a continuing partnership with the Commission.

The Commission also discussed upcoming Heritage Week 2019 and other event possibilities.

3.6 Sternwheeler's Signage

The Chairperson reported that the Sternwheeler's signage had been completed by Funk Signs, that foundation work for the installation was commencing soon, and that a launch event was being planned.

4. REPORTS

4.1 Heritage Recognition Plaque Report

The Chairperson reported that there were five regular and four centenary plaques left to be distributed, and that there were two applicants with modernist houses interested in the program.

Commission members discussed the following:

- standards and qualifications for the Heritage Plaque program
- ideas for properties to receive plaques, including the Laurier Memorial, houses in various neighbourhoods, and barns
5. **ROUND TABLE**

Commission members discussed the following:

- J. Hart's history lecture for Kamloops Adult Learners Society
- Continuing outreach efforts for the Veteran Street Sign project, such as with the Thompson-Nicola Regional District, and media coverage of the project
- Introduction of new Commission member D. Skoglund
- A heritage property on Ord Road
- Progress of construction at Crestline School

6. **NEXT MEETING**

The Heritage Commission will be hosting a networking session on Monday, October 22, 2018, 7:00 pm, at St. Andrew's on the Square, 159 Seymour Street.

7. **ADJOURNMENT**

The meeting adjourned at 6:08 pm.

Certified Correct:

[Signatures]

J. Fedorak, Recording Secretary

A. Yarmie, Chairperson

Museum Archivist
MINUTES of a Heritage Commission Meeting, held in the Development, Engineering, and Sustainability Boardroom, 105 Seymour Street, Kamloops, BC, on Wednesday, January 9, 2019, at 4:45 pm.

RECOMMENDATION:

That Council receive the January 9, 2019, Heritage Commission Meeting minutes for information.

PRESENT:

A. Yarmie, Chairperson
F. Benallick, Citizen at Large
C. Johnson, Citizen at Large
C. Lindsey, Citizen at Large
J. Lodge, Citizen at Large

D. Trawin, Chief Administrative Officer, City of Kamloops
J. Fedorak, Archivist, City of Kamloops, Recording Secretary

REGRETS:

J. Hammond, Citizen at Large
J. Hart, Citizen at Large
D. Skoglund, Citizen at Large
J. Cyr, Museum Supervisor, City of Kamloops

1. APPROVAL OF THE AGENDA

The Chairperson requested that an additional agenda item, 5.2 Meeting with City Council - December 11, 2018, be added to the agenda.

Moved by F. Benallick, seconded by J. Lodge, that the agenda be approved as amended.

CARRIED.

2. MINUTES

Moved by C. Lindsay, seconded by F. Benallick, that the minutes of the October 10, 2018, Heritage Commission meeting be adopted.

CARRIED.
3. **NEW BUSINESS**

3.1 **Heritage Week (February 18-24, 2019: Theme “The Tie That Binds”)**

Commission members discussed the theme and topic of the upcoming Heritage Week, February 18-24, 2019. Regular events to occur for Heritage Week include the following:

- Proclamation request presentation to Council scheduled for February 12, 2019
- Displays at Downtown and North Kamloops branches of the Thompson-Nicola Regional Library
- Displays at downtown businesses
- Advertising of Heritage Plaques and walking tours

Commission Members also suggested the following new events:

- Displays at North Shore businesses
- Gathering of historic photographs from Kamloops residents, which would then be displayed for the public
- Unveiling event for the Sternwheeler signage

3.2 **New Council Committee Structure**

D. Trawin reported on the changes forthcoming to the structure of Council Committees. He explained that there would be an overseeing Community Services Committee, which would meet quarterly and report to Council on the minutes of advisory groups related to arts, heritage, and culture. Council members would attend the meetings of the Community Services Committee, and would have the option of attending meetings of the advisory groups. Advisory committees could be invited to attend meetings of the Community Services Committee to present proposals related to their groups' interests and mandate. The Terms of Reference will not be changed at this time.

D. Trawin also requested an update regarding the progress of the Veterans’ Street Signs project. Commission members reported that some signs had been installed, but had no further information regarding the project.

4. **OLD BUSINESS**

4.1 **Terms of Reference Revision**

The Chairperson reported that the Terms of Reference (TOR) revision document, proposed during the October 10, 2018, Heritage Commission meeting, was sent to D. Trawin, B. Berger, and B. McCorkell. Commission members suggested that the TOR revision recommendations be sent to the Community Services Committee, once it has been formed.
4.2 Sternwheeler Signage

The Chairperson reported that the Sternwheeler signage was installed and suggested that a public unveiling event could occur during Heritage Week, February 18-24, 2019.

4.3 Veterans Signs

A Commission Member reported that updated veteran street signs have been installed at Clapperton Road, Wood Street, and Vicars Road.

4.4 Networking report

The turnout for the Networking Meeting held on October 22, 2018 was smaller than last year; only members from the Kamloops Heritage Society, Chinese Cultural Association, and the Heritage Commission attended. A Commission member commented that the group was still looking at a way to share information via the internet and the City’s website and will follow up with the staff liaison.

4.5 Heritage Reserve Fund

There was general discussion regarding the motion passed at the October 10, 2018, Heritage Commission meeting related to the Heritage Reserve Fund, and it was determined that this matter will be brought to the attention of the new Community Services Committee, once it is formed.

5. REPORTS

Meeting with City Council December 11, 2018

The Chairperson provided details from the Proposed Council Committee Structure report dated December 5, 2018, prepared by the Chief Administrative Officer, which was presented to Council by D. Trawin at the December 11, 2018, Regular Council meeting. Heritage Commission members were advised that the following actions have been taken:

- Letters were sent to Council expressing the Heritage Commission’s position on the proposed changes
- Presentation made to Council by A. Yarmie during the Public Inquiries portion of the December 11, 2018, Regular Council meeting

Heritage Commission members were further advised that Councillor Walsh made a motion to keep the Heritage Commission independent, which was passed unanimously by Council.
Heritage Recognition Plaque Report
The Chairperson reported that most of the plaques scheduled to be installed in 2018 have been completed. The Commission is planning on promoting the Heritage Plaquing Program during Heritage Week, and they will continue to come up with ideas for new properties to receive plaques.

6. ROUNDTABLE

Commission Members discussed the upcoming Downtown Planning meetings scheduled for January 23 and 30, 2019, and the skating rink that is proposed to be installed at Riverside Park.

7. NEXT MEETING

The next meeting is scheduled for February 13, 2019 at 4:45 pm, in the Development, Engineering, and Sustainability Department Boardroom, 105 Seymour Street.

8. ADJOURNMENT

The meeting adjourned at 6:00 pm.

Certified Correct:

Minutes have been approved by the Chairperson for Council receipt.

J. Fedorak, Recording Secretary
Museum Archivist

A. Yarmie, Chairperson
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

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:
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) formulate arts policies for the Standing Committee’s review

f) assisting in the advancement of the Cultural Strategic Plan

g) assisting in the evaluation of and providing input on applications for BC Festival of the Arts Legacy Grants and Community Arts Grants

h) participating in the evaluation of public art recognition

i) 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.
HERITAGE 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 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 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:
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.
The City of Kamloops Variance Application to Keep More Than Two Dogs Policy establishes the process to seek Council approval of a variance to the limitation on the number of dogs contained in the Animal Control By-law.

1.0 Criteria

When the By-law Enforcement Section receives a complaint or observes that more than two dogs over the age of six months are kept on any parcel of land (dwelling) within the City of Kamloops (excluding a licensed kennel or veterinary clinic), the By-law Enforcement Section will or may seek compliance by having the dog owner either reduce the number of dogs or obtain a variance in accordance with this Policy.

2.0 Variance Application Process for Applicant

2.1 Prior to accepting an application, By-law Enforcement Section staff will review the dogs’ history with the applicant. Council has identified criteria where variances may not be considered, which include:

   a) Any of the dogs have a history of aggressive behaviour recorded with the By-law Enforcement Section;

   b) The applicant lives in a multi-family type dwelling (e.g. apartment, suite, mobile home park, etc.); and

   c) The variance would result in the applicant having more than three dogs or a combination thereof with other animals (i.e. cats) permitted under the Animal Control By-law, for a total of four animals.

This criteria does not prevent an applicant from applying for a variance.

2.2 The applicant must pay a non-refundable $350 application fee for a variance application to be initiated.

3.0 Variance Application Process for By-law Enforcement Section Staff

3.1 Upon completion of the "Variance Application Process for Applicant" as stated above and receipt of the applicable fee, the By-law Enforcement Section staff will:

   a) Work with the Legislative Services Division and applicant to schedule a Council meeting for the variance application to be heard;
City of Kamloops
COUNCIL POLICY

SUBJECT: VARIANCE APPLICATION TO KEEP MORE THAN TWO DOGS
NO. GGA-30

FUNCTION: GENERAL GOVERNMENT - LEGISLATIVE

DATE: 2010 FEBRUARY 9

Page 2 of 3

b) Mail out a Notice of Variance Hearing to the owners of properties within 100 m of the applicant's property, inviting them to write to Council and/or appear before Council to voice their support or opposition to the variance application;

c) Notice of Variance Hearing must be mailed a minimum of 14 days before the scheduled variance hearing; and

d) Prepare a report for the Regular Council Meeting agenda (with copy to the applicant) that will include all history (any complaints, licensing records, and relevant information) as well as a recommended time frame for compliance should Council deny the application.

4.0 Protocol at Variance Hearing

4.1 The application, relevant correspondence, and all background information will be included in the applicable Council agenda. At the Council meeting the Mayor will ask:

a) The applicant to present his/her variance request to Council;

b) Staff to summarize its report to Council; and

c) If any property owners/residents within 100 m of the applicant's property wish to address Council.

Council members may ask questions and seek clarification from staff, the applicant, and neighbours.

5.0 Council's Decision

The Mayor will close the public input portion of the Variance Hearing and Council will debate and vote on the applicant's request to keep more than two dogs on his/her property. If Council denies the application, the applicant must comply with the Animal Control By-law within the time set by Council and have no more than two dogs. If Council approves the application, the conditions below must be adhered to:
5.1 Conditions if Council Approves the Variance Application:

a) The City of Kamloops maintains the right to revoke the variance with cause;

b) The variance applies to the specific dogs considered through the variance application;

c) No dog in excess of the two dog limit may be replaced;

d) There will be a maximum limit of three dogs or a combination thereof with other animals (e.g. cats) for a total of four animals permitted under the Animal Control By-law;

e) Dog licences must be purchased by February 1 of each year for all dogs;

f) All dog licence fees owing for prior years must be paid;

g) All dogs must be maintained in good health and condition;

h) Dogs with subsequent demonstrated aggression after variance approval may result in the revocation of the variance by Council; and

i) Three or more complaints from two or more separate parties within a 12-month period may result in the revocation of the variance by Council.

6.0 Appeal Process - Council's Decision

6.1 Council's decision may be reconsidered in accordance with the Council Procedure By-law by contacting the Legislative Services Division.
The City of Kamloops Variance Application to Keep More Than Two Dogs Policy establishes the process for residents to seek approval of a variance to the limitation on the number of dogs that can be kept at a single-family residence, as specified in the Animal Control Bylaw.

1. **Criteria**

   When the City’s Bylaw Services Division receives a complaint or observes that more than two dogs over the age of six months are being kept on any parcel of land (dwelling) within the City of Kamloops (excluding a licensed kennel or veterinary clinic), the Bylaw Services Division may seek compliance by having the dog owner either reduce the number of dogs or obtain a variance in accordance with this policy.

2. **Variance Application Process for Applicant**

   2.1 Prior to accepting an application, Bylaw Services Division staff will review the dogs’ history with the applicant. Council has identified criteria where variances may not be considered, which include:

   a) any of the dogs have a history of aggressive behaviour recorded with the Bylaw Services Division;

   b) the applicant lives in a multi-family type dwelling (e.g. apartment, suite, mobile home park, etc.); and

   c) the variance would result in the applicant having more than three dogs or a combination thereof with other animals (i.e. cats) permitted under the Animal Control Bylaw, for a total of four animals.

   These criteria do not prevent an applicant from applying for a variance.

   2.2 The applicant must pay a non-refundable $350 application fee for a variance application to be initiated.

3. **Variance Application Process for Bylaw Services Division Staff**

   3.1 Upon completion of the “Variance Application Process for Applicant”, as specified above, Bylaw Services Division staff will forward the file and application to Administration to review.
4. **Conditions if Variance Application Approved**

   4.1 Administration will review the applicant’s request to keep more than two dogs on his/her property. If Administration denies the application, the applicant must comply with the Animal Control Bylaw within the time set by Administration and have no more than two dogs. If Administration approves the application, the conditions below must be adhered to:

   a) the City of Kamloops maintains the right to revoke the variance with cause;

   b) the variance applies to the specific dogs considered through the variance application;

   c) no dog in excess of the two dog limit may be replaced;

   d) there will be a maximum limit of three dogs or a combination thereof with other animals (e.g. cats) for a total of four animals permitted under the Animal Control Bylaw;

   e) dog licences must be purchased by February 1 of each year for all dogs;

   f) all dog licence fees owing for prior years must be paid;

   g) all dogs must be maintained in good health and condition;

   h) Administration may revoke the variance if dogs demonstrate aggression after the variance approval; and

   i) three or more complaints from two or more separate parties within a 12-month period may result in the revocation of the variance by Administration.

5. **Appeal Process**

   5.1 Applicants may seek a review by Council of their applications if they are denied by Administration.
5.2 All appeals to Council must:
   a) be submitted in writing to the Corporate Officer within ten (10) days of the applicant receiving notice of a denied application; and
   b) include a description of the grounds for appeal to Council.

5.3 Upon receipt of a written appeal to Council, the Corporate Officer shall schedule the time, date, and place for Council to hear the matter.

5.4 At the specified time of the appeal hearing:
   a) the applicant will be granted ten (10) minutes to present his/her appeal to Council;
   b) Administration will summarize the rationale for its decision; and
   c) any property owners/residents within 100 m of the applicant’s property may address Council regarding the application.

Council members may ask questions and seek clarification from Administration, the applicant, and neighbours. Council may confirm, set aside, or alter Administration’s decision regarding the variance application as it may deem appropriate in the circumstances.