

Heritage & Museum Advisory Committee Meeting

to be held via Zoom

Wednesday, December 2, 2020

at 1:00 p.m.

1. **Call Regular Committee Meeting to Order**
2. **Adoption of Agenda**
3. **Adoption of Minutes**
 - 3.1 Minutes of the July 8, 2020 Heritage and Museum Advisory Committee 1-3

Staff Recommendation:

THAT the Heritage and Museum Advisory Committee adopt the minutes of the July 8, 2020 meeting as presented.
4. **New Business**
 - 4.1 Terms of Reference Update – Caitlyn Anderson, Deputy Corporate Officer 6-8
 - 4.2 2021 Heritage and Museum Advisory Committee Meeting Schedule – 9

Alysa Wardley, Legislative Assistant

Staff Recommendation:

THAT the Heritage and Museum Advisory Committee 2021 meetings be tentatively held on January 13, February 3, March 3, April 7, May 5, June 2, July 7, August 4, September 8, October 6, November 3 and December 1 at City Hall or electronically at 1:00 p.m. unless otherwise specified.
5. **Next Meeting**
6. **Adjournment**

Heritage & Museum Advisory Committee Meeting

held via Zoom
Wednesday, July 8, 2020
at 1:00 p.m.

Present: Anne Hargrave, Member at Large
Arlana Tanner, SS Sicamous Marine Heritage Society Representative (*Vice Chair*)
Karen Collins, Shatford Centre and Okanagan School of Arts Representative
Gerald Buzzell, Member at Large

Council: Judy Sentes, Councillor (*Liasion*)

Staff: Blake Laven, Director of Development Services
Bregje Kozak, Director of Recreation and Facilities
Paula McKinnon, Legislative Assistant

Regrets: Brad Hillis, Leir House Representative (*Chair*)

Guest: Randy Manuel

1. **Call to Order**

The Heritage & Museum Advisory Committee was called to order by the Vice Chair at 1:01 p.m.

2. **Application of Rules of Procedure**

It was MOVED and SECONDED

THAT the Heritage and Museum Advisory Committee temporarily suspend the voting at meeting procedures (Council Procedure Bylaw No. 2018-35 25(1)(b)) and when ready to vote and the question is called those in favor will say "in favor" and those opposed will say "opposed" for the duration of the British Columbia provincial state of emergency in response to the COVID-19 pandemic.

CARRIED UNANIMOUSLY

3. **Adoption of Agenda**

It was MOVED and SECONDED

THAT the Heritage and Museum Advisory Committee adopt the agenda for the meeting held on July 8, 2020 as amended to include items 5.2 – Light Scrolls, 5.3 – Heritage Sites Register Update and 5.4 – Street Naming Process.

CARRIED UNANIMOUSLY

4. **Adoption of Minutes**

4.1 Minutes of the February 11, 2020 Heritage and Museum Advisory Committee

It was MOVED and SECONDED

THAT the Heritage and Museum Advisory Committee adopt the minutes of the February 11, 2020 meeting as presented.

CARRIED UNANIMOUSLY

5. **New Business**

5.1 City of Penticton Heritage Registry – Blake Laven, Director of Development Services

The Director of Development Services provided the Committee with a presentation on the City of Penticton Heritage Registry which resulted from a Council direction to refer review and clarification of the City of Penticton Heritage Registry to the Committee to identify how to improve the understanding of heritage properties within the community.

Members at large commented about the GIS Mapping Public Parcel Viewer not being very user friendly which could benefit having a how-to guide and Heritage page on the website should be updated as well to include the GIS Mapping system as an avenue for learning about heritage properties in the City.

A member at large spoke to what properties are protected and how. All Penticton heritage registered sites are now posted on the Federal Site and Provincial Site however the Staff was made aware that the links to the Penticton properties is broken on the Federal site.

Discussions ensued regarding educating heritage property owners by providing information on what incentives are available to them to remain listed on the registry, exploring Heritage Protection Bylaws and a potential education campaign that would include engaging owners of heritage properties, the real-estate industry and the community at large.

It was MOVED and SECONDED

THAT the Heritage and Museum Advisory Committee recommend to Council that Council, City Staff and the Heritage and Museum Advisory Committee work to create a plan to engage the real-estate community and community at large in a public education campaign on heritage matters.

CARRIED UNANIMOUSLY

5.2 Light Scrolls Update – Anne Hargrave, Member at Large

Ms. Hargrave, Member at Large, notified the Committee and City Staff that funding through the BC Heritage Fund may be available next year for restoring the light scrolls. Ms. Hargrave also inquired whether it would be timely to work towards including the light scrolls on the City of Penticton Heritage Register.

City staff to provide the Committee with an update on the status of the light scrolls.

5.3 Heritage Sites Document – Anne Hargrave, Member at Large

Anne Hargrave, Member at Large, informed City Staff that the City of Penticton’s re-activate the link to the records shown on the Canadian Register of Historic Places site.

5.4 Street Naming Process – Blake Laven, Director

The Director of Development Services informed the Committee that a Street Naming bylaw was approved by Council two years ago which acknowledges a street naming list with the purpose of providing developers with names of significance to choose from. The Committee was also informed that should a developer propose a name that is not included in the street naming list that it would be referred to the Committee for consideration.

Mr. Manuel, Consulting Guest, provided valuable historic information on the inquiry from the City’s Building Department regarding the area around 2725 Dartmouth Drive. The Director of Development Services informed the Committee that the developer has chosen three potential street names for consideration that include Falcon Court, Hawk Court and Grouse Place.

A member at large proposed Phipps and Smuin which are two family names that fit the history of the proposed area. The Committee was informed that the name Phipps is included in the street naming list, however, Smuin is not.

It was MOVED and SECONDED

THAT the Heritage and Museum Advisory Committee recommend that Phipps and Smuin be considered as potential street names with historic attachment by the developer for the area around 2725 Dartmouth Drive.

CARRIED UNANIMOUSLY

6. **Next Meeting**

The next Heritage and Museum Advisory Committee meeting, if required, will be held on August 5, 2020 at 1:00 p.m.

7. **Adjournment**

The Heritage & Museum Advisory Committee meeting held on Wednesday, July 8, 2020 adjourned at 2:37 p.m.

CARRIED UNANIMOUSLY

Certified Correct:

Paula McKinnon
Legislative Assistant

2020-2022 Terms of Reference Heritage & Museum Advisory Committee

1. The Committee shall consist of **NINE (9)** voting members appointed by City Council for a term ending December 31, 2022. Preference will be given for individuals with direct knowledge or interest and/or experience in heritage and museum that could include, but is not limited to:
 - Indigenous groups
 - Students and youth
 - Educators, teachers, professors
 - Archivist
 - Conservationist
 - Business community
2. The Committee Members shall appoint a Chair and Vice-Chair.
3. Council shall appoint one (1) Council representative to the Committee.
4. Role of Council Representative:
 - Non-Voting Member
 - Liaison to City Council
5. The Mayor or their Deputy will act as an alternate Council representative.
6. A majority of appointed voting members shall constitute a quorum.
7. The Director of Recreation and Facilities and the Penticton Museum & Archives Curator/Manager and/or designates, shall attend committee meetings to provide operational support to the Committee.
8. The Corporate Administration Department shall arrange for secretarial services to the Committee.
9. The Committee shall meet quarterly, or as required when a new piece of business is referred to the Committee by Council or staff requiring immediate action.
10. The Committee's mandate is to make recommendations to the Council on all matters referred to the Committee, including:
 - The Committee will use the City's Heritage Strategy as its basis for advising City Council and its boards, agencies, commissions, committees or staff, developers and citizens when reasonable and provide objective advice and guidance on heritage issues as needed;

- The Committee will respect the existing governance and direction provided to the Penticton Library, Okanagan College and School District 67 and Penticton Indian Band, and will tap into their collective insight and expertise to better inform the community's heritage and knowledge resources;
- Although not a design or planning committee (and will not be asked to make decisions around urban design or urban planning), the Committee will advise on guidelines and developments that pertain to or affect priority items on the heritage list;
- The Committee will recommend actions, education and marketing initiatives which promote increased public awareness and participation in community heritage resources and knowledge; and
- The Committee will make recommendations of additions to the approved street name list.

The Committee will not participate in operational matters respecting the City of Penticton.

11. Conflict of Interest

All Committee members are expected to review and sign a Conflict of Interest Declaration and adhere to the requirements set out in the declaration.

If a Committee member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter, or for any other reason, the member must declare this and state the general nature of why he or she considers this to be the case and immediately leave the meeting or the part of the meeting during which the matter is under consideration.

The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect to the matter.

12. Removal of a Member from Committee

Council may remove a Committee member from a Committee for good and sufficient reason, which may include any of the following, without limitation:

- (a) the absence of a Committee member from three (3) consecutive regularly scheduled Committee meetings, unless the absence is because of illness or is with leave of the Committee;
- (b) a finding by Council that the Committee member has engaged in misconduct, such as bullying or harassment of another Committee member or a City employee; or
- (c) participation by a Committee member in circumstances where the Committee member has a conflict of interest.

13. Resignation

In any case where Council proposes to remove a member from a committee, the member will be provided with notice and an opportunity to be heard by Council prior to Council voting on the matter.

Any member may resign upon sending written notice to the Corporate Officer.

In the event of a vacancy occurring during a regular term, the vacancy may be filled for the remainder of that term in the same way the initial appointments were made.

14. Closed Meeting

All Committee members are expected to review and sign a Confidentiality Declaration and adhere to the requirements set out in the declaration.

No meeting or part thereof shall be closed to the public except in accordance with Section 90 of the *Community Charter*. Should a Closed meeting be held by the Committee, members must keep in confidence, any information considered in any part of said meeting until such time as the information is released to the public as lawfully authorized or required. Should the municipality suffer loss or damage due to contravention of confidentiality, the municipality may recover damages from the person(s) for the loss or damage.

15. The Mayor will sign all correspondence initiated by the Committee on behalf of the City of Penticton.

16. For certainty, the rules and procedures of Council Procedure Bylaw No. 2018-35 and all amendments thereto shall be observed as far as may be applicable.

CONFLICT OF INTEREST

Throughout your Committee term you are required to ensure that you do not participate in matters when you have a conflict of interest.

A conflict of interest includes a pecuniary interest or another interest in a matter that constitutes a conflict, such as personal interest in a matter that is a distinct from the interest other citizens would have in the matter generally.

A pecuniary interest refers to an interest a matter which may have financial consequences for you, such that you might be seen to have a recognizable incentive to vote for financial reasons. The phrase "pecuniary interest" is interpreted broadly. The interest does not mean there is a direct financial benefit or loss to you. It is sufficient if a matter has the potential to impact your pecuniary interests, whether directly or through another person or corporation, such as a close family member or your employer.

Accordingly, you hereby acknowledge the following:

1. It is your responsibility, as an individual committee member, to be aware of a potential conflict of interest and to declare the conflict when it arises.
2. If you are unsure of whether you may have a conflict, it is your responsibility to obtain further advice or information in respect of the matter.
3. Once you have declared a conflict in relation to a matter coming before the committee, you must not:
 - a. Participate in any discussion of the matter;
 - b. Vote; or
 - c. Attempt in any way, whether before, during or after the committee meeting, to influence the decision of others.
4. If you participate when you have a conflict, the consequence is removal from the committee by Council.

Please confirm your acknowledgement and agreement with the foregoing by signing and returning this declaration to the City.

Signature

Date

Print Name: _____

CONFIDENTIALITY DECLARATION

Throughout your Committee term you will be exposed to and have access to confidential "information" which is the property of The Corporation of The City of Penticton (the "City"). Committee members with access to this information must not use it for personal benefit or in any way that could be detrimental to the City. The term Information will not, however, include information which is or becomes publicly available other than as a result of a disclosure by you.

Accordingly, you hereby agree that:

1. You will keep Information confidential and will not (except as required by applicable law, regulation or legal process), without the City's prior written consent, disclose any Information in any manner whatsoever;
2. You will not (except as required by applicable law, regulation or legal process), without the City's prior written consent, disclose to any person the fact that the Information exists;
3. You will safeguard all Information to which you have access against inappropriate and unauthorized access by others;
4. You agree to report incidents of misuse or abuse of information;
5. *The Freedom of Information and Protection of Privacy Act* gives individuals a right of access to records subject to certain conditions. The City has procedures in place for handling requests for information under this Act. Any questions regarding privacy or the release of information not covered by these procedures should be referred to the Corporate Officer;
6. This declaration will be governed and construed in accordance with the laws of the Province of British Columbia and the British Columbia Courts will have exclusive jurisdiction to hear all matters arising here-from.

Please confirm your declaration with the foregoing by signing and returning to the City herewith.

Signature

Date

Print Name: _____



2021 Heritage and Museum Advisory Committee Meeting Dates

Meeting commences at 1:00 p.m.

Council Chamber, City Hall, 171 Main Street (Second Level) or via Zoom

Month	Date
January	13
February	3
March	3
April	7
May	5
June	2
July	7
August	4
September	8
October	6
November	3
December	1