EMPLOYMENT AGREEMENT

BETWEEN:

CITY OF KELOWNA

(the "**City**")

AND:

Doug Gilchrist

(the "**Employee**")

WHEREAS:

A. The Employee has been employed by the City since 22(1) ("**Initial Start Date**"), most recently in the position of 22(1).

B. The City now wishes to appoint and employ the Employee as City Manager and the Employee has agreed to be so employed on the terms and conditions set forth in this new Employment Agreement ("**Agreement**").

NOW THEREFORE THIS AGREEMENT WITNESSES THAT in consideration of the covenants and agreements set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

Employment Terms and Conditions

1. **Start Date.** The Employee's employment as City Manager pursuant to this Agreement will commence on 22(1) and will be for indefinite term subject to the right of either party to terminate the Employee's employment with the City in accordance with the terms of this Agreement.

2. **Position.** The Employee will be employed in the position of City Manager, and will perform the duties and responsibilities normally associated with this position including those set out in the Job Description attached as Schedule "A" of this Agreement, together with such other duties as may be agreed to by the parties.

3. **Reporting Relationship.** The Employee will report to and take direction from the Mayor and City Council as one collective body ("**Council**").

4. **Hours of Work.** The Employee's hours of work may vary and will be those necessary to fulfill the duties and responsibilities of the position. Notwithstanding this section, the Employer will remunerate the Employee for any time spent working in the Emergency Operations Centre in accordance with the City's policy. The Employee acknowledges and agrees that subject to the exception above, the Employee's Salary (as defined below) is the Employee's compensation for

all other hours worked and that as the Employee is employed in a management capacity the Employee is not entitled to statutory holiday pay or overtime pay.

5. **Conflicts of Interest.** The Employee will disclose any actual, potential or perceived conflict of interest to the City. Any uncertainty as to whether such a conflict exists will be raised by the Employee and determined by the City.

6. **Obligations to the City.** Throughout the Employee's employment with the City, the Employee will:

   (a) act in and promote the best interests of the City;

   (b) devote substantially the whole of the Employee's working time, attention and energies to the City;

   (c) not, without the prior written consent of the City, engage in any other business, profession or occupation, or become an officer, executive, contractor, agent or representative of any other company, partnership, firm, person, organization or enterprise where that engagement or position conflicts or could conflict with the business of the City or, in sole of opinion of the City conflicts or interferes with the performance of the Employee's duties and responsibilities under this Agreement;

   (d) comply with all of the terms of this Agreement;

   (e) comply with all of the City's rules, regulations, policies and procedures as amended from time to time, including but not limited to the City Code of Ethics, benefit policies, work practice policies and other employment related policies. The City introduces and administers these rules, regulations, policies and procedures at its sole discretion and it is acknowledged and agreed by the Employee that the introduction, deletion and amendment of City rules, regulations, policies and procedures does not constitute a breach of this Agreement.

7. **Conduct of the Employee.** In recognition of the fact that as City Manager, the Employee will be a public figure in the community and one of the public faces of the City, the Employee hereby agrees that he will at all times, both while at work and while away from work, conduct himself in accordance with the highest ethical standards, always conscious of the fact that his actions will reflect on the reputation of the City.

Compensation and Benefits

8. **Salary.** The Employee's annual Salary will start at **$247,487.00** less all required statutory deductions and withholdings. Pay periods are bi-weekly and will be deposited directly into the Employee's bank account.

9. **Salary Bands**. The Employee's Salary is managed through Salary Bands. Each year the City Manager Salary Band Maximum will be adjusted based on a review of the following factors:

[redacted] 17(1) [redacted]

17(1) [redacted]

10. **Increases.** The Employee's starting Salary is 17(1), 22(1) [redacted]. Increases to the Employee's Salary will follow the schedule below:

(a) 17(1) [redacted]

(b) 17(1) [redacted]

(c) 17(1) [redacted]

For the purposes of this Agreement, the reference to "**Salary**" shall mean the Employee's Salary in effect at the relevant time.

11. **Benefits.** The City will continue make its standard group employee benefit plan(s) ("**Group Benefits**") available to the Employee. While the City will continue to make its Group Benefits available to the Employee, the Employee hereby acknowledges and agrees that entitlement to and eligibility for Group Benefits are matters determined solely by the insurers and that the City makes no promise to the Employee about eligibility for or entitlement to benefits. The Employee also acknowledges and agrees that the components of the Group Benefits plans may be amended, modified or terminated from time to time, and that this may include terminating or changing insurers or carriers.

12. **Vacation.** The Employee will continue to accrue vacation in accordance with the City's policy on Management Exempt Staff annual vacation according to the Management Exempt Vacation Policy.

13. **Vehicle.** The Employee is required to have and maintain a valid driver's license and is required to own and maintain a vehicle for business use. The City will provide the Employee with a flat rate payment of $500 per month to reimburse the Employee for using his personal vehicle for City business. A copy of the Senior Management Vehicle Expense Program is attached as Schedule "B" and other than the monthly rate outlined above, all other guidelines shall apply.

Termination of Employment

14. **Without Just Cause.** The City may terminate the Employee's employment without just cause at any time by providing the Employee with 17(1), 22(1) [redacted]. If the City elects to provide the Employee 17(1), 22(1) [redacted]

17(1), 22(1) [redacted]

15. **For Just Cause.** The City may terminate the Employee's employment at any time for just cause without any notice or pay in lieu of notice. For the purpose of this Agreement just cause shall mean just cause at common law and includes without limiting the generality of the foregoing, the Employee engaging in any conduct that does, or would if it became known publicly, tend to bring him or the City into public disrepute, disfavour, contempt, scandal or ridicule.

16. **Resignation.** The Employee may resign from employment with the City by providing the City with 17(1), 22(1) [redacted], which the City may waive in whole or in part.

17. **Termination of Benefits:** 17(1), 22(1) [redacted].

Privacy and Confidential Information

18. **Privacy.** The Employee acknowledges that the City and the Employee are obligated to comply with the British Columbia *Freedom of Information and Protection of Privacy Act*, and with any other applicable legislation and City policies governing the collection, use, storage, and disclosure of personal information.

19. **Confidential Information.** For the purposes of this Agreement, "**Confidential Information**" means all confidential and proprietary information of the City, including but not limited to information regarding the City's personnel, operations, affairs, finances and financial information and confidential third party information.

20. **Protection of Confidential Information.** The Employee will treat all Confidential Information as strictly confidential and proprietary to the City and will take all reasonably diligent precautions to protect Confidential Information from improper discovery, use, duplication, or misappropriation by others.

21. **Non-Disclosure.** The Employee further agrees that while employed by the City the Employee will keep all Confidential Information strictly confidential and will only use and disclose such Confidential Information to the extent necessary in the proper performance of the Employee's duties and responsibilities for the City. 22(1) [redacted]

22. **Disclosure Required by Law.** If the Employee is required by law to disclose any Confidential Information, the Employee will provide the City with prompt written notice of such requirement so that the City may seek protective orders and other appropriate remedies and the Employee will furnish only that part of the Confidential Information that is required by law and will use reasonable efforts to obtain reliable assurances that confidential treatment will be given to the Confidential Information.

City Property and Proprietary Rights

23. **City Property.** All City property, including all books, notes, memoranda, reports, correspondence, lists, charts and all other documents and records, whether in hard, electronic, digital or any other form, and whether containing Confidential Information or not, shall be and remain the sole and exclusive property of the City.

24. **Return of Property.** Immediately upon the termination of the Employee's employment, regardless of the reason for or manner of termination, or upon request by the City at any other time, the Employee will return to the City all of the City's property in the Employee's possession or control, including but not limited to all equipment, computers, phones, software, passwords, credit cards and all books, notes, memoranda, reports, samples, correspondence, lists, charts and all other City documents and records, whether in hard, electronic, digital or any other form, without making or retaining any copies thereof.

General

25. **Severability.** Each provision of this Agreement is a separate and distinct covenant, severable one from the other and if any provision of this Agreement is for any reason held to be invalid or unenforceable in any respect, such invalid or unenforceable provision shall be severable and severed from this Agreement and the other provisions of this Agreement shall remain in full force and effect and be construed as if such invalid or unenforceable provision had never been contained herein.

26. **Waiver.** Any waiver of any breach of this Agreement shall only be effective if in writing executed by the party against whom the waiver is sought to be enforced, and no waiver shall be implied by any other act or conduct or by any indulgence, delay or omission. Any waiver shall only apply to the specific matter waived and only in the specific instance in which it is waived.

27. **Amendments.** Any amendments to this Agreement must be in writing and duly executed by the parties.

28. **Entire Agreement.** This Agreement contains the entire agreement of the parties and replaces and supersedes all prior oral or written agreements between the City and the Employee with respect to the subject matter hereof. The Employee acknowledges and agrees that, apart from what is expressly stated in this Agreement, the Employee has not relied on any representation made by the City or any of its employees, officers or agents relating to any aspect of the Employee's employment with the City or the termination thereof.

29. **Fresh Consideration.** The City is hereby providing the Employee with fresh consideration in the amount of $5.00 for entering into this Agreement and the Employee herby acknowledges the sufficiency and receipt of such fresh consideration.

30. **Counterparts.** This Agreement may be executed in counterparts and may be delivered by facsimile or other means of electronic transmission, each of which shall be deemed to be an original and such counterparts together will constitute one and the same instrument.

31. **Independent Legal Advice.** The Employee hereby acknowledges that the Employee has obtained or has had every opportunity to obtain independent legal advice before signing this Agreement and signs this Agreement of his own free act. 17(1) [redacted]

IN WITNESS WHEREOF the parties have executed this Agreement the ___ day of _____, 2018.

CITY OF KELOWNA

Per: _____
Mayor Colin Basran

Signed, Sealed and Delivered by the Employee in the presence of:

19(1)(a), 22(1) [redacted]

_____
Witness Signature

[redacted] 19(1)(a) [redacted]
Print Witness Name

1435 Water Street
Address
Kelowna, BC.

19(1)(a), 22(1) [redacted]

Doug Gilchrist

Exempt Salary Administration Policy

April 10, 2012

The purpose of this policy is to provide a fair and consistent approach to salary administration for City of Kelowna positions not covered by a union collective agreement.

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1. Definitions

   a) Job Evaluation – a process to rank and compare exempt positions internally. The evaluation process is conducted by an internal committee, consisting of a cross-section of exempt staff, including a representative from the Human Resources Department. The services of an external job evaluation consultant are used on an 'as required' basis.

   b) Salary Band – a salary range for a group of relatively equal exempt positions with a maximum, target and minimum salary. Positions will be placed in salary bands based on job evaluation results and salary administration policy. Positions may move within a band or to another band based on job evaluation results.

   c) Compa Ratio – the ratio of an employee's actual salary to the maximum of the band.

   d) Target Rate – the compa ratio in the middle of the band that represents the targeted market salary. The target rate assumes fully proficient employees with consistently solid performance.

   e) Compression – Generally compression is said to exist when the target rate of an exempt Supervisor's salary range is lower than the annual rate of pay of their unionized employees. In such situations, compression pay will be considered. A rate of up to five percent above the unionized employee may be applied and reviewed on an annual basis following the annual management salary review. Concerns about compression are resolved on a case by case basis after a compression analysis has been completed by the Compensation and Benefits Manager.

   f) Red Circle – when, as a result of job evaluation or re-organization, an incumbent is being paid more than the maximum salary of band. When this occurs the incumbent will receive no future salary increases which would result in a salary above the maximum within their new salary band. There will be no loss of pay for incumbents in these situations.

2. Job Evaluation

   a) All new and significantly changed exempt positions will be evaluated by the internal Job Evaluation Committee. A full evaluation of all exempt positions shall also be conducted periodically at least once every five (5) years.

   b) Results of the evaluation will be reviewed by the City Manager, the General Managers and the Human Resources Director in order to ensure Corporate consistency. Where such review conflicts with the evaluation result, the Committee will conduct a re-evaluation. The results of the re-evaluation will be final subject only to the reconsideration process outlined below.

   c) Incumbents who feel their position was not evaluated correctly can request a reconsideration by providing a written rationale to their Director. The Job Evaluation Committee will only re-evaluate the position based on a recommendation from the employee's Director and the Director of Human Resources. The results of the re-evaluation will be final.

Effective Date	Revised Date	Authorized By	Approved By
		Director, Human Resources	Executive Team

3. Market Surveys

   a) An annual market survey will be conducted using information from the Hay Group's 'Broad Public Sector' group. Comparisons of salaries from similar municipalities, CPI, unionized increases and the general economic outlook may also be considered.

   b) Where applicable, in consideration of general budgetary considerations, recommendations will be made to City Council to adjust the minimum and maximum salaries in order to maintain salaries at a percentile of the Broad Public Sector comparator group as approved by Council.

4. Placement in a Salary Band Upon Appointment

   a) Salary upon appointment to an exempt position will be determined by the Human Resources Manager responsible for recruitment in consultation with the hiring supervisor. The standard practice will be to make appointments at the minimum salary within the band. Exceptions will be considered in the following circumstances:

      i. When it is determined that the qualifications of the successful candidate far exceed the required qualifications and it is anticipated there will be a shorter learning curve upon appointment. In these cases approval of the next two higher levels of authority and Director of Human Resources is required.

      ii. When it is in the best interest of the City, based on recruitment and retention challenges, in order to secure the successful candidate's acceptance of the job offer. In these cases approval of the next two higher levels of authority and Director of Human Resources is required.

      iii. Promotions and re-classifications to a higher band - Generally, internal candidates being appointed to positions within a higher salary band will be appointed at the band minimum or receive up to a 2% promotional increase over their current salary. Placement into positions of a higher pay band does not automatically result in an increase in pay. The decision regarding pay on placement into a higher band will be based on the employee's qualifications, experience and salary as compared to the qualifications and salary for the new pay band as well as the existing staff within the band.

      iv. Rates lower than minimum – Rates lower than the minimum may be approved for training programs or for employees who do not meet minimum job requirements.

      v. Reclassifications to a lower band – When positions are re-classified to a lower band, the employee's salary will be red circled.

      vi. Moving to a lower band – Employees applying to move to a lower band or employees demoted for cause will be placed into the new salary band. If their current salary exceeds the band maximum, then the employee is placed at the maximum of the new salary band.

      vii. Lateral transfers – Transfers within the same band are not subject to a salary increase.

5. Annual Salary Adjustments

   a) Any Annual Salary Adjustments will be based on merit. Merit increases are designed to move employees through their salary band in recognition of improved skills and knowledge and greater experience.

   b) Overall merit increase guidelines are recommended annually to the City Manager by the Director of Human Resources and approved by City Council based on the market survey and general budgetary guidance.

   c) Individual merit increases are recommended by the Department Director based on the guidelines established and an acceptable level of performance as indicated on the annual Employee Performance Review.

Effective Date	Revised Date	Authorized By	Approved By
December 17 2009	April 10 2012	Director, Human Resources	Executive Team

d) All salary adjustments including merit and compression increases are effective on the first pay period in April.

e) Annual salary adjustments are prorated for employees who were hired or received a promotional increase in the previous year.

f) Any adjustments to salary band minimum and maximum rates will be based on the market survey as outlined above and subject to approval by City Council. Any across the board increases that are provided as a result of changes to salary band structure will be included in the annual salary adjustment which is awarded on a merit basis only.

6. Exceptions to policy

a) Any exceptions to this policy require the approval of the Director of Human Resources and the Divisional General Manager or City Manager.

Effective Date	Revised Date	Authorized By	Approved By
December 17 2009	April 10 2012	Director, Human Resources	Executive Team

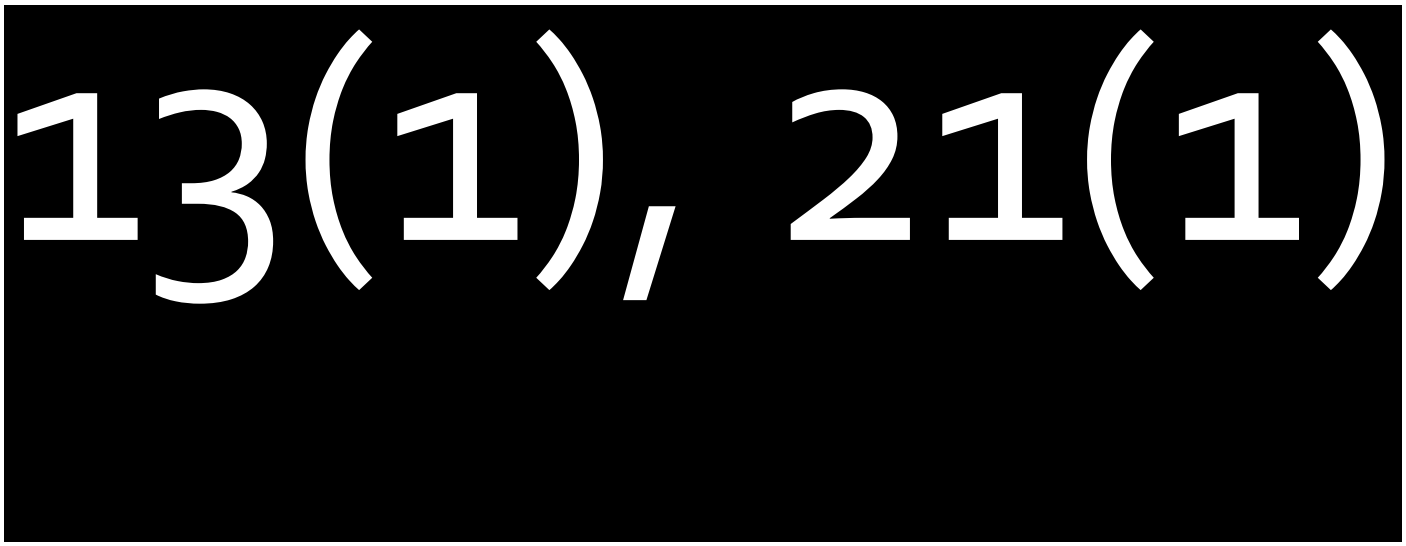
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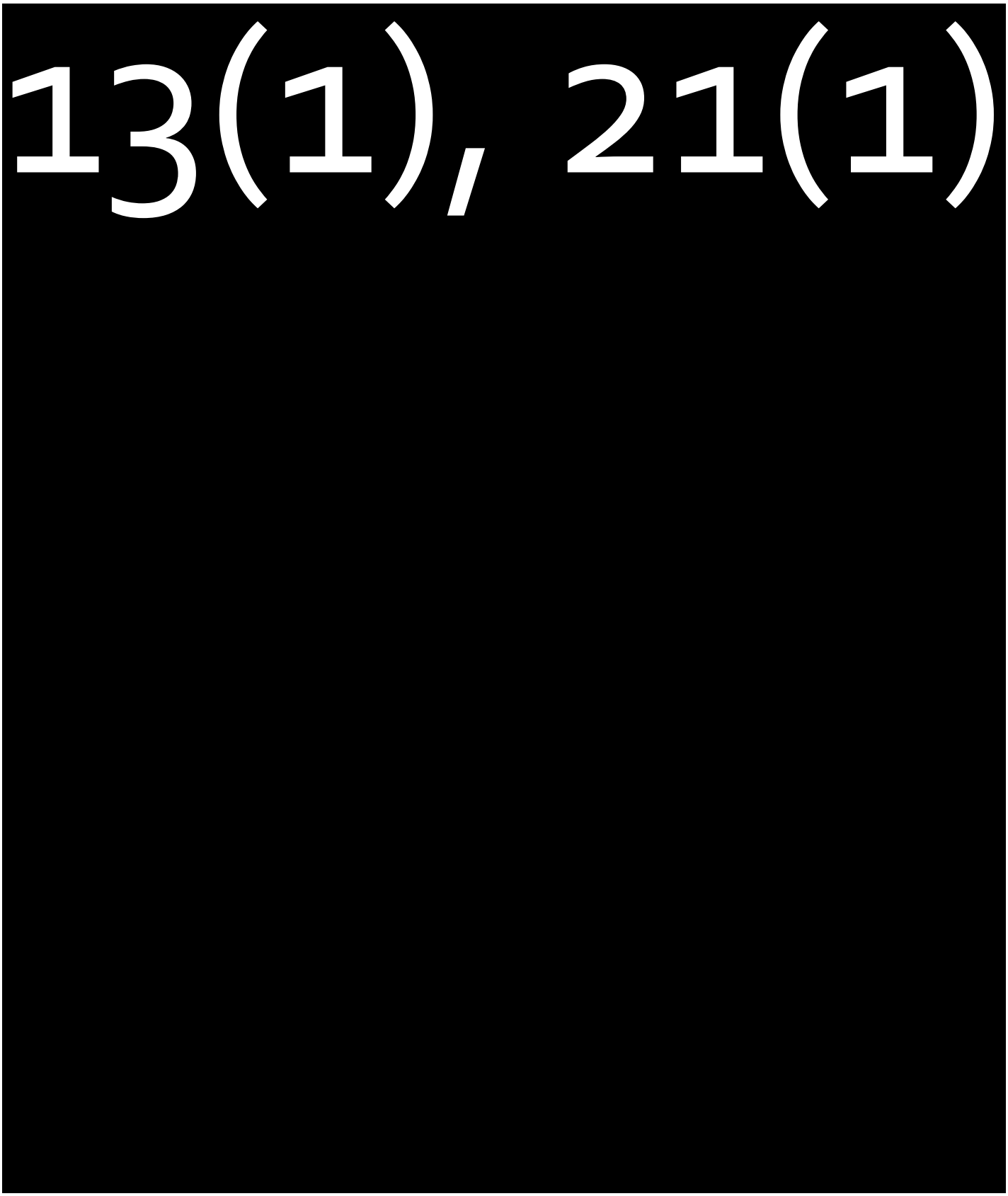
Compensation Planning Update for 2023

August 2022

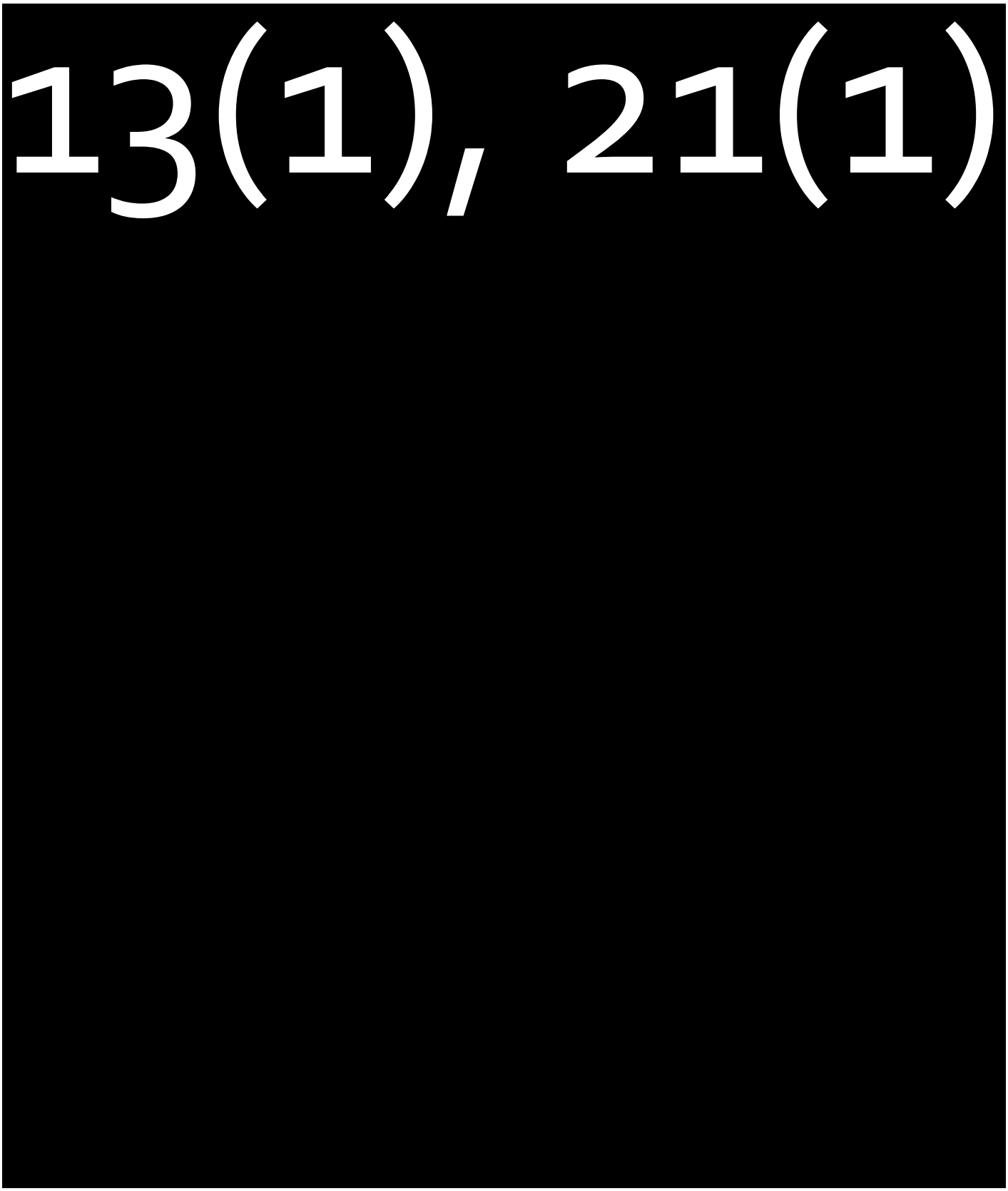




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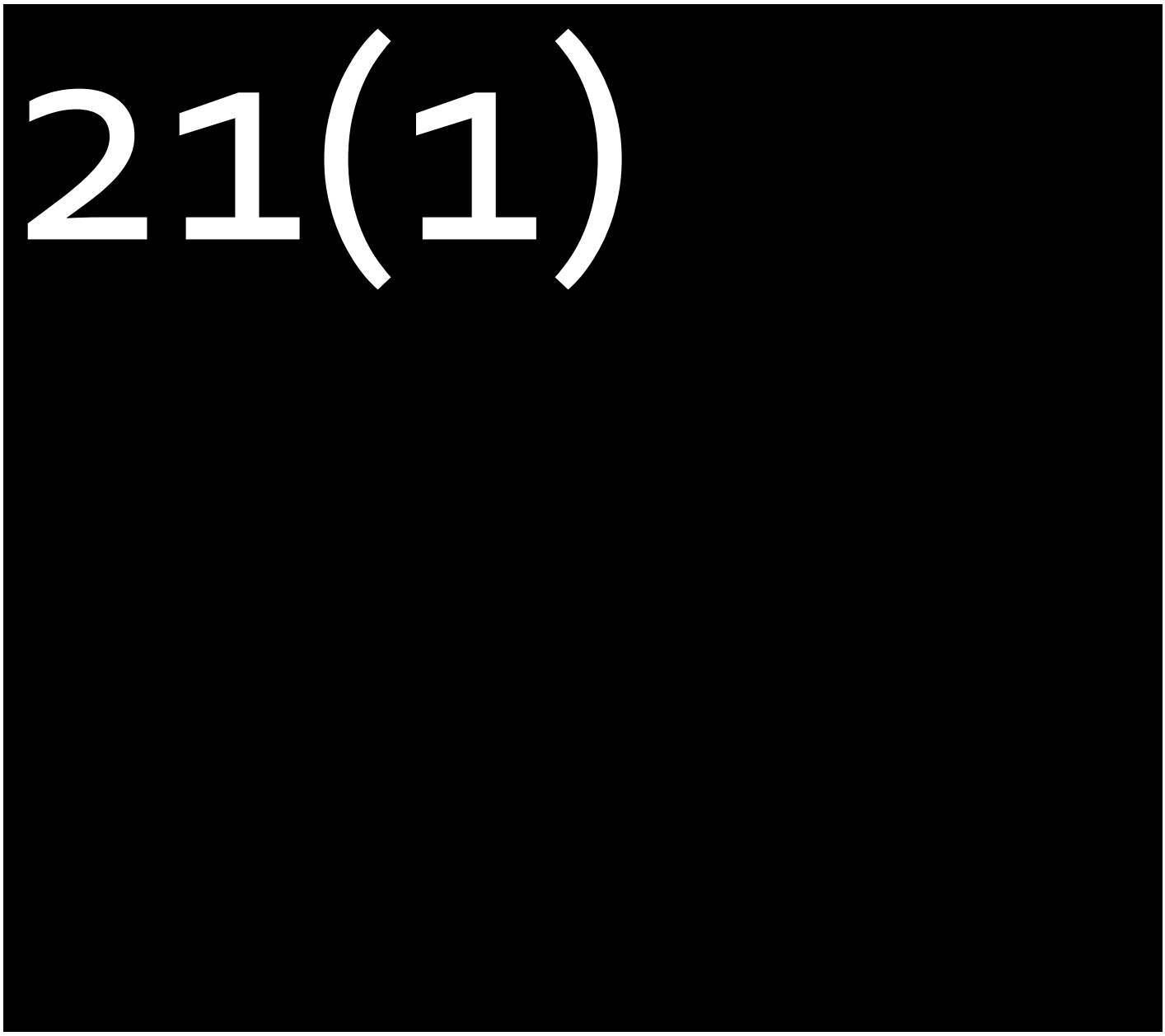


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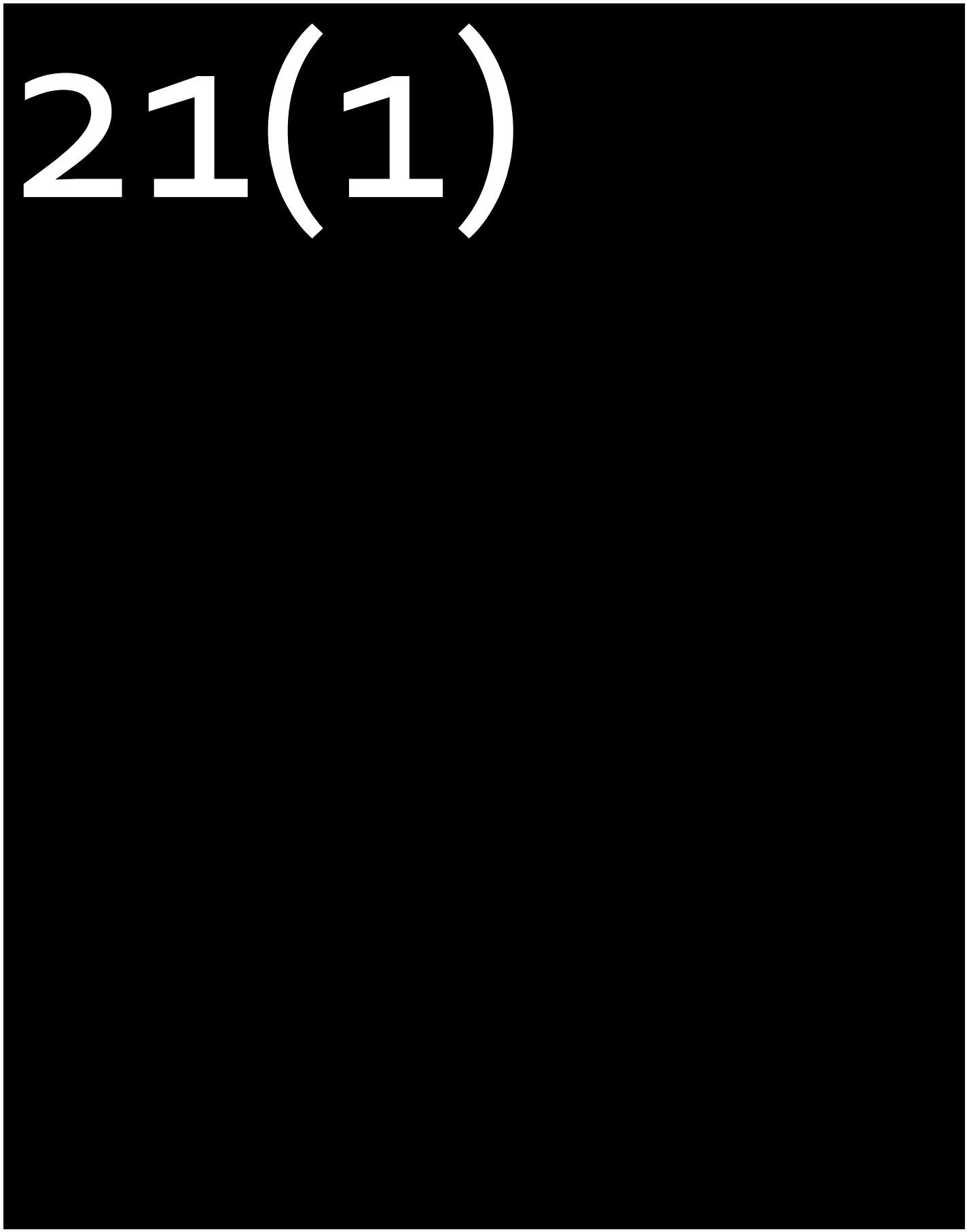


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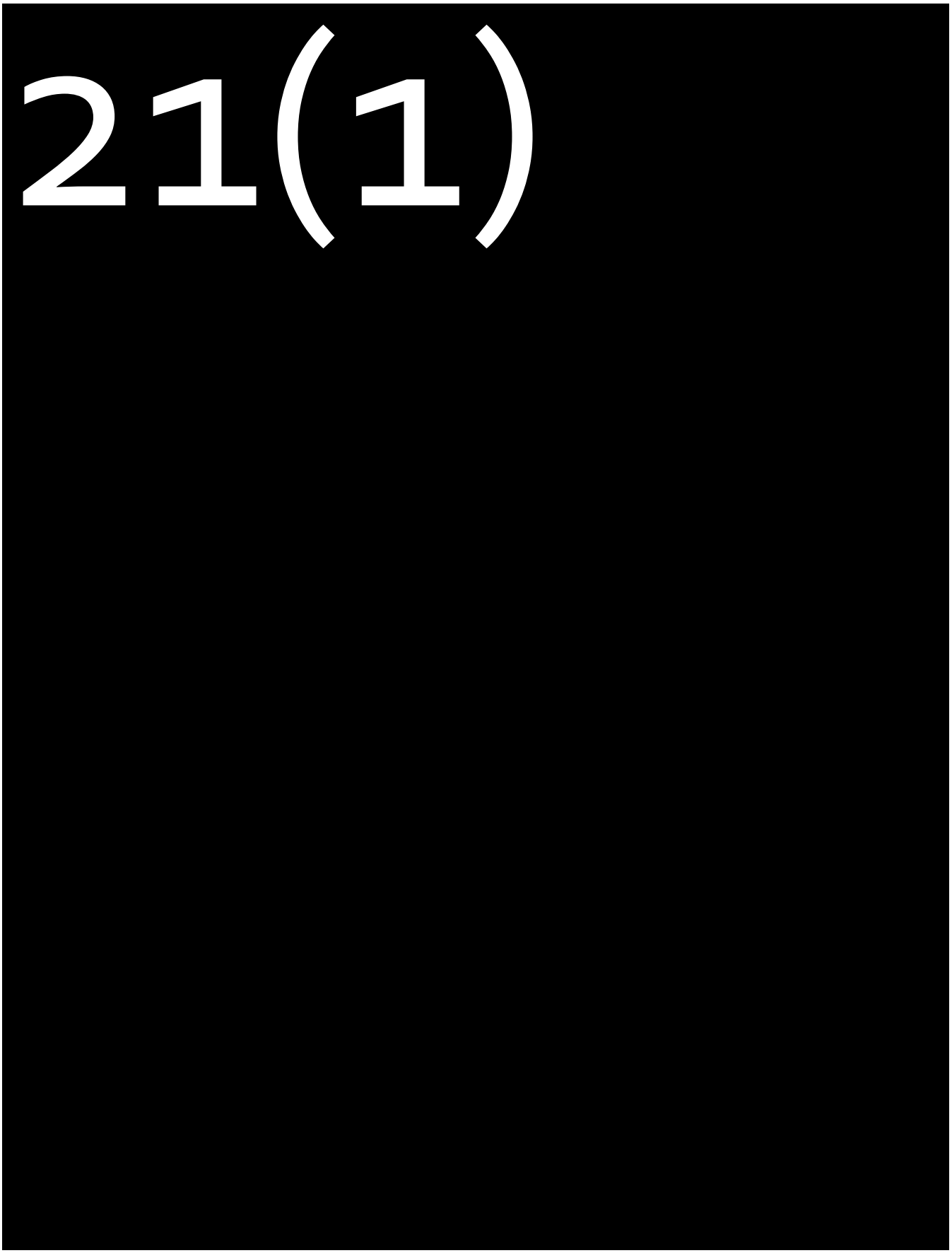
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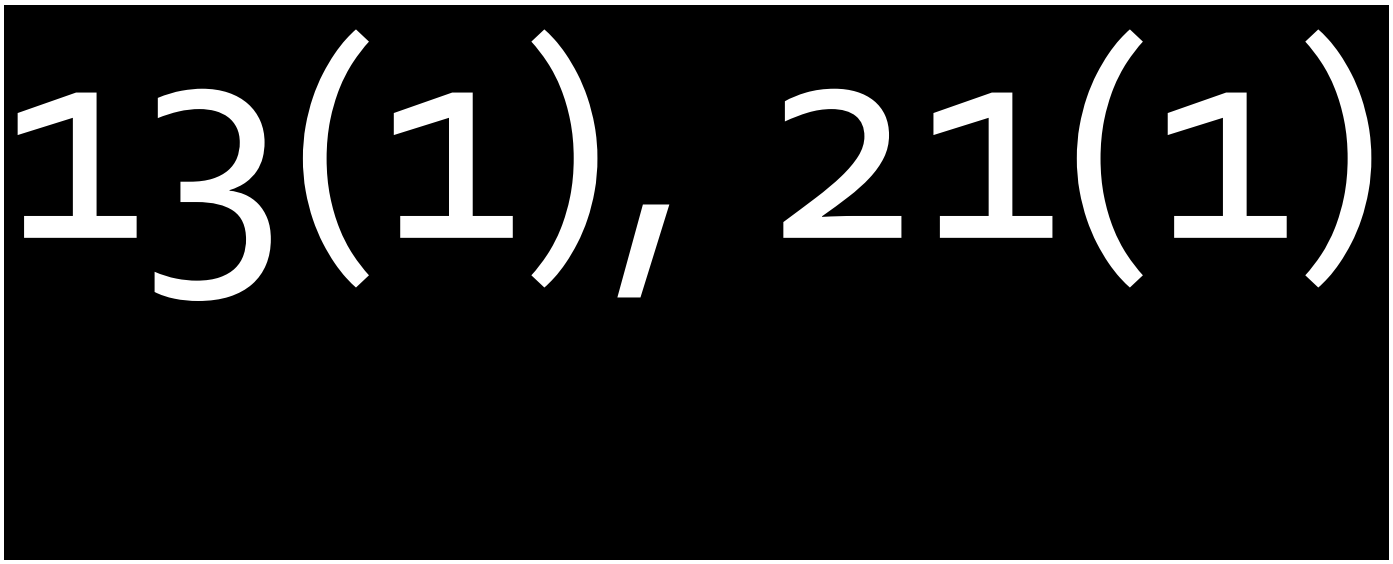
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CANADA MARKET BRIEFING:

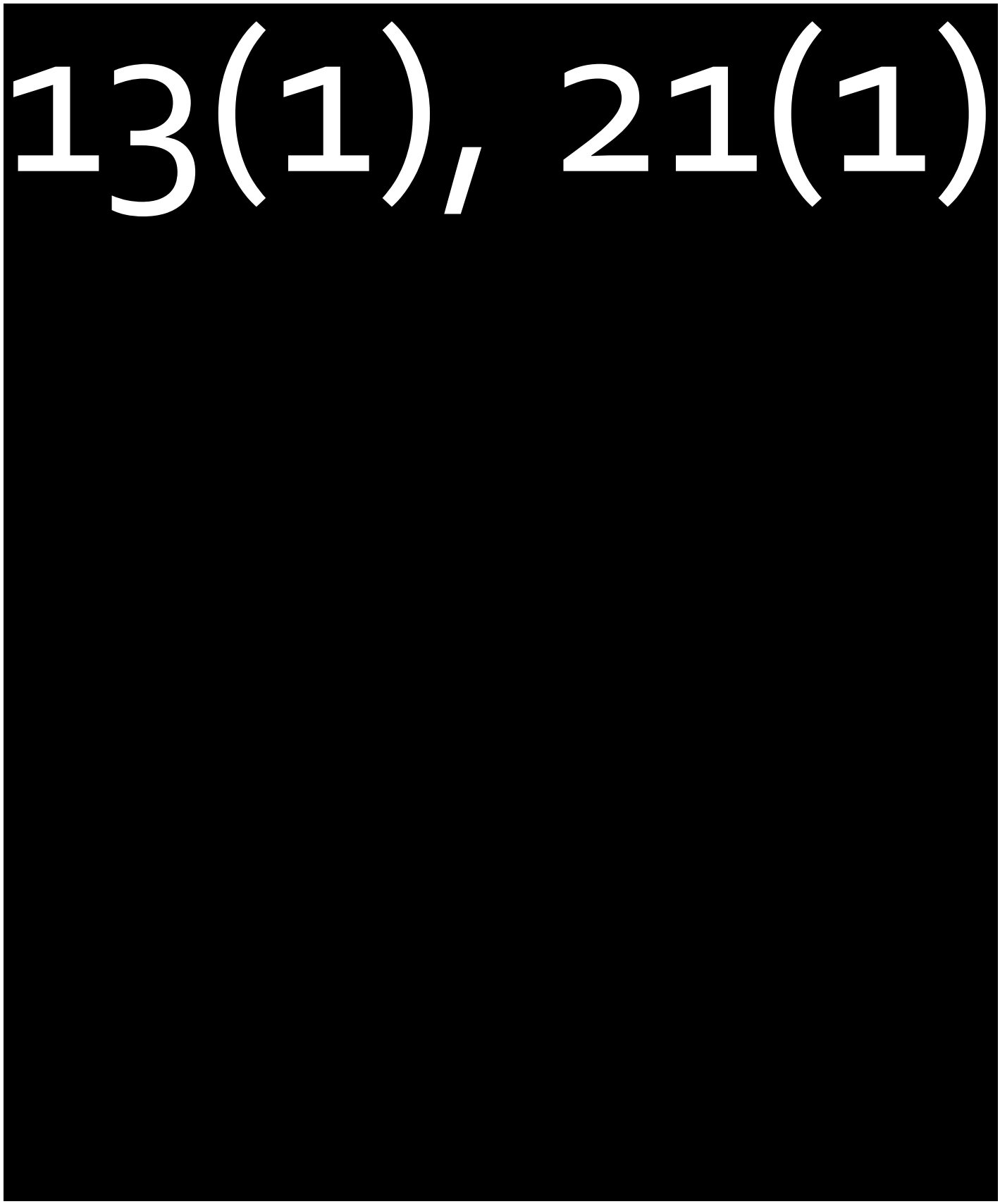
Compensation Planning Update for 2024

August 2023

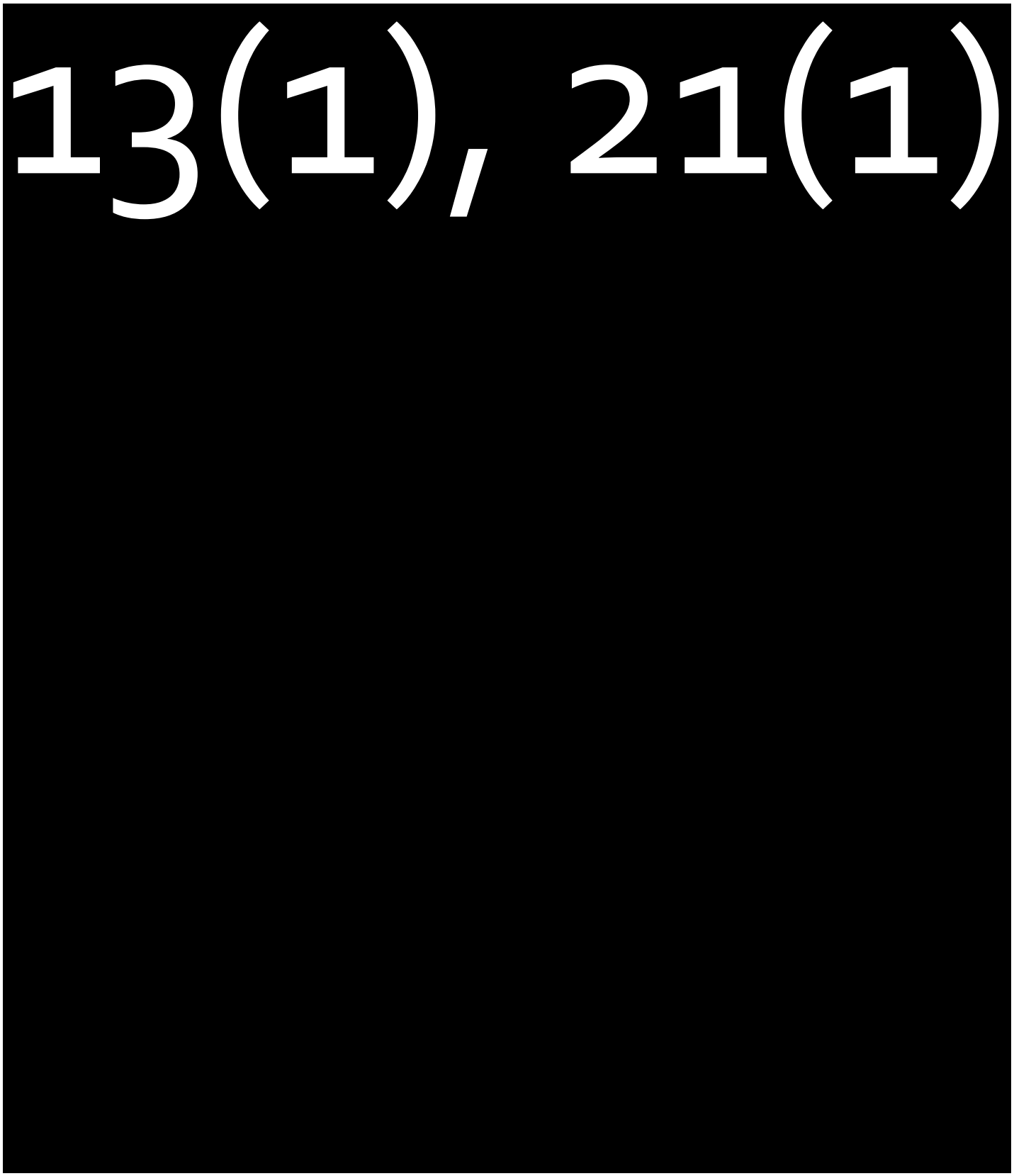




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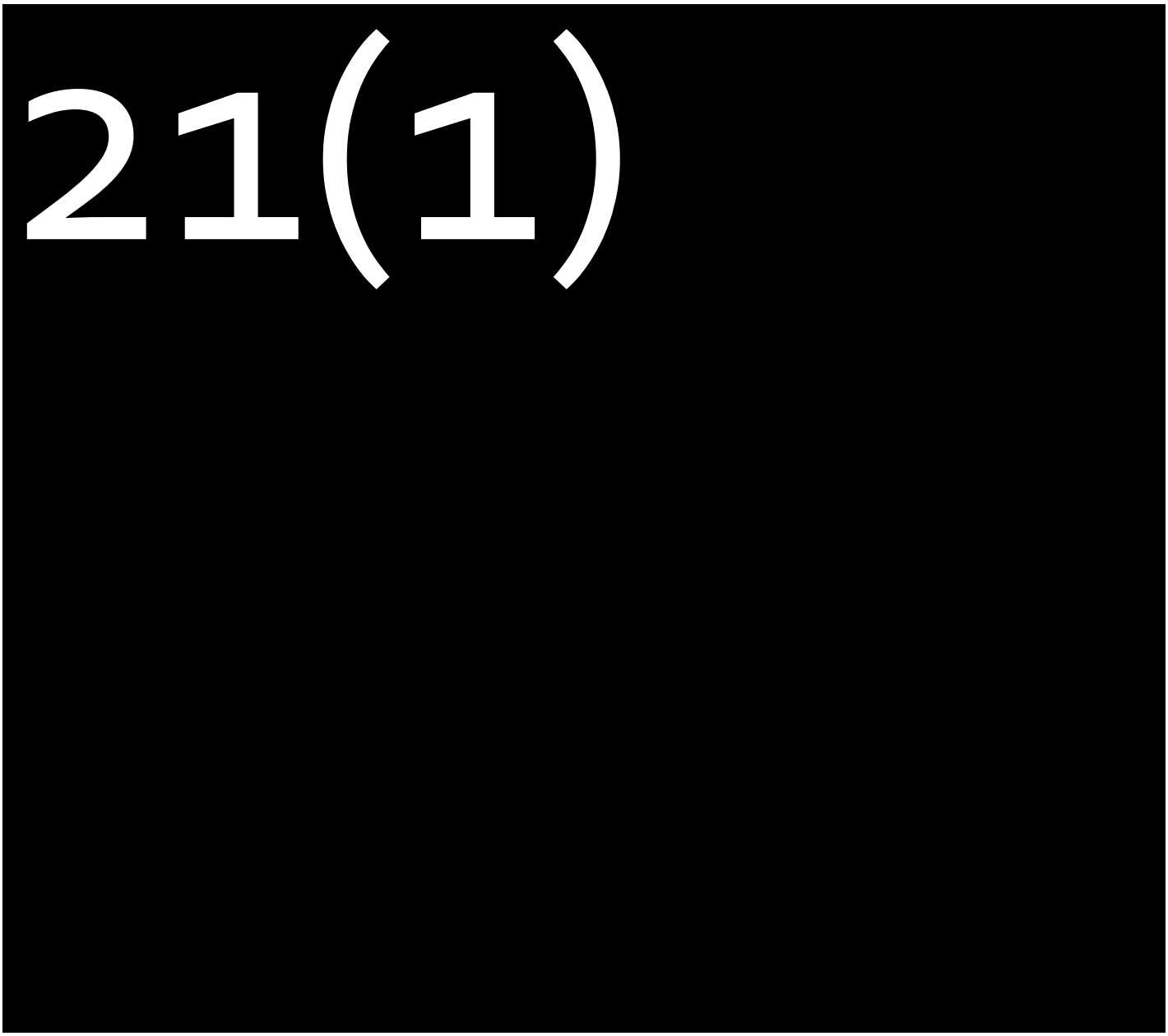


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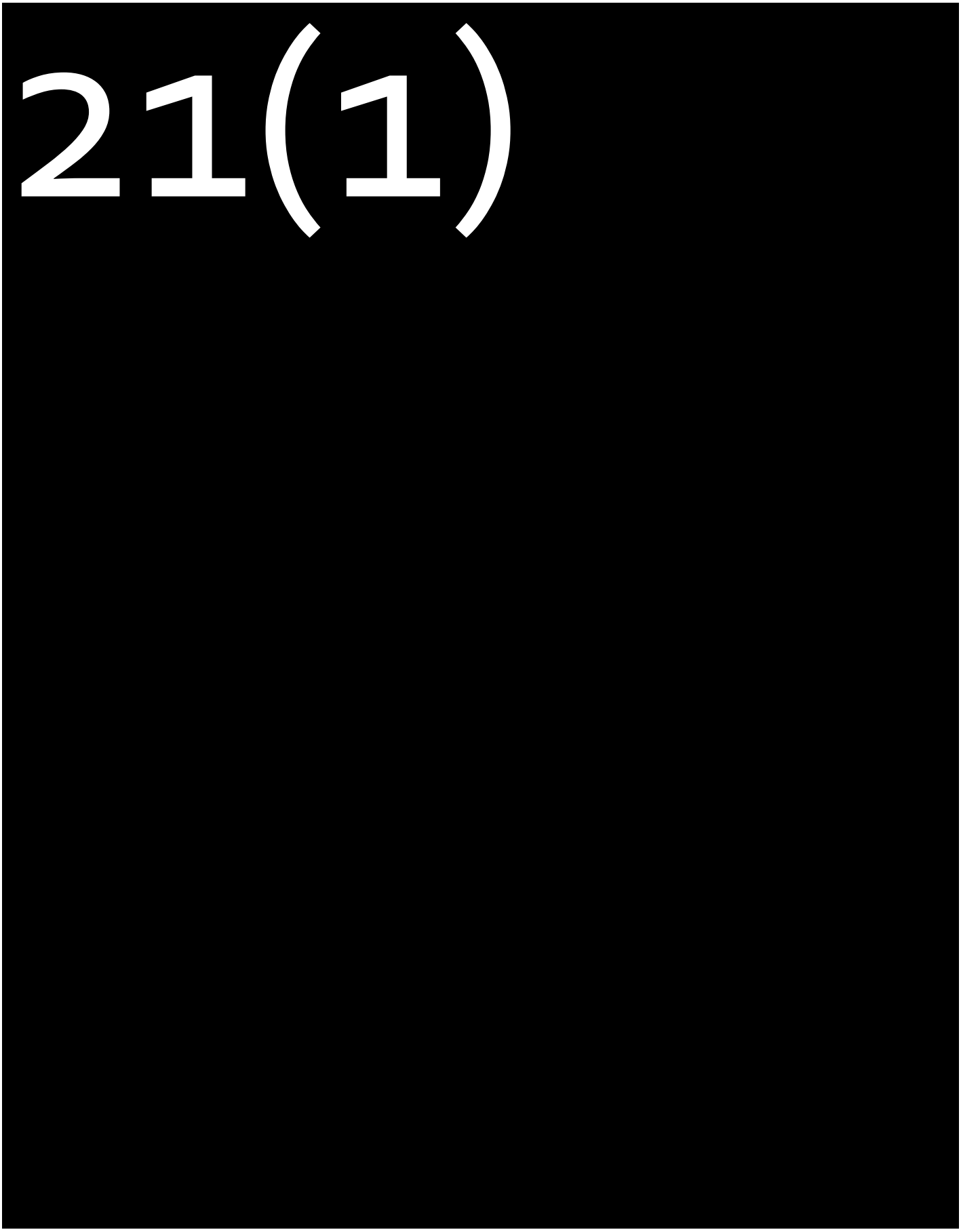
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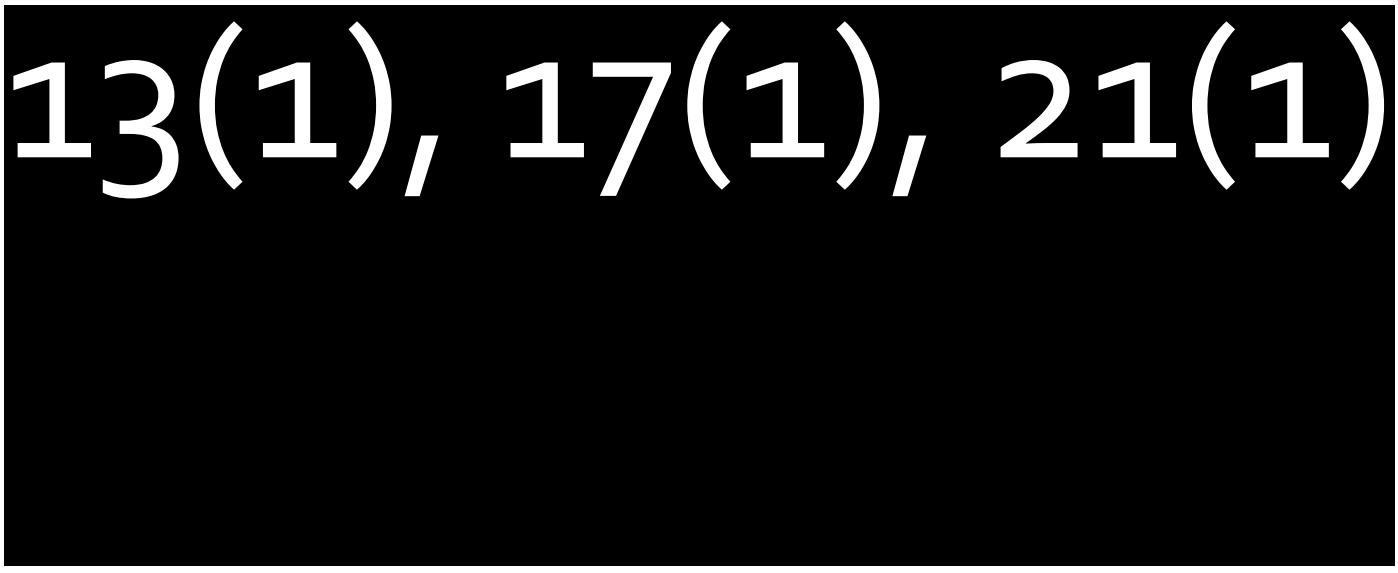
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CANADA MARKET BRIEFING:

Compensation Planning Update for 2025

August 2024

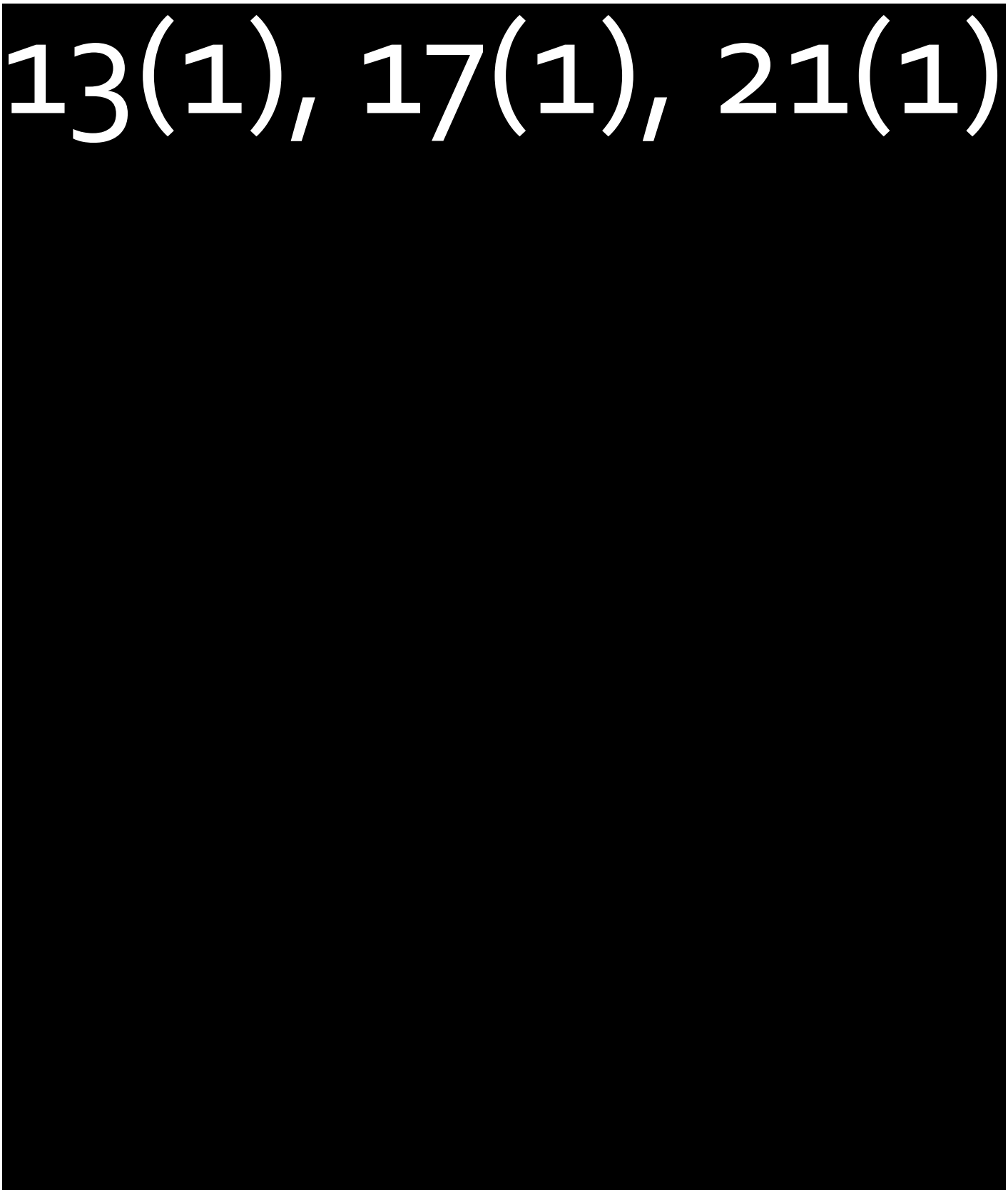




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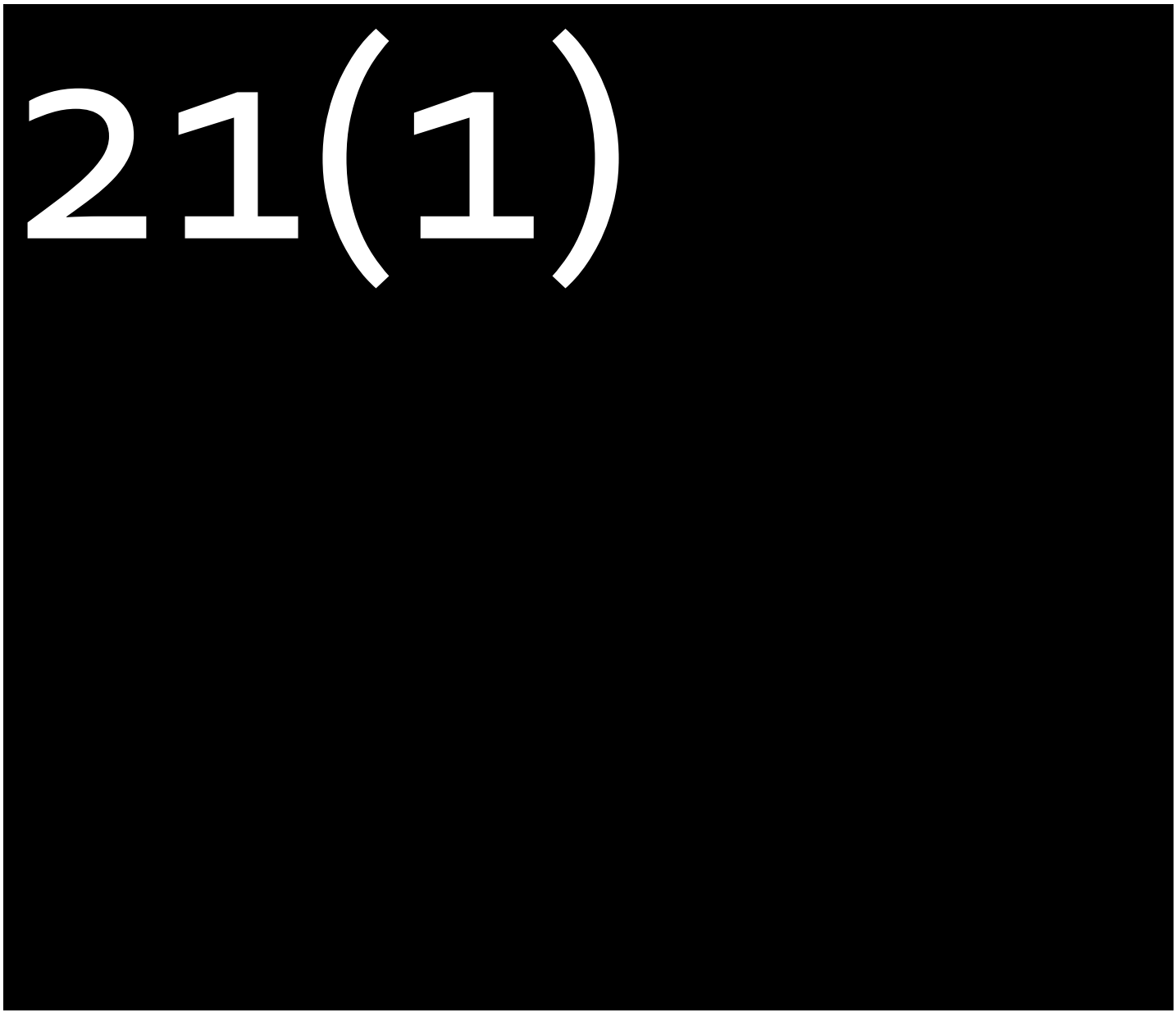


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Career Makers.

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19(1)(a)

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Management Compensation Review (Draft)

City of Kelowna

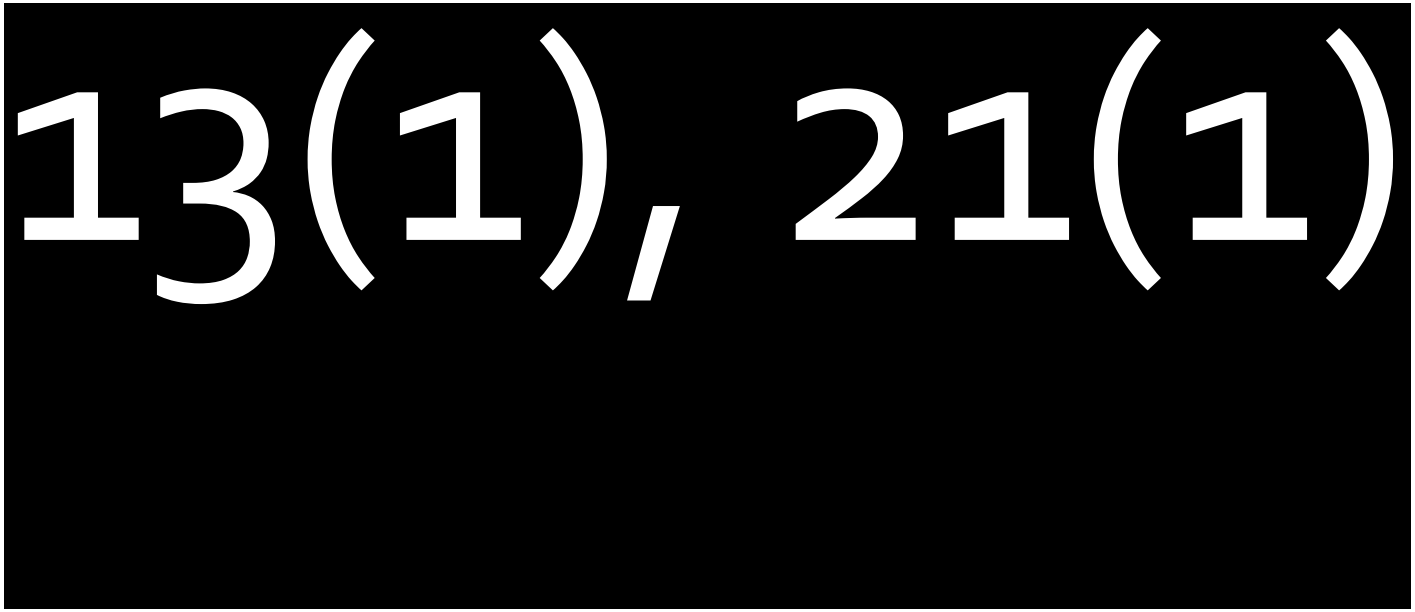
January 31, 2024

For questions about this report, please contact:

19(1)(a) | Compensation Consultant | 19(1)(a)
Phone: 19(1)(a) Mobile: 22(1), 19(1)(a)
Email: 22(1), 19(1)(a)

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Introduction

We are pleased to present our findings and recommendations from the compensation review for management positions at the city of Kelowna. We look forward to discussing this report with you once you have had the opportunity to review it.

Background & Methodology

The city of Kelowna asked for assistance in conducting a compensation review for its management positions. The city wishes to know whether its compensation is competitive to its defined market.

Based on the direction provided by the city, we conducted a custom survey of select BC local governments in conjunction with the cities of Coquitlam, Delta, and Richmond. The survey captured data on compensation philosophy, annual adjustments, and base salary ranges.

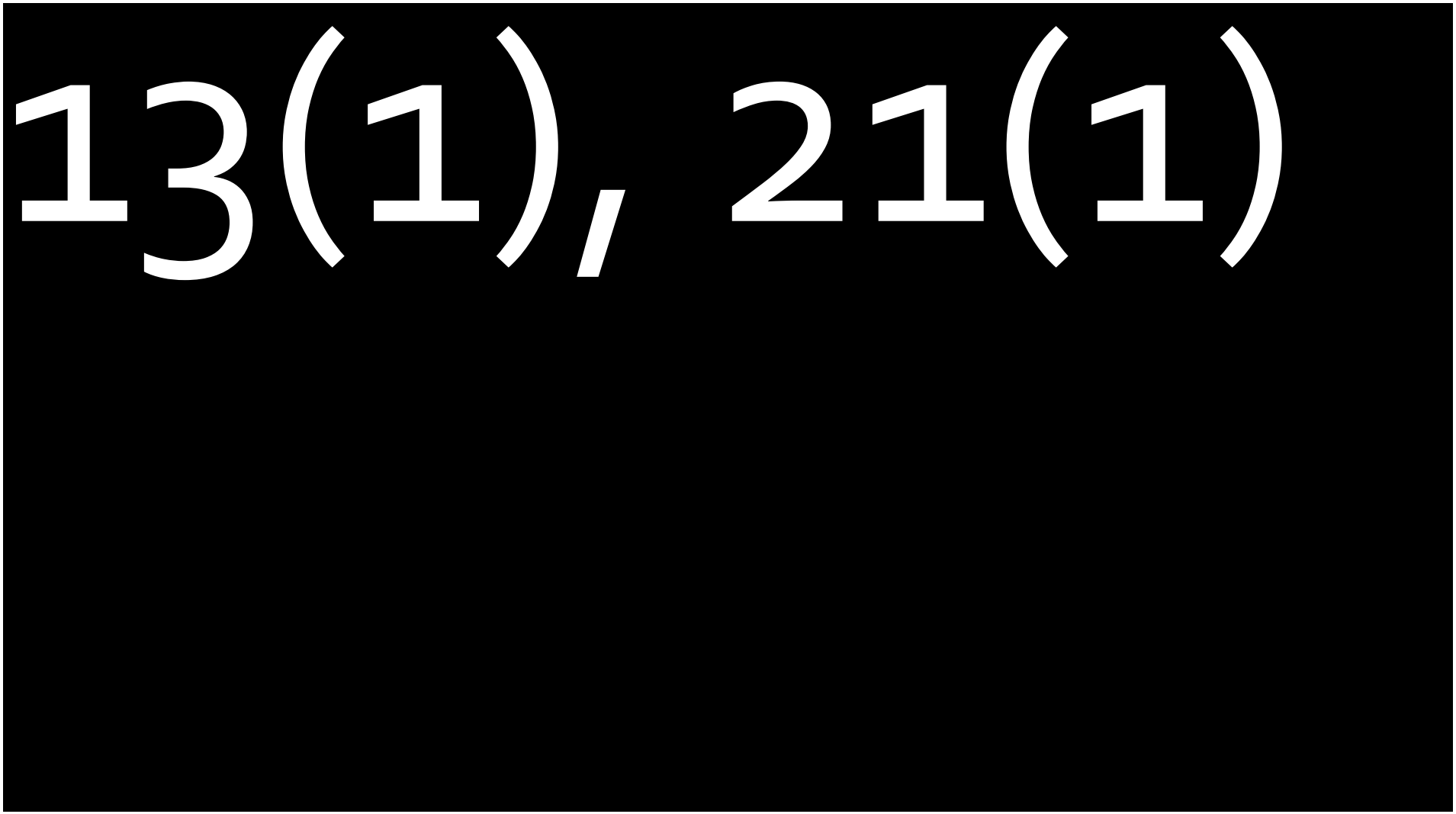
We emailed the survey questionnaire to select local governments. We collected data (see Attachment 1) on 33 benchmark positions (see Attachment 2 for benchmark position descriptions). We reviewed and validated all returned data, identified anomalies, and followed up where necessary.

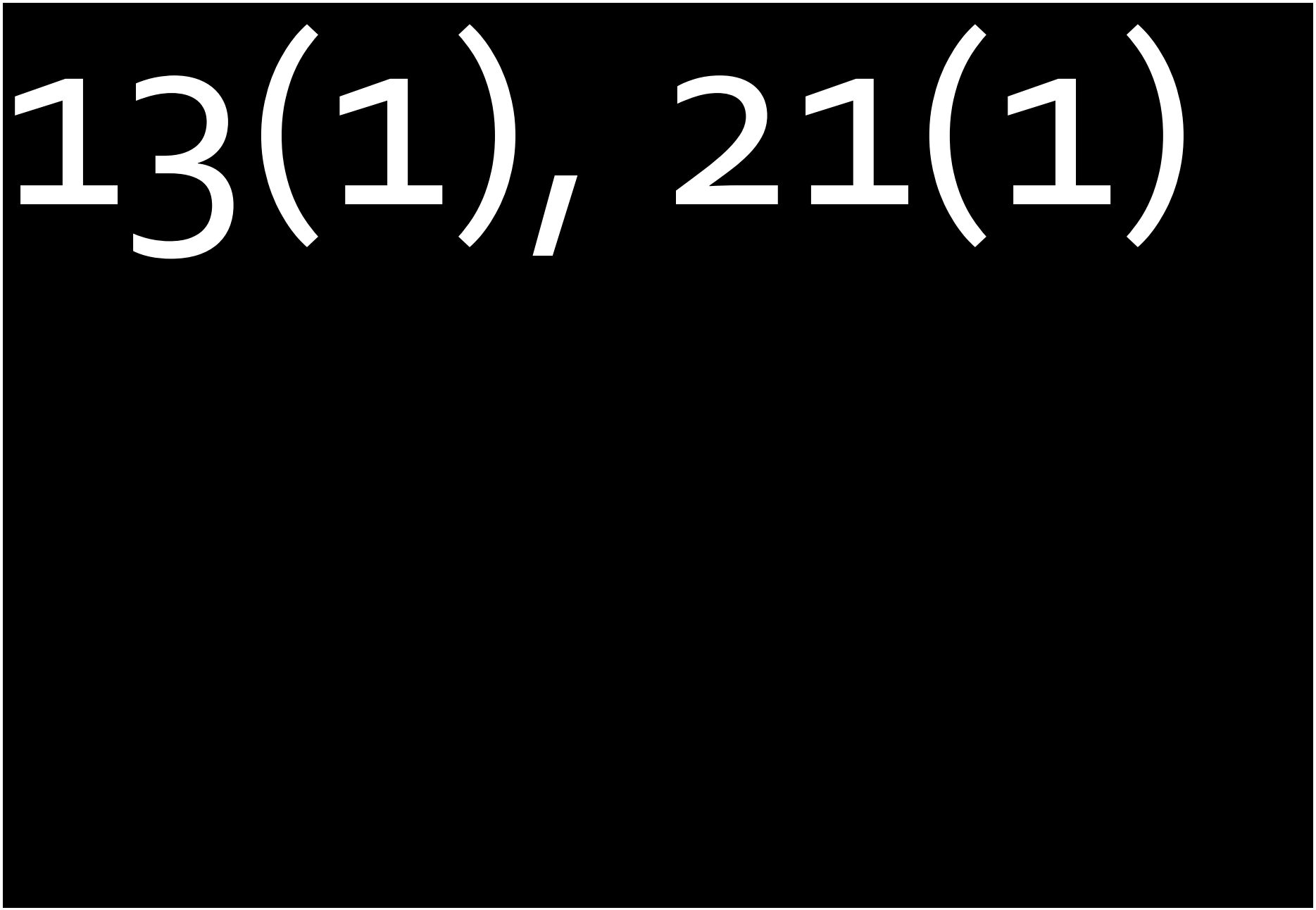
The city of Kelowna defines its external market as the following 16 BC local governments. A profile of the organizations is found in Attachment 3.

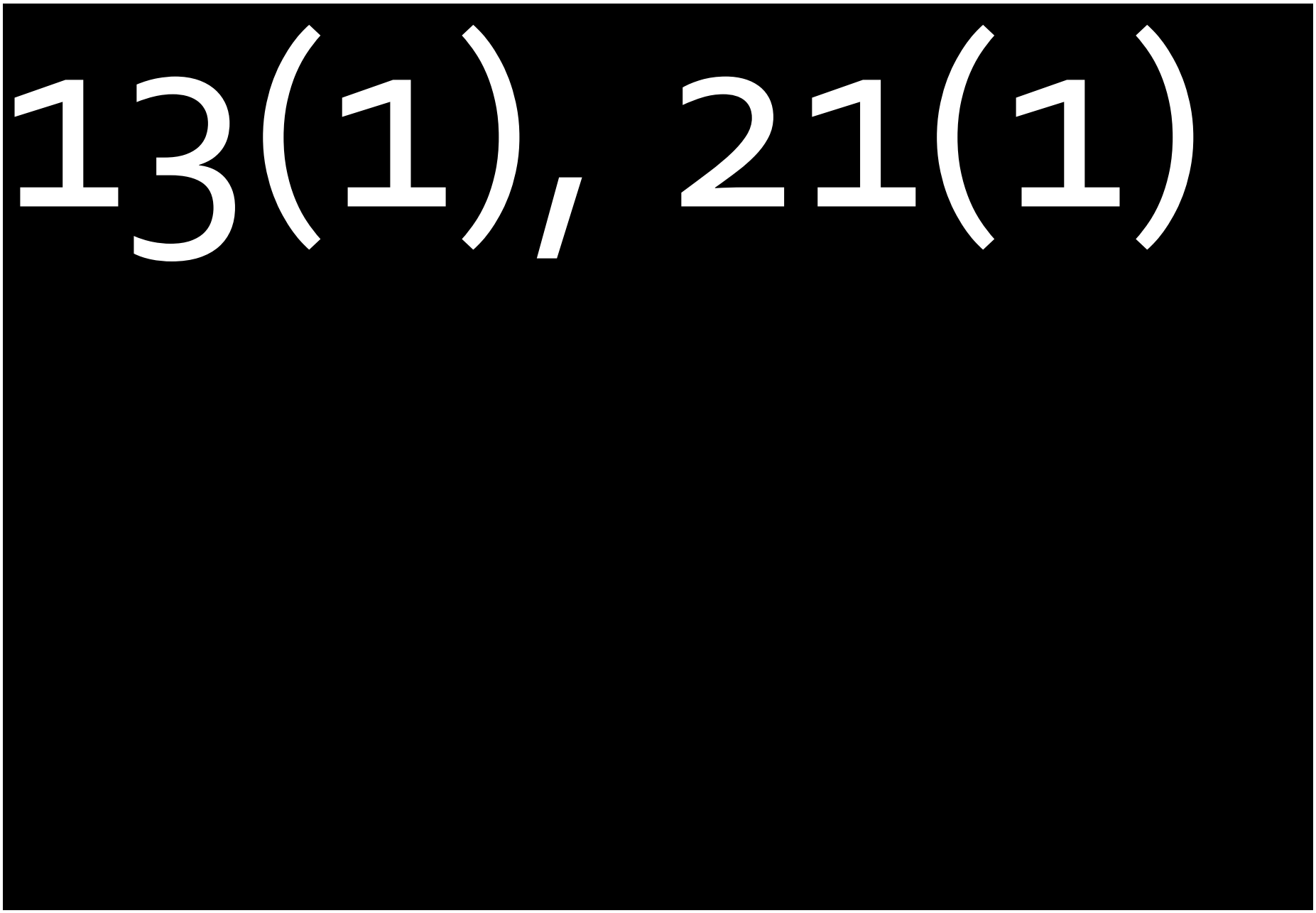
1. Abbotsford
2. Burnaby
3. Coquitlam
4. Delta
5. Kamloops
6. Langley Township
7. Metro Vancouver (regional district)
8. North Vancouver (district)
9. Penticton
10. Richmond
11. Saanich
12. Surrey
13. Vancouver
14. Victoria
15. Vernon
16. West Kelowna

The compensation data in this report have been rounded, aggregated, and summarized using tables. Specific definitions to assist with understanding the data are found in Attachment 4. Compensation data was collected in 2023.

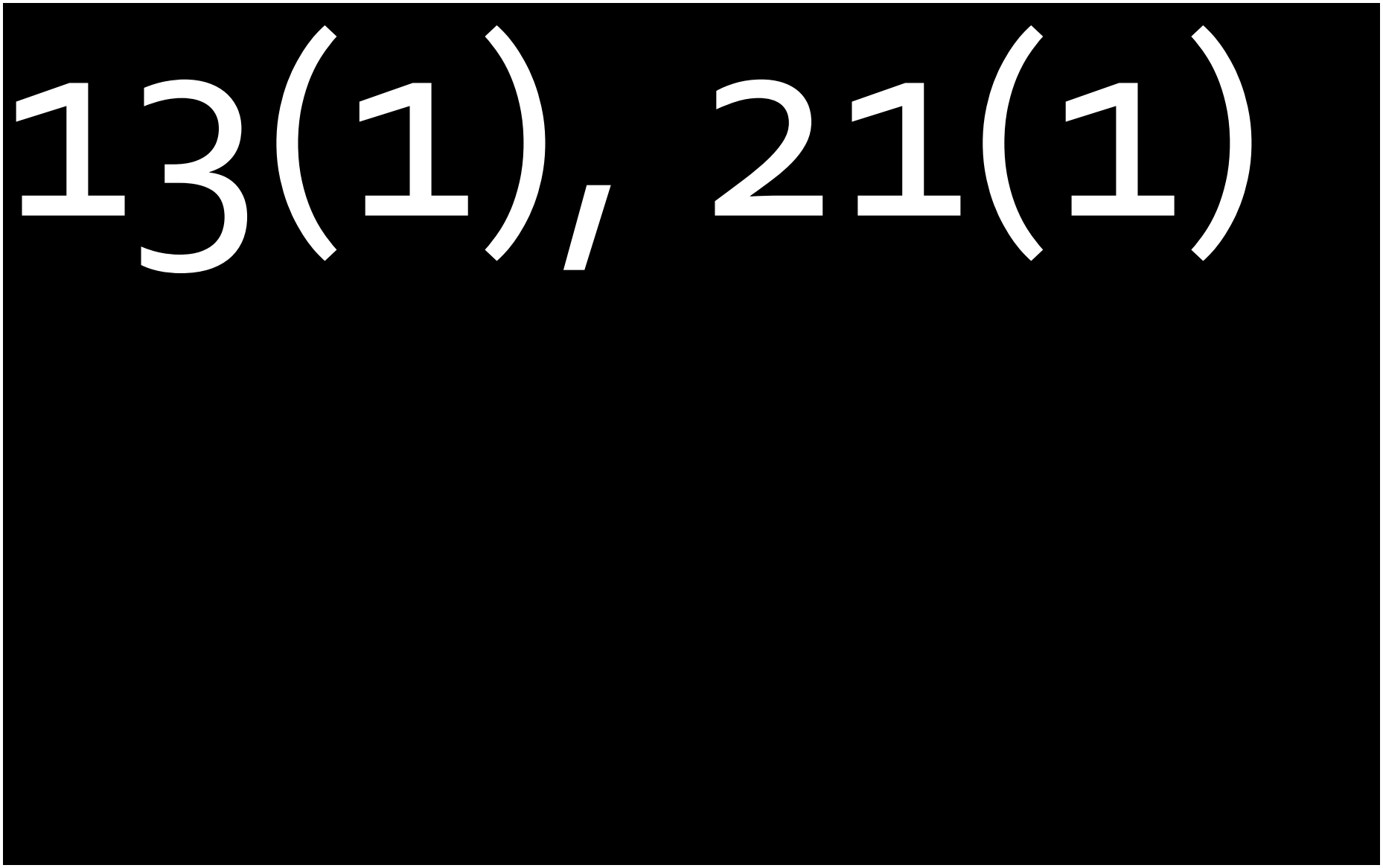
FINDINGS – BASE SALARY COMPENSATION

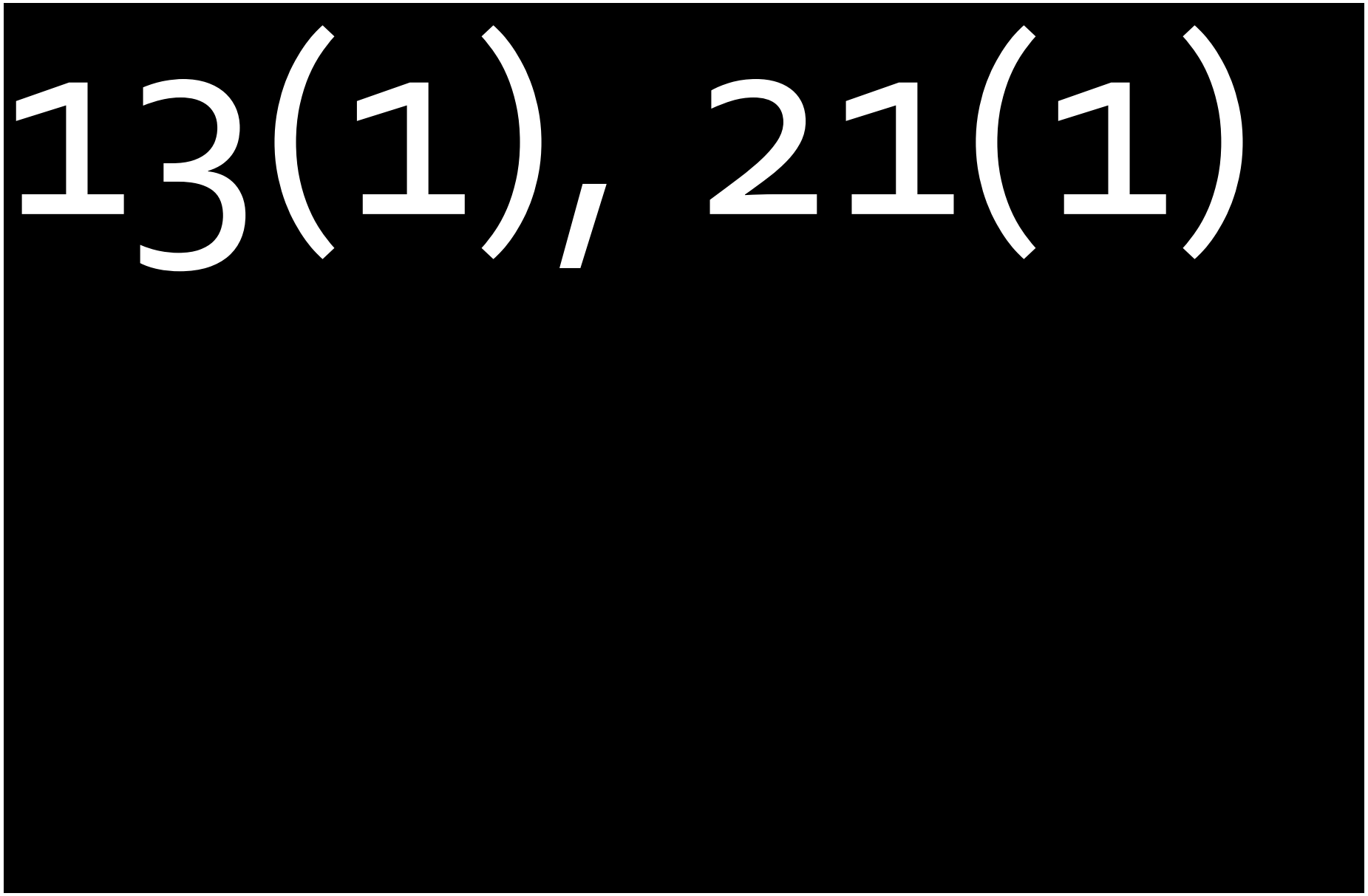


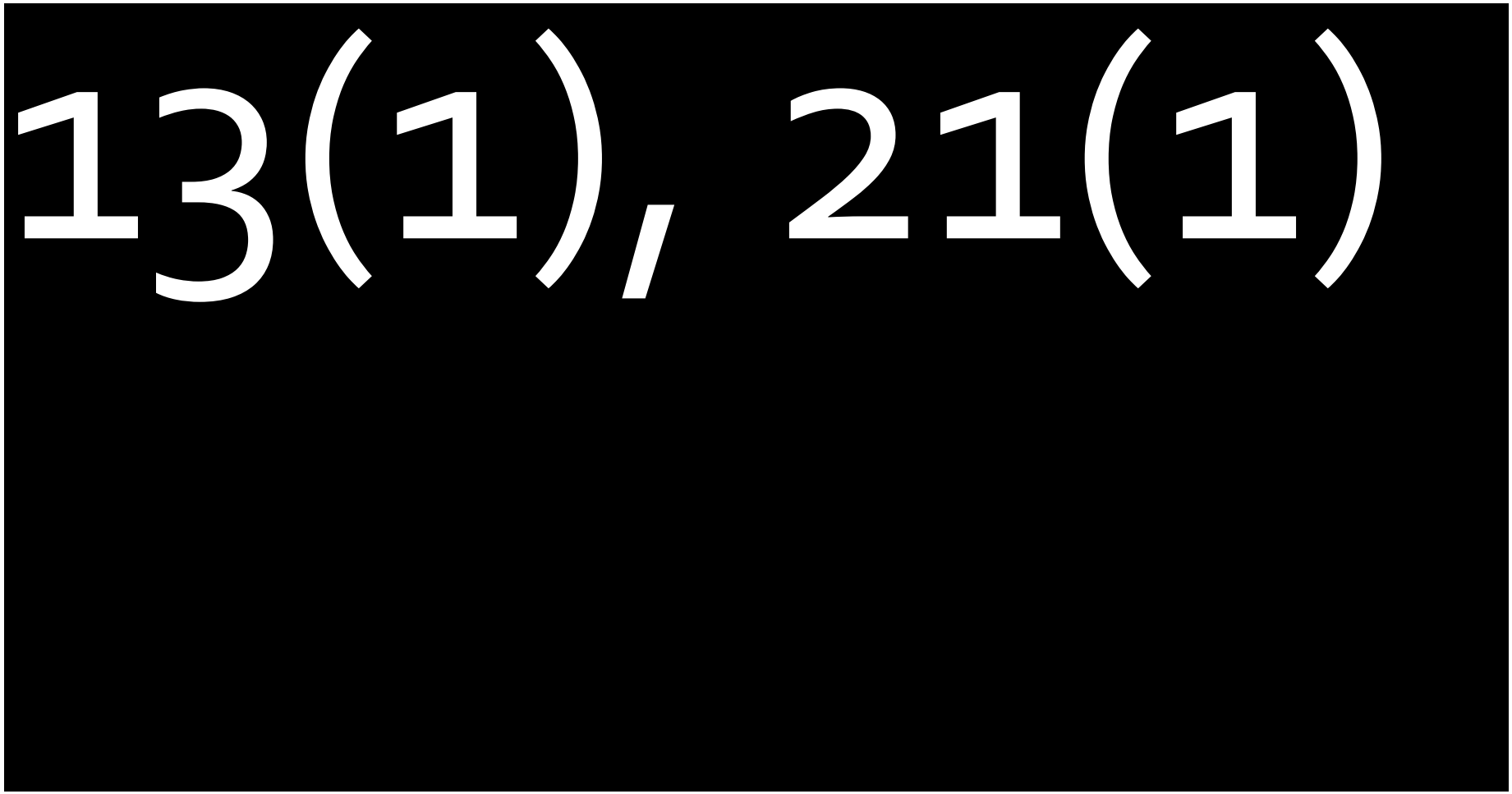

13(1), 21(1)

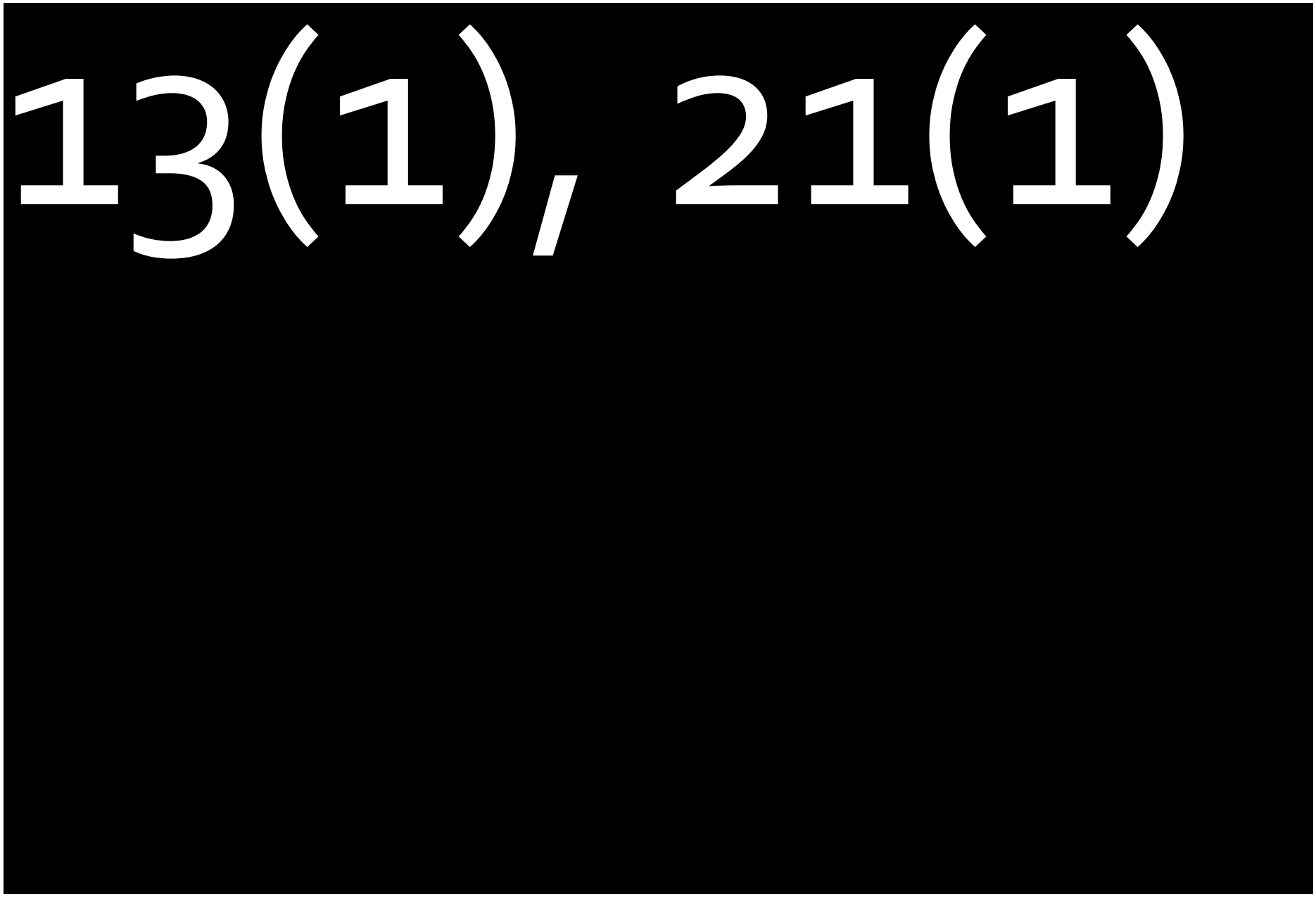

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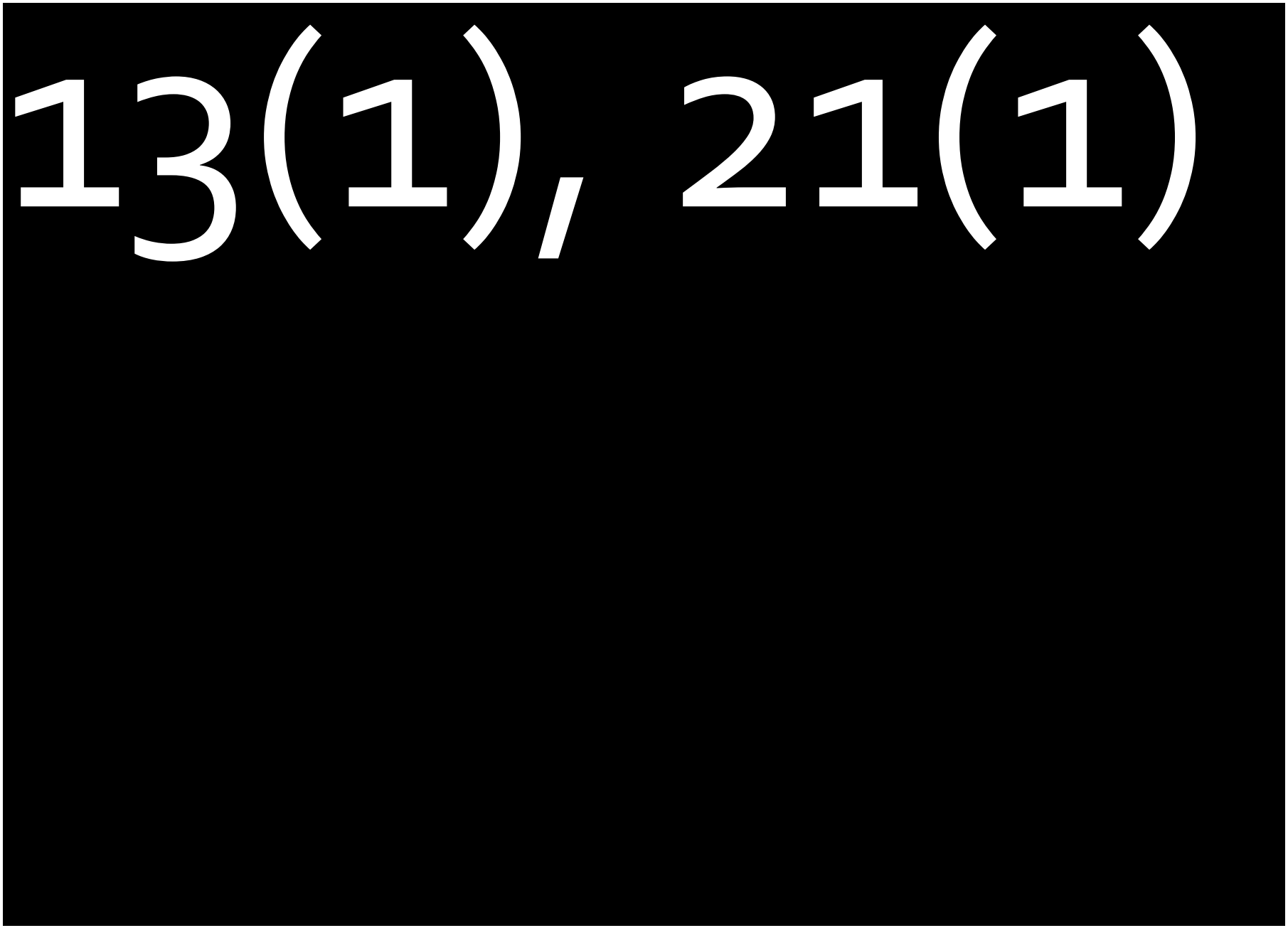

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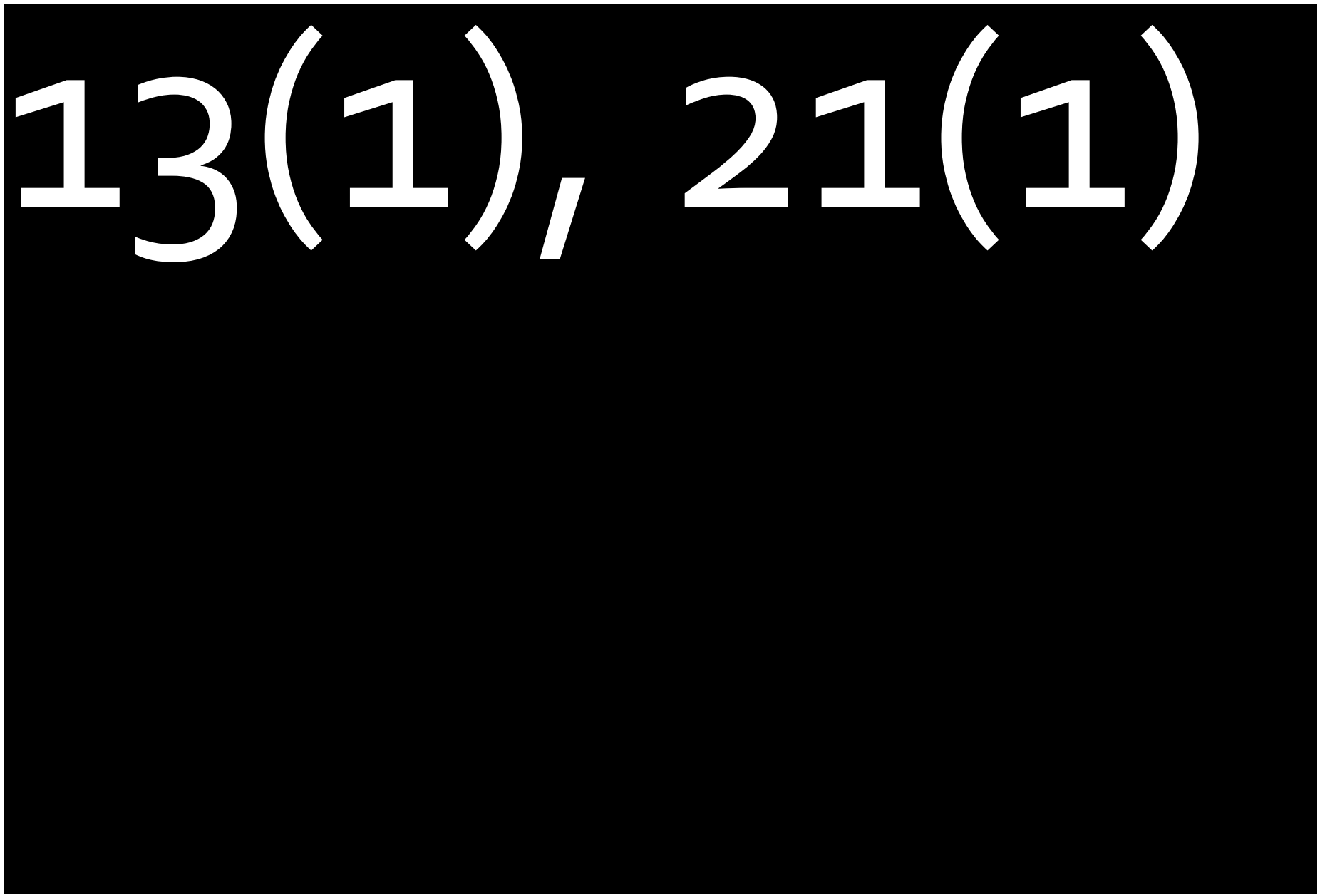

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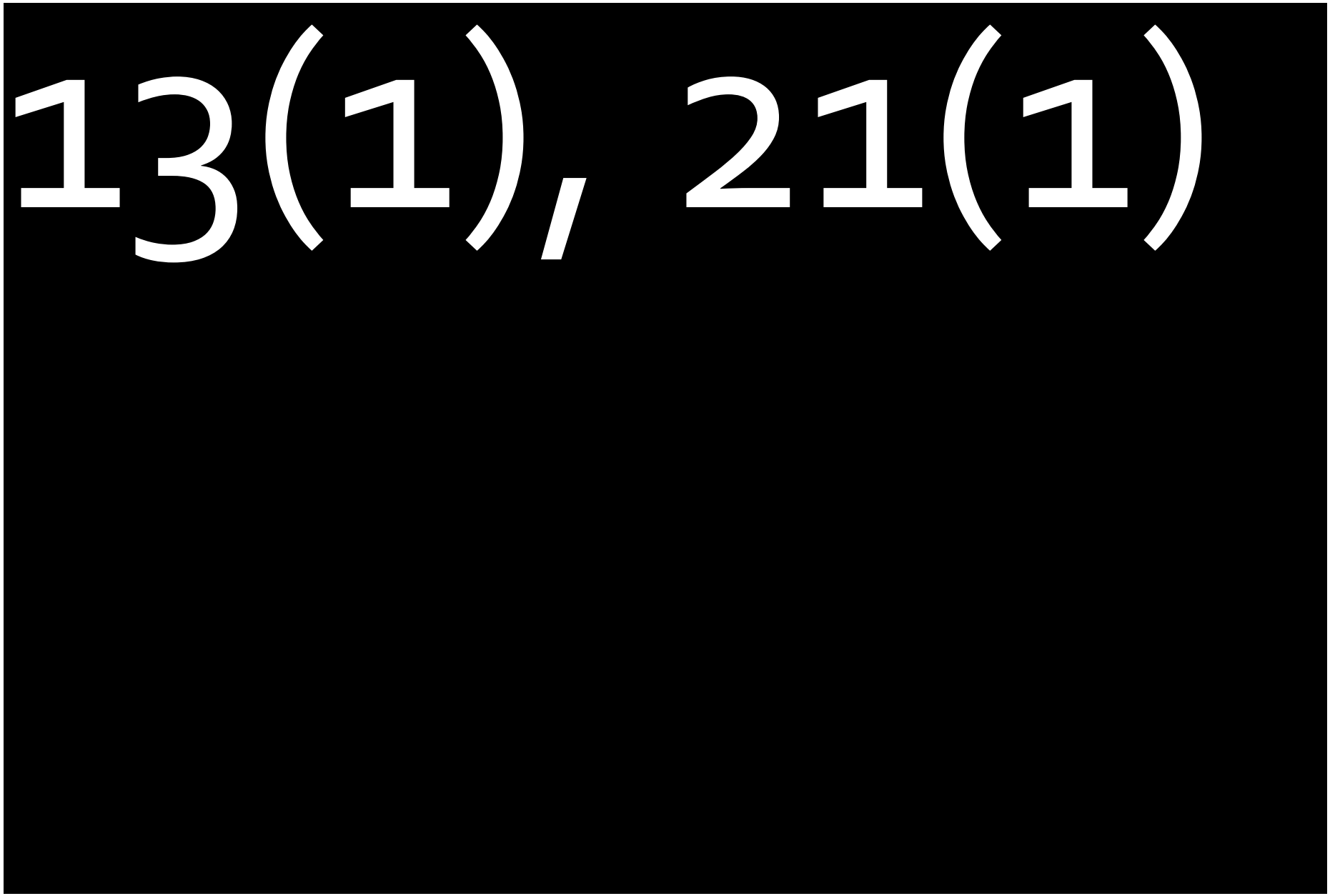

13(1), 21(1)

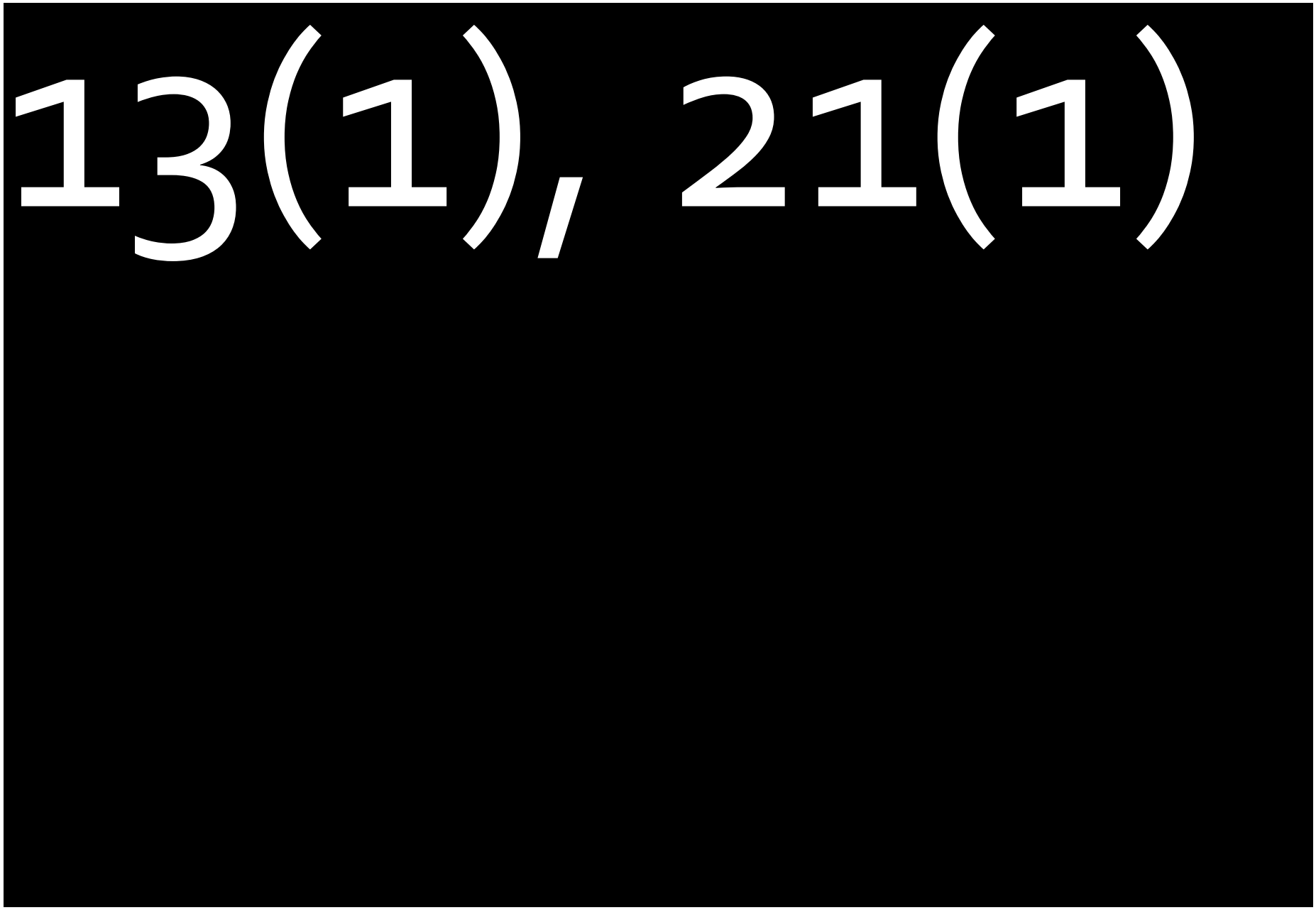

13(1), 21(1)

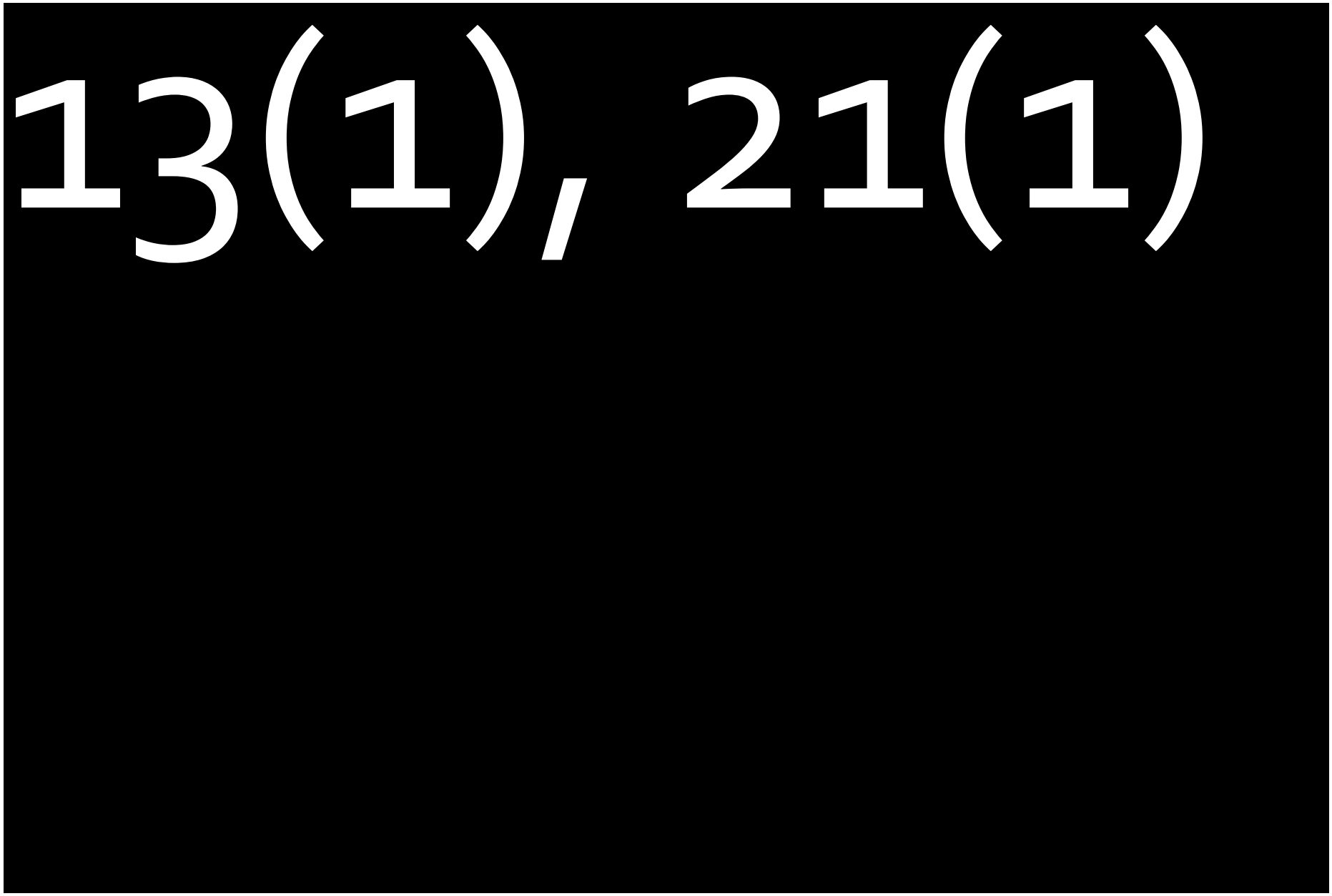

13(1), 21(1)

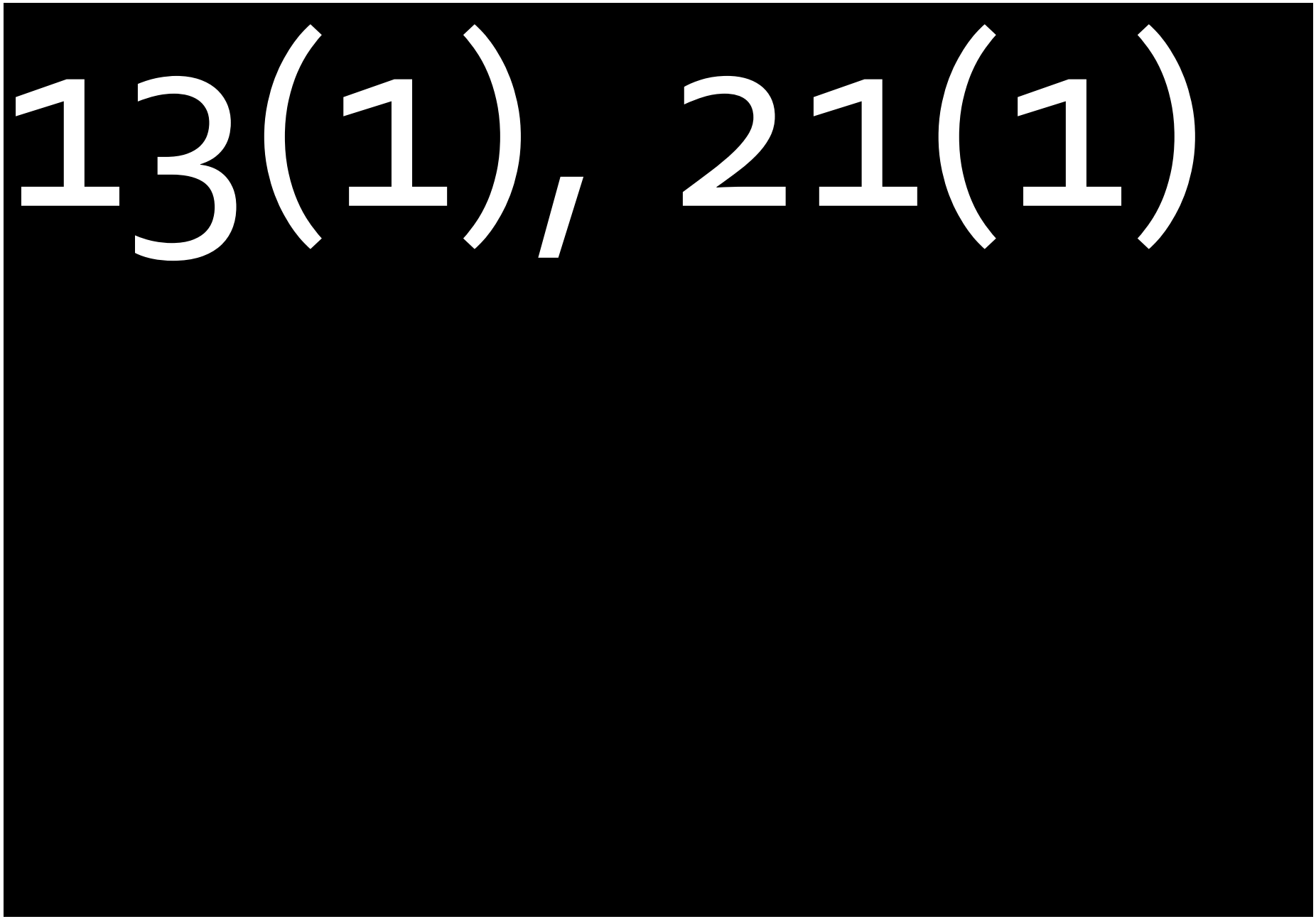

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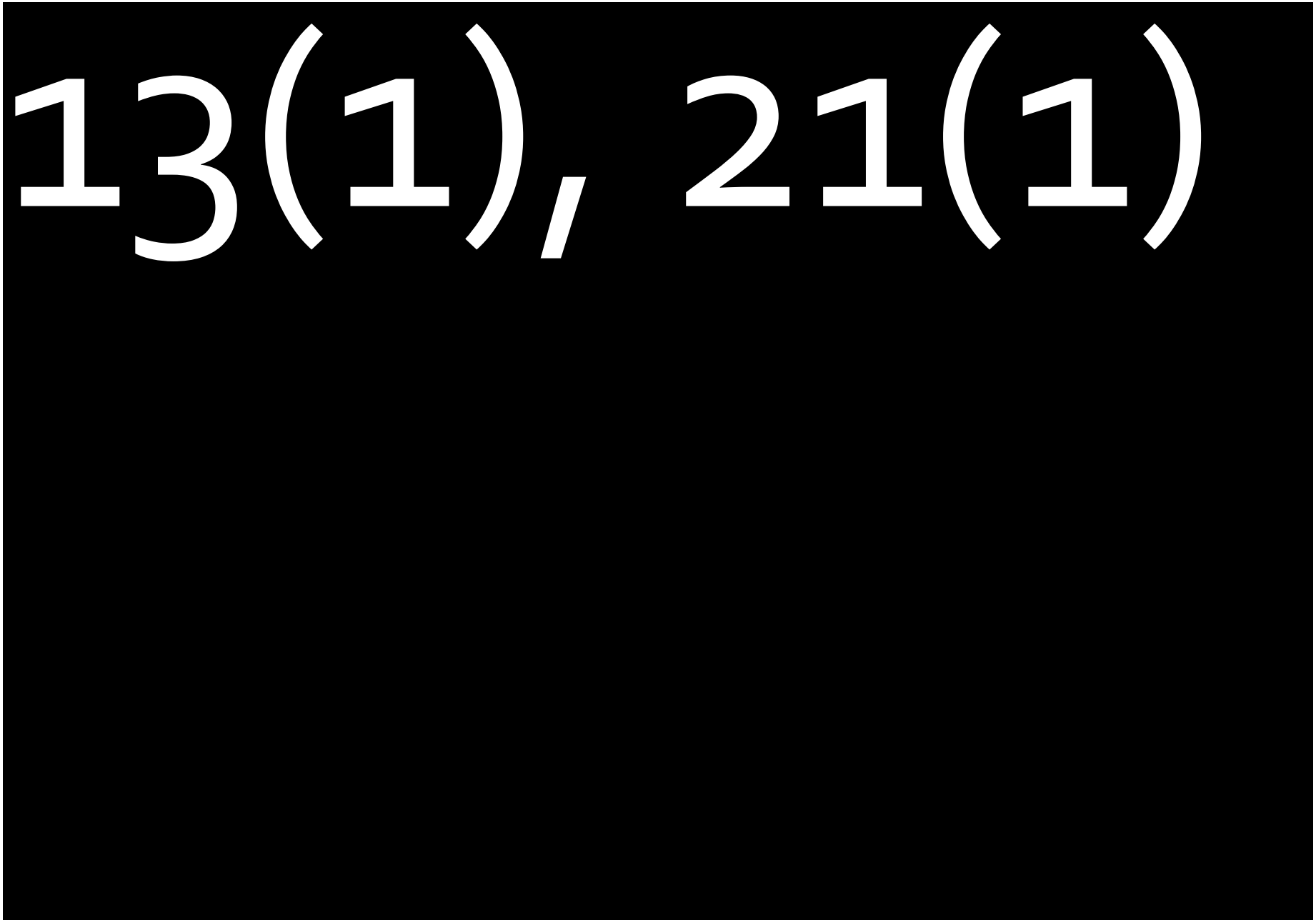

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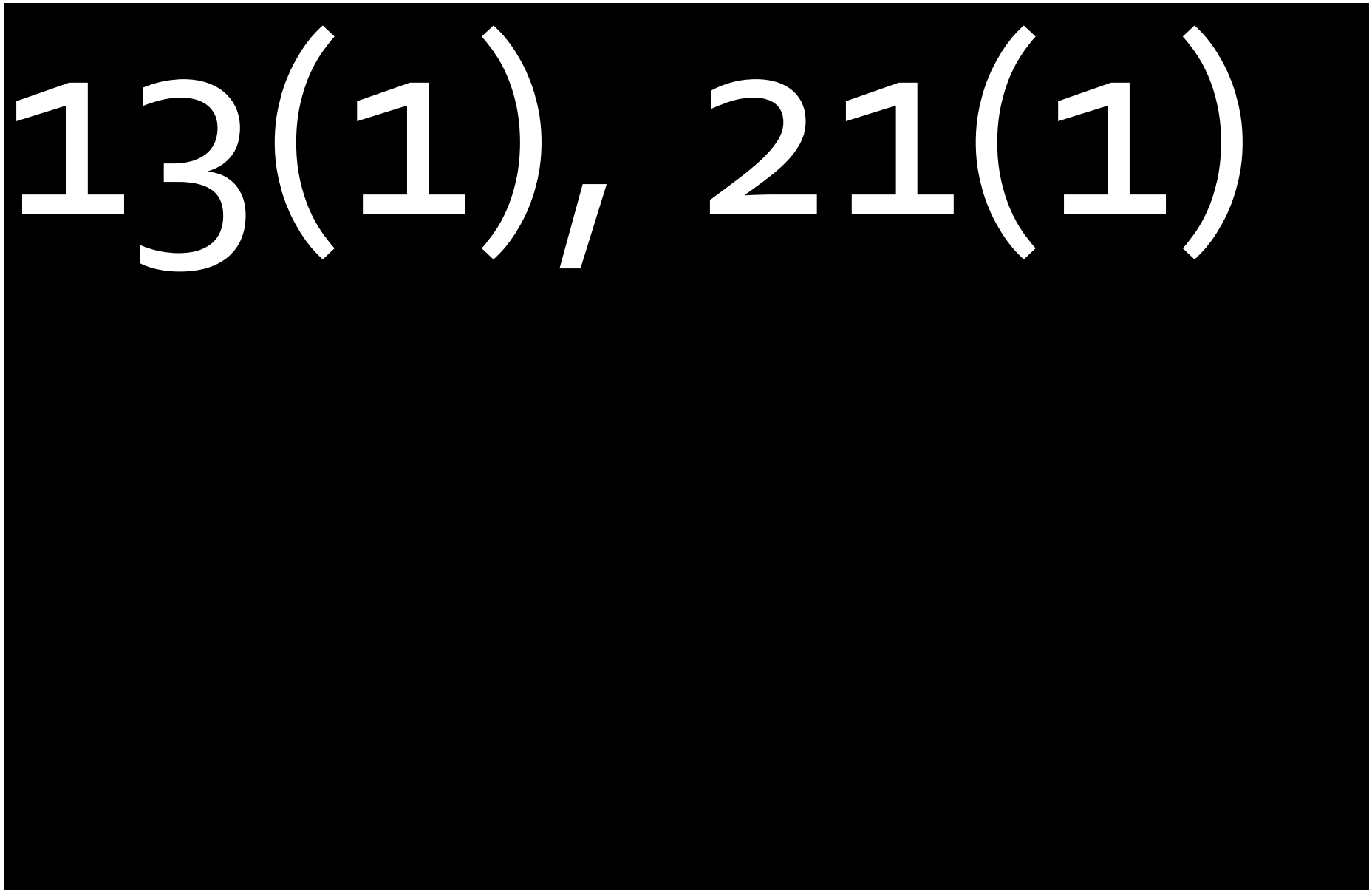

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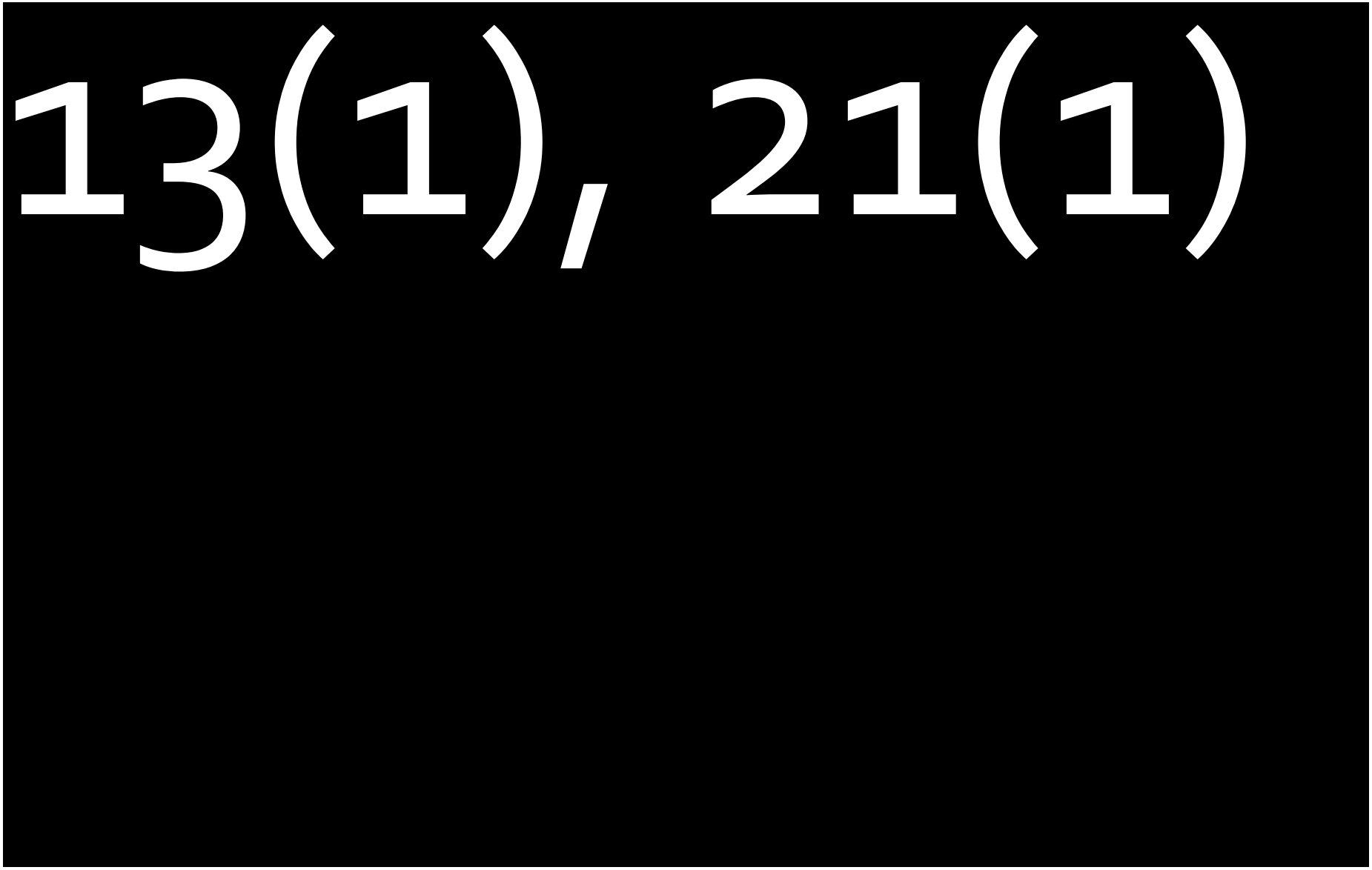

13(1), 21(1)

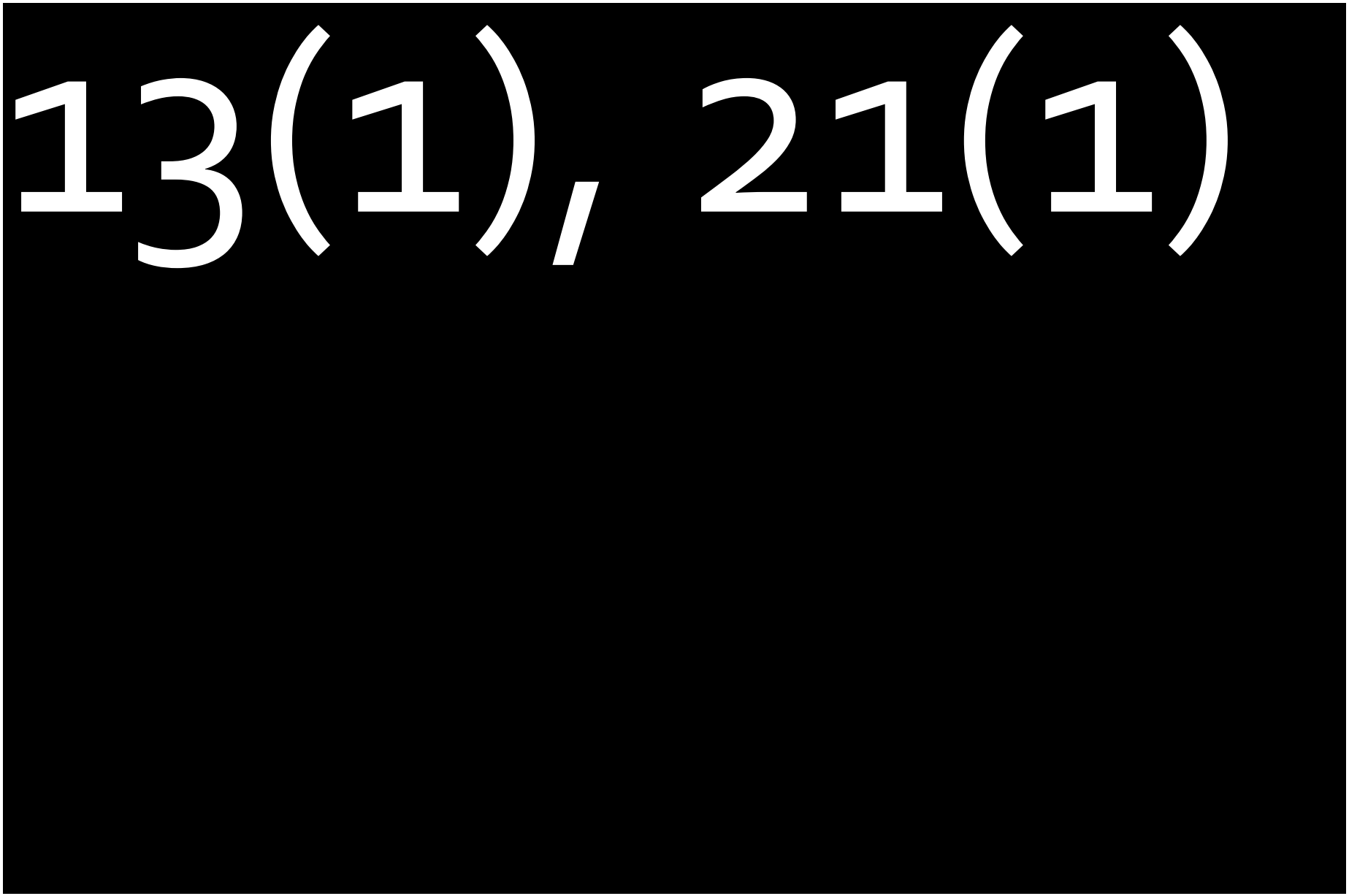

13(1), 21(1)

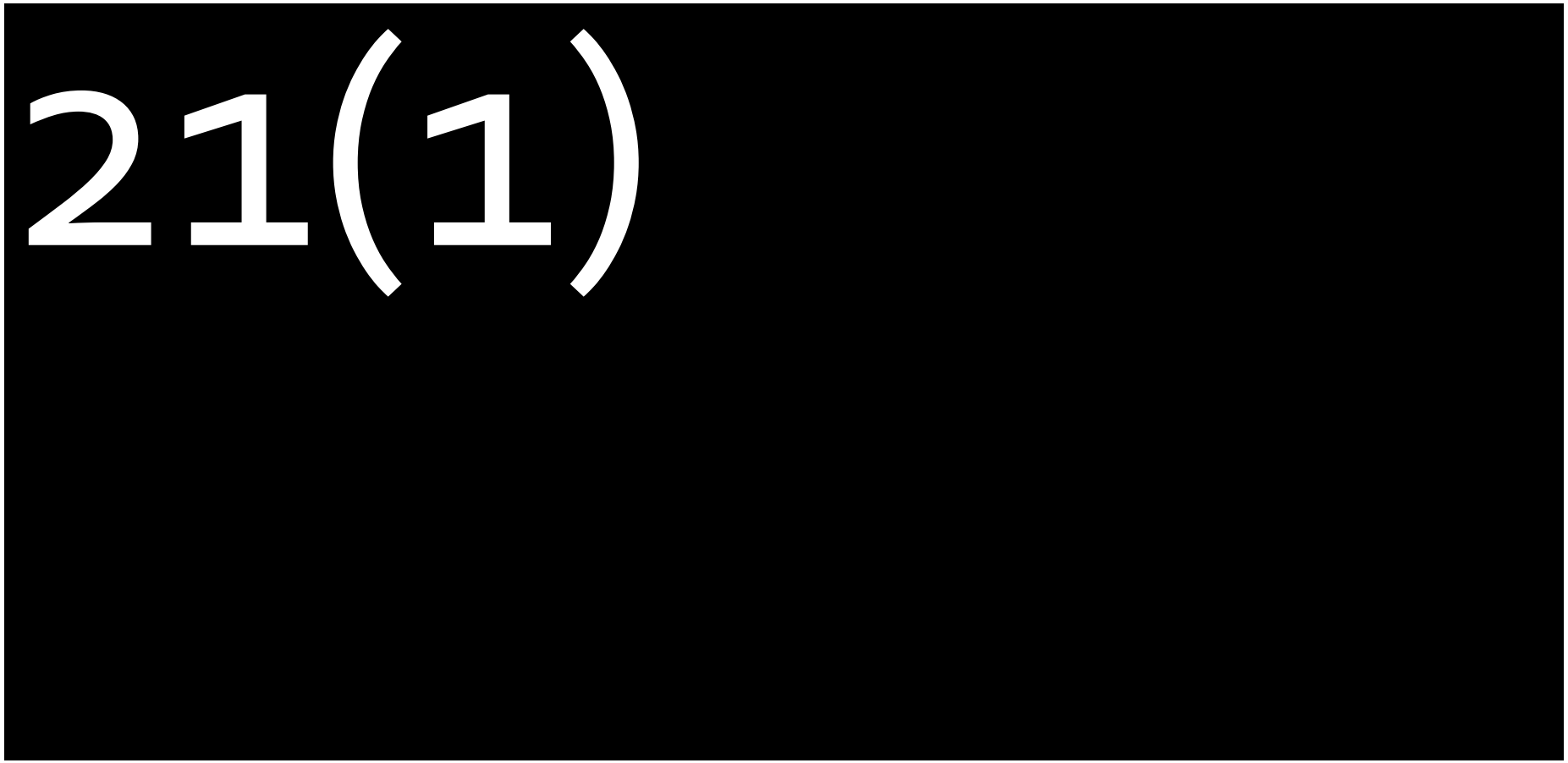

13(1), 21(1)

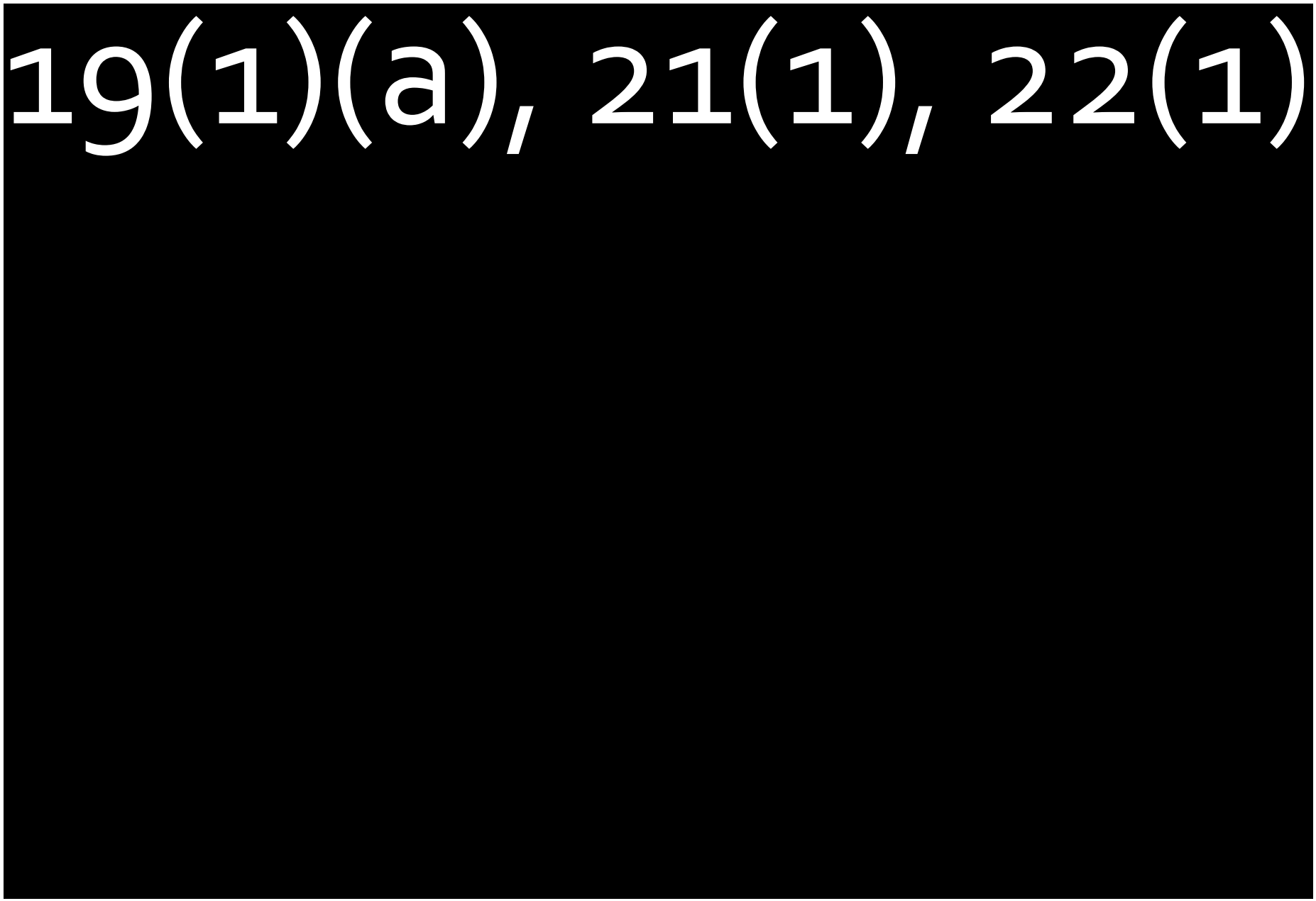

13(1), 21(1)

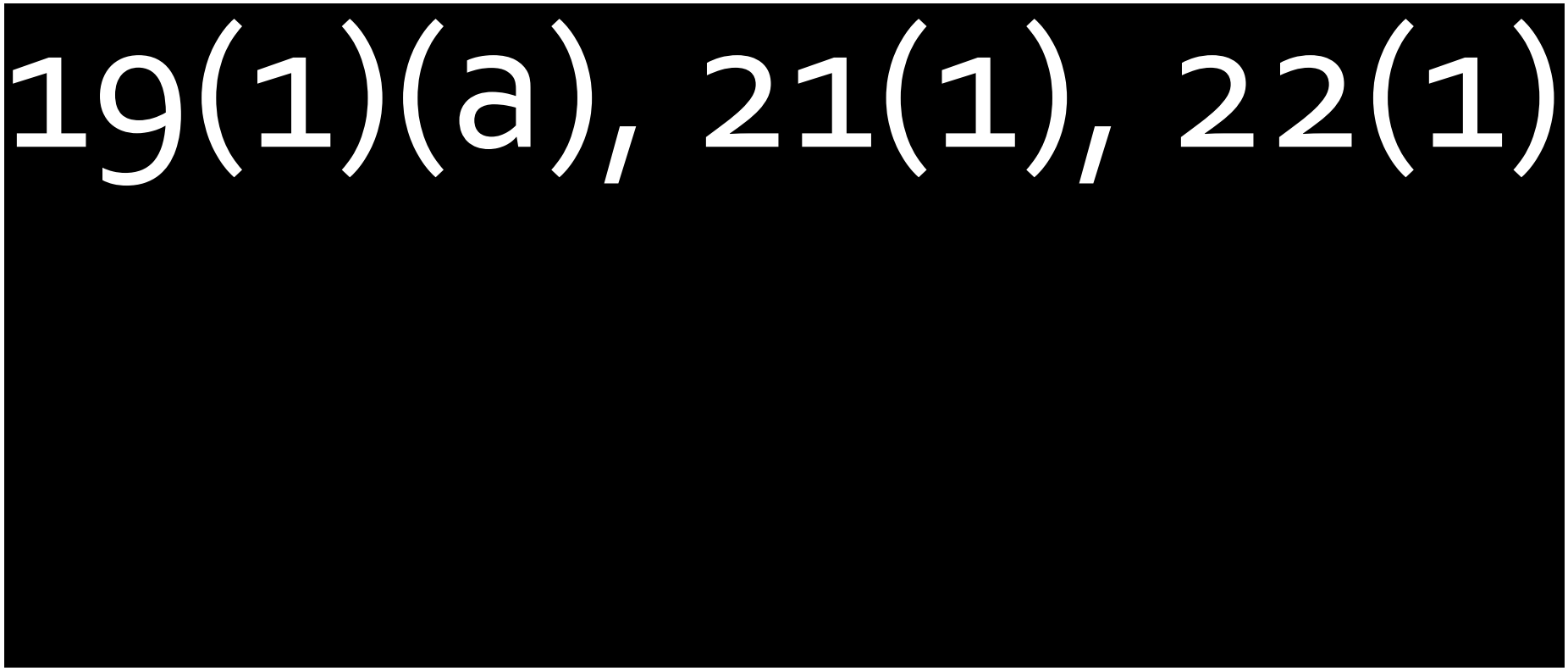

13(1), 21(1)


13(1), 21(1)


13(1), 21(1)


21(1)


19(1)(a), 21(1), 22(1)


19(1)(a), 21(1), 22(1)

Municipality	Current Salary	Min	Max	Comments
Penticton	[redacted]	[redacted]	[redacted]	[redacted]
Vernon				
West Kelowna				
Prince George				
Chilliwack				
Maple Ridge				
Kamloops				
Abbotsford				
Kelowna	$308,813	17(1), 22(1)		
Township of Langley	[redacted]	[redacted]	[redacted]	[redacted]
Coquitlam				
Delta				
Burnaby				
Richmond				
Surrey				

19(1)(a) made assumption of 13(1) [redacted]

13(1) [redacted]

Below is participants from Comp Survey this summer:

Organizations Invited to Participate	2021 Consolidated Expenses ($)	2021 Population Estimates
Abbotsford	271,325,000	165,070
Burnaby	522,157,286	260,918
Coquitlam	287,123,182	154,381
Delta	252,168,957	113,695
Kamloops	212,527,301	101,603
Kelowna	310,553,267	149,687
Langley Township	265,591,000	137,399
Metro Vancouver Regional District	645,397,442	2,463,431
North Vancouver (District)	201,796,218	91,790
Penticton	116,712,811	36,362

Richmond	473,015,385	216,280
Saanich	215,737,471	124,639
Surrey	877,605,000	614,646
Vancouver	1,766,815,000	693,235
Vernon	83,393,000	44,916
Victoria	216,692,761	94,890
West Kelowna	68,771,269	38,311

Nov, 6, 2023 - Stu sent below to Audit Committee

City	Population 2021	HR Reported Current Salary 2023
Surrey	614,646	17(1), 21(1)
Richmond	216,280	
Burnaby	260,918	
Coquitlam	154,381	
Langley Township	137,399	
Delta	113,695	
Kelowna	**149,687**	**$308,813**
Kamloops	97,902	17(1), 21(1)
Prince George	76,708	
Vernon	44,916	
West Kelowna	38,311	
Penticton	36,362	

City Manager Salary - 2024

Municipality	Current Salary	Min	Max	Vehicle Allowance	Comments
Penticton					
Vernon					
West Kelowna					
Prince George					
Chilliwack					
Maple Ridge					
Kamloops					
Abbotsford					
Kelowna					
Langley Township					
Coquitlam					
Delta					
Burnaby					
Richmond					
Surrey					

[redacted] made assumption of [redacted]

[redacted]

Below is participants from Comp Survey this summer:

Organizations Invited to Participate	2021 Consolidated Expenses ($)	2021 Population Estimates
Abbotsford	271,325,000	165,070
Burnaby	522,157,286	260,918
Coquitlam	287,123,182	154,381
Delta	252,168,957	113,695
Kamloops	212,527,301	101,603
Kelowna	310,553,267	149,687
Langley Township	265,591,000	137,399
Metro Vancouver Regional District	645,397,442	2,463,431
North Vancouver (District)	201,796,218	91,790
Penticton	116,712,811	36,362
Richmond	473,015,385	216,280
Saanich	215,737,471	124,639
Surrey	877,605,000	614,646
Vancouver	1,766,815,000	693,235
Vernon	83,393,000	44,916

Victoria	216,692,761	94,890
West Kelowna	68,771,269	38,311

City	2021 Population	2023 City Manager Salary	2024 Car Allowance	2023 SOFI report
Surrey	614,646	17(1), 21(1)		318257.7
Richmond	216,280			345777
Burnaby	260,918			387489
Delta	113,695			354765
Coquitlam	154,381			345453
Langley Township	137,399			363467
Kelowna	**149,687**	**$324,271**	**$10,440**	
Kamloops	97,902	17(1), 21(1)		309238
Prince George	76,708			270050
Penticton	36,362			237020
West Kelowna	38,311			267979
Vernon	44,916			219457

17(1), 21(1)

2025 Considerations

13(1)

City Manager Salary - 2024

Municipality	Current Salary	Min	Max	Vehicle Allowance	Comments
Penticton					
Vernon					
West Kelowna					
Prince George					
Chilliwack					
Maple Ridge					
Kamloops					
Abbotsford					
Kelowna					
Langley Township					
Coquitlam					
Delta					
Burnaby					
Richmond					
Surrey					

17(1), 21(1)

13(1), 17(1), 21(1)

17(1), 22(1)

17(1), 21(1)

19(1)(a) made assumption 13(1)

13(1)

Below is participants from Comp Survey this summer:

Organizations Invited to Participate	2021 Consolidated Expenses ($)	2021 Population Estimates
Abbotsford	271,325,000	165,070
Burnaby	522,157,286	260,918
Coquitlam	287,123,182	154,381
Delta	252,168,957	113,695
Kamloops	212,527,301	101,603
Kelowna	310,553,267	149,687
Langley Township	265,591,000	137,399
Metro Vancouver Regional District	645,397,442	2,463,431
North Vancouver (District)	201,796,218	91,790
Penticton	116,712,811	36,362
Richmond	473,015,385	216,280
Saanich	215,737,471	124,639

Surrey	877,605,000	614,646
Vancouver	1,766,815,000	693,235
Vernon	83,393,000	44,916
Victoria	216,692,761	94,890
West Kelowna	68,771,269	38,311

City	2021 Population	2023 CAO Salary	2024 Car Allowance	13(1), 17(1), 21(1)	% Population difference
Burnaby	260,918	[redacted]			-43%
Langley Township	137,399				9%
Delta	113,695				32%
Coquitlam	154,381				-3%
Kelowna	**149,687**	**$324,271**	**$10,440**		
Kamloops	97,902	[redacted]			53%
Prince George	76,708				95%
West Kelowna	38,311				291%
Penticton	36,362				312%
Vernon	44,916				233%

2025 Considerations

13(1) [redacted]

City of Kelowna
Regular Council Meeting
Minutes

Date:	Monday, November 27, 2023
Location:	Council Chamber City Hall, 1435 Water Street
Members Present	Mayor Tom Dyas, Councillors Ron Cannan, Charlie Hodge, Mohini Singh, Luke Stack and Rick Webber
Members Absent	Councillors Maxine DeHart and Loyal Wooldridge
Member Participating Remotely	Councillor Gord Lovegrove
Staff Present	City Manager, Doug Gilchrist; City Clerk, Stephen Fleming

(* Denotes partial attendance)

1. Call to Order

Mayor Dyas called the meeting to order at 10:01 a.m.

2. Confirmation of Minutes

Moved By Councillor Hodge/Seconded By Councillor Stack

THAT the Minutes of the Regular AM Meeting of November 20, 2023 be confirmed as circulated.

Carried

3. Resolution Closing the Meeting to the Public

Moved By Councillor Stack/Seconded By Councillor Webber

THAT this meeting be closed to the public pursuant to Section 90(1) (a) and Section 90(2) (b) of the Community Charter for Council to deal with matters relating to the following:

- Personal Information
- Confidential Information from the Province

Carried

4. Adjourn to Closed Session

The meeting adjourned to a closed session at 10:01 a.m.

5. Reconvene to Open Session

The meeting reconvened to an open session at 12:07 p.m.

6. Termination

The meeting was declared terminated at 12:07 p.m.

_____ _____

Mayor Dyas City Clerk

sf/acm

City of Kelowna
Closed Council Meeting
AGENDA

Monday, November 27, 2023
10:00 am
Council Chamber
City Hall, 1435 Water Street

1. **Convene Closed Session**

2. **Confirmation of Minutes**

   November 20, 2023

3. **Reports**

[redacted]

[redacted]

4. **Issues Arising from Correspondence & Community Concerns**

5. **Mayor's Engagements**

6. **City Manager Performance Review - Report from Audit Committee** [redacted]

[redacted]

7. **Reconvene to Open Session**

City of Kelowna
Regular Council Meeting
Minutes

Date:	Monday, June 17, 2024
Location:	Council Chamber City Hall, 1435 Water Street
Members Present	Mayor Tom Dyas, Councillors Ron Cannan, Maxine DeHart, Charlie Hodge, Gord Lovegrove, Mohini Singh, Luke Stack, Rick Webber and Loyal Wooldridge
Staff Present	City Manager, Doug Gilchrist; City Clerk, Laura Bentley

(* Denotes partial attendance)

1. Call to Order

Mayor Dyas called the meeting to order at 9:00 a.m.

2. Confirmation of Minutes

Moved By Councillor Wooldridge/Seconded By Councillor Hodge

THAT the Minutes of the Regular AM Meeting of June 3, 2024 be confirmed as circulated.

Carried

3. Resolution Closing the Meeting to the Public

Moved By Councillor Lovegrove/Seconded By Councillor Wooldridge

THAT this meeting be closed to the public pursuant to Section 90(1) (a)(e)(f) and Section 90(2) (b) of the Community Charter for Council to deal with matters relating to the following:

- Personal Information
- Disposition of Property
- Law Enforcement
- Confidential Information from the Province

Carried

4. Adjourn to Closed Session

The meeting adjourned to a closed session at 9:00 a.m.

5. Reconvene to Open Session

The meeting reconvened to an open session at 12:05 p.m.

6. Termination

The meeting was declared terminated at 12:05 p.m.

_____ _____

Mayor Dyas City Clerk

lb/cm/acm

City of Kelowna
Closed Council Meeting
AGENDA

Monday, June 17, 2024
9:00 am
Council Chamber
City Hall, 1435 Water Street

1. **Convene Closed Session**

2. **Confirmation of Minutes**

   June 3, 2024

3. **Reports**

[redacted]

[redacted]

[redacted]

[redacted]

4. **Issues Arising from Correspondence & Community Concerns**

5. **Mayor's Engagements**

6. **City Manager Performance Review** [redacted]

[redacted]

12(3)(b), 22(1)

7. Reconvene to Open Session

City of Kelowna
Regular Council Meeting
Minutes

Date:	Monday, April 14, 2025
Location:	Council Chamber City Hall, 1435 Water Street
Members Present	Mayor Tom Dyas, Councillors Ron Cannan, Maxine DeHart, Charlie Hodge, Gord Lovegrove, Mohini Singh, Rick Webber and Loyal Wooldridge
Members Participating Remotely	Councillor Luke Stack
Staff Present	City Manager, Doug Gilchrist*; City Clerk, Laura Bentley*; Divisional Director, Planning, Climate Sustainability and Development Services Ryan Smith*; Development Planning Department Manager, Nola Kilmartin*; Acting Development Planning Manager, Adam Cseke*; Planner Specialist, Mark Tanner*
Staff Participating Remotely	Legislative Coordinator (Confidential), Arlene McClelland*

(* Denotes partial attendance)

1. Call to Order

Mayor Dyas called the meeting to order at 8:30 a.m.

2. Confirmation of Minutes

Moved By Councillor Wooldridge/Seconded By Councillor Lovegrove

THAT the Minutes of the Regular AM Meeting of April 7, 2025 be confirmed as circulated.

Carried

3. Reports

3.1 Building Podium Regulations

Staff:
- Displayed a PowerPoint Presentation.
- Spoke to current building podium policies, guidelines, and requirements
- Spoke to the building podium design Guidelines within the Official Community Plan and Zoning Bylaw regulations.
- Commented that building podiums are a necessary design feature of tower-form buildings.
- Responded to questions from Council.

Moved By Councillor Wooldridge/Seconded By Councillor Hodge

THAT Council receives, for information, the Report from the Development Planning Department, dated April 14, 2025, related to building podium regulations.

Carried

4. Resolution Closing the Meeting to the Public

Moved By Councillor Lovegrove/Seconded By Councillor Wooldridge

THAT this meeting be closed to the public pursuant to Section 90(1) (a) (c) (f) (k) and Section 90(2) (b) of the Community Charter for Council to deal with matters relating to the following:

- Personal Information regarding Officer Appointment
- Employee Relations
- Law Enforcement
- Proposed Provision of a Municipal Service
- Confidential Information from Federal and Provincial Governments

Carried

5. Adjourn to Closed Session

The meeting adjourned to a closed session at 9:24 a.m.

6. Reconvene to Open Session

The meeting reconvened to an open session at 12:10 p.m. without the City Manager or City Clerk in attendance.

7. Termination

The meeting was declared terminated at 12:10 p.m.

_____ _____

Mayor Dyas City Clerk

lb/acm

City of Kelowna
Closed Council Meeting
AGENDA

Monday, April 14, 2025
9:00 am
Council Chamber
City Hall, 1435 Water Street

1. **Convene Closed Session**

2. **Confirmation of Minutes**

   April 7, 2025

3. **Resolutions**

[redacted]

4. **Reports**

[redacted]

[redacted]

[redacted]

[redacted]

5. **Issues Arising from Correspondence & Community Concerns**

6. **Mayor's Engagements**

7. City Manager Performance Review [redacted]

[redacted]

8. Reconvene to Open Session

From: 19(1)(a)
Sent: Thursday, November 30, 2023 12:36 PM
To: HR-Unit4 Enquiries; 19(1)(a) ; Payroll; 19(1)(a)
Subject: FW: City Manager Review Council Resolution - Salary and Vehicle Allowance

Good afternoon All,

HR Team: Please increase Doug Gilchrist's 22(1) salary; 22(1) Council approved $324,253 (so depending on compa ratio entry, make as close to that without decreasing).

Payroll Team: Please process retro on Doug's new salary so effective **first pay period of April 2023**. As well, please increase his vehicle allowance by $350 per month brining it to $870 per month **effective as soon as possible**. Please let me know when Doug can expect the retro and vehicle allowance so I can communicate that to him.

Any questions let me know, and thank you,

19(1)(a)
, City of Kelowna
19(1)(a)
I acknowledge that my workplace is located on the traditional, ancestral, unceded territory of the syilx/Okanagan people.

From: 19(1)(a)
Sent: November 30, 2023 10:36 AM
To: 19(1)(a)
Cc: 19(1)(a)
Subject: City Manager Review Council Resolution

19(1)(a)

12(3)

19(1)(a)
, City of Kelowna
19(1)(a)
Kelowna is located on the traditional, ancestral, unceded territory of the syilx/Okanagan people

From: 19(1)(a)
Sent: Tuesday, July 9, 2024 9:52 AM
To: HR-Unit4 Enquiries 19(1)(a) ; Payroll 19(1)(a)
Cc: 19(1)(a)
Subject: City Manager Salary Increase

Good morning,

Effective the first pay period in April 2024 Doug Gilchrist's 12(3) salary should be updated to **$341,158** 13(1), 17(1), 22(1)

Can you confirm when retro will be processed for Doug?

Thank you,

19(1)(a)
| City of Kelowna
19(1)(a)

I acknowledge that my workplace is located on the traditional, ancestral, unceded territory of the syilx/Okanagan people.

From: 19(1)(a)
Sent: Thursday, May 8, 2025 9:40 AM
To: HR-Unit4 Enquiries 19(1)(a)
Cc: 19(1)(a)
Subject: 2025 Performance Increase: City Manager

Hello,

Please provide City Manager, Doug Gilchrist with 22(1) to salary effective March 30, 2025. New salary should be $358,251.68 with a 22(1).

2025 salary band for City Manager is

Band Min	Band Target	Band Max
17(1), 22(1)	17(1), 22(1)	17(1), 22(1)

Thank you,

19(1)(a)
19(1)(a) | City of Kelowna
19(1)(a)
I acknowledge that my workplace is located on the traditional, ancestral, unceded territory of the syilx/Okanagan people.