

ADMINISTRATIVE REPORT TO THE BUILD KAMLOOPS SELECT COMMITTEE
ON
TERMS OF REFERENCE

PURPOSE

The purpose of this report is to approve the Build Kamloops Council Select Committee terms of reference (Attachment “A”) and support the terms of reference for the Communications Working Group (Attachment “B”), the Community User Engagement Working Group (Attachment “C”), the Concept Development Working Group (Attachment “D”), and the Program Finance Working Group (Attachment “E”).

COUNCIL STRATEGIC PLAN

This report supports Council's strategic priorities and areas of focus regarding:

- **Safety and Security**
 - Built Environment: We create diverse community spaces for people to safely travel through, gather in, and experience our community.
- **Livability and Sustainability**
 - Recreation and Culture: We prioritize the development of amenities to cultivate diverse and equitable opportunities for recreation, arts, and culture.
 - Healthy Community: We foster an environment that supports and promotes healthy living through community, recreation, and social connection.
- **Economic Health**
 - Economic Strength: We build strategies to increase our competitive advantage, cultivate growth, and support our residents.
 - Partnerships: We seek and foster the key relationships that will support our economic goals.
 - Growth Management: We are deliberate and purposeful in planning for the growth of our community.

COMMITTEE MEMBERS

Name	Organization	Position
Councillor O'Reilly	City of Kamloops	Councillor
Councillor Hall	City of Kamloops	Councillor
Councillor Middleton	City of Kamloops	Councillor
Councillor Neustaeter	City of Kamloops	Councillor
Councillor Bass	City of Kamloops	Councillor

The Build Kamloops Select Committee will be supported by the Chief Administrative Officer and the chairs of the working groups as follows:

- Communications Working Group Chair - Kristen Rodrigue
- Community User Engagement Working Group Chair - Byron McCorkell
- Concept Development Working Group Chair - Jen Fretz
- Program Finance Working Group Chair - David Hallinan

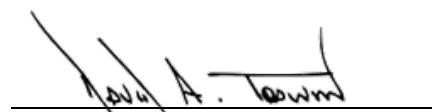
SUMMARY

On June 27, 2023, Council authorized staff to form the Build Kamloops Council Select Committee to provide Council with recommendations to implement the Recreation Master Plan and potentially include other needed civic facilities. The Build Kamloops Council Select Committee will receive information through the Communications Working Group, the Community User Engagement Working Group, the Concept Development Working Group, and the Program Finance Working Group. It is recommended that 25 members of the public (agencies, affected groups, and general public) sit on the working groups. Attached are the proposed The Build Kamloops Council Select Committee terms of reference are attached for the committee's approval, and the terms of reference for the working groups are attached for the committee's support.

RECOMMENDATION FROM THE COMMITTEE TO COUNCIL:

That the Build Kamloops Select Committee:

- recommend Council approve the terms of reference for the Build Kamloops Select Committee (Attachment "A")**
- support the terms of reference for the Communications Working Group (Attachment "B"), the Community User Engagement Working Group (Attachment "C"), the Concept Development Working Group (Attachment "D"), and the Program Finance Working Group (Attachment "E").**



D. A. Trawin, MURP, BA
Chief Administrative Officer

Approved for Committee

CR/kjm

Attachments



BUILD KAMLOOPS SELECT COMMITTEE TERMS OF REFERENCE

1. ESTABLISHMENT

- 1.1 In accordance with Section 142 of the *Community Charter* (Select Committees of Council), Council has established a select committee of council, to be known as the Council Committee Build Kamloops Select Committee ("the Committee") as of June 27, 2023.

2. DEFINITIONS

2.1 In these Terms of Reference:

- a) "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 their duties under these Terms of Reference.
- b) "Committee" means the Build Kamloops select committee.
- c) "*Community Charter*" means the *Community Charter*, SBC 2003, c.26, as amended from time to time.
- d) "Council" means the municipal Council for the City of Kamloops.
- e) "Mayor" means the Mayor of the City of Kamloops.
- f) "Member" means a member of the Committee.
- g) "Recording Secretary" means the person assigned to record the Committee meeting minutes.
- h) "Staff Liaison" are the staff listed in Section 6 of these Terms of Reference.

3. MANDATE

- 3.1 The mandate of the Committee is to provide Council with recommendations for the implementation of the Recreation Master Plan and potential inclusion of other needed civic facilities.
- 3.2 The Committee may undertake the following activities to achieve its mandate:
- a) provide input to Council for consideration, primarily during the scoping and identification of key issues
 - b) ensure that community interests are adequately represented and considered in regard to related projects
 - c) identify barriers and constraints to implementing strategies and plans
 - d) review and provide input on draft documents related to item 3.1
 - e) provide input into the development of processes to be used in preparing projects, and plans, including defining points of public engagement and methods of engagement through a communication plan

- f) receive information and provide directions to the Build Kamloops working groups

4. MEMBERSHIP, ROLE, AND AUTHORITY

- 4.1 The Committee shall consist of five (5) Council members, each of whom will be appointed by Council.
- 4.3 The Committee will conduct its business in accordance with these Terms of Reference, the City's bylaws and policies, and the *Community Charter*.
- 4.5 The Committee must refer recommendations to Council for authority to act.

5. STAFF LIAISON

- 5.1 Staff Liaison are not Members of the Committee and are therefore not entitled to vote. Staff Liaisons for the Committee will consist of:
 - a) the Chief Administrative Officer or designate
 - b) managers assigned by the Chief Administrative Officer on an as needed basis
 - c) any other staff member assigned by the Chief Administrative Officer to assist the Committee in a non-voting, advisory, and resource capacity
- 5.2 The role of Staff Liaison includes, but is not limited to:
 - a) providing information and professional advice
 - b) supporting the Committee Chairperson in developing agendas, arranging meetings, and promoting effective Committee operation
 - c) coordinating an orientation to the work of the Committee, the structure of the City, and Council's annual goal setting concerning the Committee
 - d) performing any other duties as assigned by the Chief Administrative Officer regarding the function of the Committee.
- 5.3 Staff Liaisons will present to Council any recommendations of the Committee in the form of a staff report using the City's standard report template.
- 5.4 Staff will act on the direction of Council and will not implement a Committee recommendation unless directed by Council.

6. MEETING PROCEDURES

- 6.1 The attendance of (3) Members will constitute a quorum. If there is no quorum present within 15 minutes of the scheduled time of the meeting, the Recording Secretary will:
 - a) record the names of those present and absent;
 - b) adjourn the meeting until a future meeting date.



BUILD KAMLOOPS COMMUNICATIONS WORKING GROUP TERMS OF REFERENCE

1. ESTABLISHMENT

- 1.1 The Build Kamloops Communications Working group is established as a non-statutory body to assist and support the Build Kamloops Council Select Committee as of August, 2023.

2. DEFINITIONS

- 2.1 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) "Communication Manager" means the person duly appointed from time to time as the Communications Manager and any person delegated to assist in carrying out their duties under these Terms of Reference.
- d) "Select Committee" means the Build Kamloops Select Committee.
- e) "Communications Working Group" means the Build Kamloops Communications Working Group.

3. PARTICIPANTS

- 3.1 The Communications Working Group is a working and advisory group consisting of:

- one representative from City Council (non-voting), appointed by Council
- three community members, selected through a public application process
- one Tk'emlúps te Secwépemc representative
- one Tourism Kamloops representative
- one Kamloops Sports Council representative
- one Kamloops Centre for the Arts Society representative
- one North Shore Business Improvement Association representative
- one Kamloops Central Business Improvement Association representative
- one Kamloops Chamber of Commerce representative
- city staff (non-voting)

4. ROLE AND RESPONSIBILITIES

- 4.1 The Communications Working Group is to assist and support the Select Committee by, among other things:
- a) Develop and execute communications strategies to keep the public informed on the Build Kamloops initiative

- b) Liaise with community groups and residents
- c) Liaise with other Build Kamloops Working Groups
- d) Determine objectives, key messages, tactics, and timelines for the implementation and evaluation of a communications plan
- e) Complete an audience analysis and risk analysis

4.2 The Communications Working Group will assist and report to the Standing Committee on any matter falling within its mandate, as and when requested.

4.3 The Communications Working Group does not have any delegated authority of Council or the Select Committee, authority to speak on behalf of Council or the Select Committee, or power to authorize any actions on behalf of Council or the Select Committee.

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

4.5 The Communications 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 Communications Manager will chair the Communications Working Group and is responsible for scheduling the meetings and coordinating attendees. The Communications Working Group shall meet, at a minimum, four (4) times per calendar year or on an as-needed basis.

5.2 Members of the Select Committee will be considered liaisons to the Communications Working Group and may attend its meetings.

5.3 The Communications Manager 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 Select Committee.



BUILD KAMLOOPS COMMUNITY USER 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 User Engagement Group is established as a non-statutory body to assist and support the Build Kamloops Council Select Committee as of August 2023.

3. PARTICIPANTS

3.1 The Community User Engagement Group is a working and advisory group consisting of City staff and nine (9) representatives from the public, of which, are representatives of key projects identified in the Recreation Master Plan infrastructure needs. Recommended community participants are:

- Kamloops Centre for Arts Society – Chair Brenda Aynsley
- Kamloops Sports Council – Chair Henry Pejril
- Kamloops Minor Hockey Assoc. – Executive Director Zac Carnelley
- Curling – President Downtown Rob Nordin
- Curling – MICC – Mike Galesloot
- Kam Festival of Performing Arts – Pres Annette Glover
- Community Builder – Ron Fawcett
- Pacific Sport – Carolyn Boomer
- Seniors Advisory Committee- member TBD

4. ROLE AND RESPONSIBILITIES

- 4.1 The Community User Engagement Group is to assist and support the Build Kamloops Council Select Committee by, among other things:

- a) providing coordination and support for the Build Kamloops Council Select Committee’s activities
- b) providing information and advice for the Build Kamloops Council Select Committee’s consideration
- c) gathering public input for matters coming within the Build Kamloops Council Select Committee’s mandate and reporting that information to the Build Kamloops Council Select Committee

- d) promoting public awareness and engagement in Build Kamloops. Provide design criteria and user needs to the Concept Development Working Group
 - e) form communication to promote a successful referendum! 'Get out the vote'
 - f) provide input as needed to the Program Finance and Communication Working Groups
 - g) promoting public awareness and engagement in all matters to support the Build Kamloops Council Select Committee
 - h) liaise with other Build Kamloops working groups
- 4.2 The Community User Engagement Group will provide assistance and report to the Build Kamloops Council Select Committee on any matter falling within its mandate, as and when requested.
- 4.3 The Community User Engagement Group does not have any delegated authority of Council or the Build Kamloops Council Select Committee, authority to speak on behalf of Council or the Build Kamloops Council Select Committee, or power to authorize any actions on behalf of Council or the Build Kamloops Council Select Committee.
- 4.4 Being a non-statutory body without delegated authority, no action of the Community User Engagement Group will be binding on the City, unless Council specifically approves the action.
- 4.5 The Community User 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, procedures and in accordance with the Elections BC Act

5. MEETINGS

- 5.1 The Director is responsible for scheduling the meetings of the Community User Engagement Group and coordinating attendees. The Community User Engagement Group shall meet, at minimum, four (4) times per calendar year or on an as-needed basis.
- 5.2 Members of the Build Kamloops Council Select Committee will be considered liaisons to the Community User 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 Build Kamloops Council Select Committee.

AMENDED:





BUILD KAMLOOPS CONCEPT DEVELOPMENT WORKING GROUP TERMS OF REFERENCE

1. ESTABLISHMENT

1.1 The Build Kamloops Communications Working group is established as a non-statutory body to assist and support the Build Kamloops Council Select Committee as of August 2023.

2. DEFINITIONS

2.1 In these Terms of Reference:

- “*Community Charter*” means the *Community Charter*, SBC 2003, c.26, as amended from time to time.
- “*Council*” means the municipal Council for the City of Kamloops.
- “*Director*” means the person duly appointed from time to time as the Civic Operations Director and any person delegated to assist in carrying out their duties under these Terms of Reference.
- “*Select Committee*” means the Build Kamloops Select Committee.
- “*Concept Development Working Group*” means the Build Kamloops Concept Development Working Group.

3. PARTICIPANTS

3.1 The Concept Development Working Group is a working and advisory group consisting of:

- one representative from City Council (non-voting), appointed by Council
- four community members, selected through a public application process
 - architectural expertise
 - property development expertise
 - construction expertise
- City of Kamloops staff (non-voting)

4. ROLE AND RESPONSIBILITIES

4.1 The Concept Development Working Group is to assist and support the Build Kamloops Council Select Committee by, among other things:

- Provide information and advice for the Build Kamloops Council Select Committee’s consideration
- Provide coordination and support for the Build Kamloops Council Select Committee’s activities

- Identify high level service requirements for each facility. Performance goals, operational needs, opportunity for growth, non-negotiables etc.
- Prepare conceptual drawings (not design) for each project. Define specific requirements that will be included in each facility.
- Prepare a range of costs for each project with very specific assumptions based on the level of detail known for each facility (location, design and construction timing and other details will not be determined for some of the facilities). Liaise with Communications working group to develop a draft Communication and Engagement plan.
- Confirm project delivery model(s) for each project, or the program as whole.
- Liaise with other Build Kamloops Working Groups.
- Promote public awareness and engagement in all matters to support the Build Kamloops Select Committee.

4.2 The Concept Development Working Group does not have any delegated authority of Council or the Build Kamloops Council Select Committee, authority to speak on behalf of Council or the Build Kamloops Council Select Committee, or power to authorize any actions on behalf of Council or the Build Kamloops Council Select Committee.

4.3 Being a non-statutory body without delegated authority, no action of the Concept Development Working Group will be binding on the City, unless Council specifically approves the action.

4.4 The Concept Development 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, procedures and in accordance with the Elections BC Act.

5. MEETINGS

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

5.2 Members of the Build Kamloops Council Select Committee will be considered liaisons to the Concept Development Working 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 Build Kamloops Council Select Committee.





BUILD KAMLOOPS PROGRAM FINANCE 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) “Director” means the person duly appointed from time to time as the Corporate 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 Program Finance Working Group is established as a non-statutory body to assist and support the Build Kamloops Council Select Committee as of August 2023.

3. PARTICIPANTS

- 3.1 The Program Finance Working Group is a working and advisory group consisting of City staff and representatives from the public, of which, these participants will provide a perspective related to the financial strategies of funding the Build Kamloops program including grant applications, fundraising and use of City debt. Recommended participants will include a combination of City staff, a representative from City Council (non-voting), and community participants. Recommended community participants are:

- Fundraising Chair from the Kamloops Centre for the Arts Society; (ie.: Brenda Aynsley)
- Fundraising Chair from the Kamloops Sports Council; (ie.: Henry Pejril)
- Community Builder, large scale events, (i.e.: Norman Daly, FCPA, FCA)
- Finance Professional, (i.e.: Starr Carson FCPA, FCA KPMG)

4. ROLES AND RESPONSIBILITIES

- 4.1 The Program Finance Working Group is to assist and support the Build Kamloops Council Select Committee by, among other things:

- a) providing coordination and support for the Build Kamloops Council Select Committee’s activities
- b) providing information and advice for the Build Kamloops

- c) Council Select Committee's consideration gathering additional public input for matters coming within the Build Kamloops Council Select Committee's mandate and reporting that information to the Build Kamloops Council Select Committee
 - d) promoting public awareness and engagement in Build Kamloops. Provide information related to the overall financial strategies being considered to deliver the Build Kamloops program
 - e) provided supporting information for communications to promote a successful referendum! 'Get out the vote'
 - f) provide input as needed to the other Build Kamloops Working Groups
 - g) promoting public awareness and engagement in all matters to support the Build Kamloops Council Select Committee
 - h) liaise with other Build Kamloops working groups
- 4.2 The Program Finance Working Group will provide assistance and report to the Build Kamloops Council Select Committee on any matter falling within its mandate, as and when requested.
- 4.3 The Program Finance Working Group does not have any delegated authority of Council or the Build Kamloops Council Select Committee, authority to speak on behalf of Council or the Build Kamloops Council Select Committee, or power to authorize any actions on behalf of Council or the Build Kamloops Council Select Committee.
- 4.4 Being a non-statutory body without delegated authority, no action of the Program Finance Working Group will be binding on the City, unless Council specifically approves the action.
- 4.5 The Program Finance 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, procedures and in accordance with the Elections BC Act

5. MEETINGS

- 5.1 The Director is responsible for scheduling the meetings of the Program Finance Working Group and coordinating attendees. The Program Finance Working Group shall meet, at minimum, four (4) times per calendar year or on an as-needed basis.
- 5.2 Members of the Build Kamloops Council Select Committee will be considered liaisons to the Program Finance Working 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 Build Kamloops Council Select Committee.

AMENDED:

