

**City of Kelowna  
Regular Council Meeting  
AGENDA**



Monday, November 14, 2022

10:00 am

Council Chamber

City Hall, 1435 Water Street

**Pages**

1. **Call to Order**
2. **Confirmation of Minutes** 2 - 3  
Regular AM Meeting - October 3, 2022
3. **Reports**
  - 3.1. **Council Committee Review 2018-2022** 20 m 4 - 16  
To provide Council with information about Council committees and a summary of the 2018-2022 committee end of term review.
4. **Resolution Closing the Meeting to the Public**

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

  - Personal Information - Position Appointment
  - Litigation affecting the City
  - Legal Advice
  - Municipal Objectives and Progress Reports
5. **Adjourn to Closed Session**
6. **Reconvene to Open Session**
7. **Issues Arising from Correspondence & Community Concerns**
  - 7.1. **Mayor Dyas, re: Issues Arising from Correspondence** 15 m
8. **Termination**



**City of Kelowna  
Regular Council Meeting  
Minutes**

Date: Monday, October 3, 2022  
 Location: Council Chambers  
 City Hall, 1435 Water Street

Members Present Mayor Colin Basran, Councillors Ryan Donn, Gail Given, Charlie Hodge, Mohini Singh, Brad Sieben, Luke Stack and Loyal Wooldridge

Members Absent Councillor Maxine DeHart

Staff Present City Manager, Doug Gilchrist; City Clerk, Stephen Fleming; Deputy City Clerk, Laura Bentley\*; Divisional Director, Planning & Development Services, Ryan Smith\*; General Manager, Infrastructure, Mac Logan\*

(\* Denotes partial attendance)

**1. Call to Order**

Mayor Basran called the meeting to order at 10:05 a.m.

**2. Confirmation of Minutes**

Moved By Councillor Wooldridge/Seconded By Councillor Hodge

R0721/22/10/03 THAT the Minutes of the Regular AM Meeting of September 26, 2022 be confirmed as circulated.

Carried

**3. Reports**

**3.1 2018-2022 Council Committee End of Term Review**

Staff:

- Provided an overview of the various Council Committees that met this Council term and responded to questions from Council.

Moved By Councillor Stack/Seconded By Councillor Donn

R0722/22/10/03 THAT Council receives for information, the report from the Office of the City Clerk dated October 3, 2022 with respect to the 2018-2022 Council Committee End of Term Review.

Carried

#### 4. Resolution Closing the Meeting to the Public

Moved By Councillor Stack/Seconded By Councillor Hodge

**R0723/22/10/03** THAT this meeting be closed to the public pursuant to Section 90(1) (e) (f) and Section 90(2) (b) of the Community Charter for Council to deal with matters relating to the following:

- Land Lease
- Bylaw Enforcement
- Confidential Information from the Province

**Carried**

#### 5. Adjourn to Closed Session

The meeting adjourned to a closed session at 10:15 a.m.

#### 6. Reconvene to Open Session

The meeting reconvened to an open session at 11:15 a.m.

#### 7. Issues Arising from Correspondence & Community Concerns

##### 7.1 Councillor Singh, re: Hall Road Correspondence.

Councillor Singh:

- Inquired about responding to the numerous Hall Road correspondence.

Staff:

- Provided an update.
- Will provide additional information to Council.

##### 7.2 Councillor Stack, re: Hall Road Traffic Calming

Councillor Stack:

- Raised concern with communications with the public over how support/opposition was compiled.

Staff:

- Confirmed non-responses were counted as "no-objection".

#### 8. Termination

The meeting was declared terminated at 11:22 a.m.

\_\_\_\_\_  
Mayor Basran

sf/cm/acm

\_\_\_\_\_  
  
City Clerk

# Report to Council



**Date:** November 14, 2022  
**To:** Council  
**From:** City Manager  
**Subject:** Council Committee Review  
**Department:** Office of the City Clerk

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**Recommendation:**

THAT Council receives, for information, the report from the Office of the City Clerk dated November 14, 2022 with respect to Council committees;

AND THAT Council directs staff to report back to Council with recommendations for appointments to the Board of Variance.

**Purpose:**

To provide Council with information about Council committees and a summary of the 2018-2022 committee end of term review.

**Background:**

Council establishes committees under the Community Charter or Local Government Act for varying purposes and under different authorities. Statutory committees have a legislated role to Council and must be established. The City’s two statutory committees are the Parcel Tax Review Panel and the Board of Variance. Standing committees are established by the Mayor, who determines the terms of reference and membership. The Audit Committee is an example of a standing committee.

Advisory committees may be established by Council. They provide an opportunity for members of the public to work together to provide advice on matters referred to them by Council on a wide range of services, policies, and programs. In the 2018-2022 term, Council established the Agricultural Advisory Committee, Airport Advisory Committee, Civic and Community Awards Steering Committee and Heritage Advisory Committee.

**Discussion:**

All committees are accountable and responsive to Council’s leadership and direction, with their formal roles outlined by legislation, bylaw, or by their terms of reference. Committee terms run with the

Council term and a summary of the end of term review for each committee follows. Council must establish and appoint members to the statutory committees and may choose what other committees to establish, their terms of reference, and membership.

The Parcel Tax Review Panel meets to authenticate a parcel tax roll prior to the parcel tax appearing on the tax roll. It met once during the previous Council term. The Board of Variance may consider minor variances to questions of hardship in specific circumstances. The Board heard no cases during the previous Council term. The Audit Committee is outside the scope of Council review as its terms of reference and composition are determined by the Mayor.

The [Agricultural Advisory Committee](#) provides recommendations on agriculture-related applications being processed by the Development Planning Department and advises on agriculture policy documents led by the Policy & Planning and/or Development Planning Departments. The primary objective of the Committee is to advise Council on sustainable agricultural land use from a multiple bottom line (i.e. cultural, economic, environmental and social) perspective.

During this term the Committee was temporarily reduced to five members plus alternates due to some members no longer able to serve on the Committee. A representative from the Ministry of Agriculture was also added as a non-voting member. Should Council establish an Agricultural Advisory Committee for the 2022-2026 term staff recommend increasing the composition to seven members plus alternates and maintaining the current non-voting members.

Staff recommend the terms of reference clarify that Committee review is not required for all applications adjacent to land in the Agricultural Land Reserve (ALR). Other types of applications could also be considered for review by the Committee including liquor licenses for alcohol production facilities in the ALR as they have significant impact on the nature and use of the farm operations.

Committee members recommend improved adherence to attendance requirements to ensure a broader makeup of members at each meeting. Several members requested that parking be paid for as the Committee meets in the evening. The Committee requires approximately 120 hours of staff time per year from the Development Planning Department and approximately 70 hours of staff time per year from the Office of the City Clerk.

The [Airport Advisory Committee](#) provided recommendations related to the Kelowna International Airport and economic development for the region. The objective of the Committee was to review, report and advise Council on matters concerning the long-term strategic development of the Kelowna International Airport. The Committee provided staff direct access into the various communities represented as it relates to developing and promoting air service. Staff's view is the Committee contributes to the development of the Airport and its services through cooperation from both a political and business relationship. The Committee requires approximately 12 hours of staff time per year from the Kelowna International Airport and approximately 10 hours of staff time per year from the Office of the City Clerk.

The [Civic and Community Awards Steering Committee](#) supports community and neighbourhood service as a whole while promoting volunteerism, recognition of significant contributions and achievements of citizens, promotion of active lifestyles, and promotion of a proud community. The main objective of the Committee is to recognize outstanding contributions and achievements in the community. The Committee requires approximately 700 hours of staff time per year from the

Community & Neighbourhood Services Department and approximately 7 hours of staff time per year from the Office of the City Clerk. The Committee currently has a budget allocation of \$36,000.

The [Heritage Advisory Committee](#) provides recommendations on matters related to heritage protection and conservation. The primary objective of the Committee is to advise Council on heritage-related development applications and may also advise on other matters related to the heritage significance of any building, structure or landscape feature located within the City.

The Committee did not meet during the second half of the previous term. Since January 2021, applicants of heritage developments were required to engage a professional heritage consultant, who provided guidance and expertise for heritage-related requests/applications. Staff recommend the terms of reference be reviewed to determine if the consultant review option is more effective than an advisory committee for requests for additions and removals from the Kelowna Heritage Register in particular. Heritage consultant reports are currently an integral part of staff's review and final recommendations on heritage applications. The Committee requires approximately 144 hours of staff time per year from the Development Planning Department and approximately 48 hours of staff time per year from the Office of the City Clerk.

#### **Conclusion:**

Committees are established under different authorities and serve varying purposes in making decisions or providing advice to Council. All committees are accountable to Council's leadership and direction, with their roles, membership, and mandates outlined by legislation, bylaw, or by their terms of reference. Council must appoint members to the two statutory committees; staff will bring forward recommendations for appointments to the Board of Variance in early 2023. The Mayor may choose to establish standing committees and Council may establish select and advisory committees.

#### **Internal Circulation:**

#### **Considerations applicable to this report:**

***Legal/Statutory Authority:***

***Legal/Statutory Procedural Requirements:***

***Existing Policy:***

***Financial/Budgetary Considerations:***

***External Agency/Public Comments:***

***Communications Comments:***

#### **Considerations not applicable to this report:**

Submitted by:

L. Bentley, Deputy City Clerk

**Approved for inclusion:**

S. Fleming, City Clerk



City of  
**Kelowna**

# Council Committees

November 2022

# Council Committees

- ▶ Established under the Community Charter or Local Government Act
- ▶ Statutory committees
  - ▶ Legislated requirements
- ▶ Optional committees
  - ▶ Standing and select committees have some legislated requirements
  - ▶ Advisory committees defined by Council

# Types of Committees

Type	Establishment	Examples
Statutory	Legislated	Parcel Tax Review Panel (Community Charter) Board of Variance (Local Government Act)
Standing	Mayor	Audit Committee
Select	Council	n/a
Advisory	Council	Agricultural Advisory Committee Airport Advisory Committee Civic and Community Awards Steering Committee Heritage Advisory Committee

# 2018-2022 Committee Review

- ▶ Parcel Tax Review Panel
  - ▶ Authenticates parcel tax roll
  - ▶ Met once
- ▶ Board of Variance
  - ▶ Did not meet
- ▶ Audit Committee
  - ▶ Mayor sets terms of reference and composition

# Agricultural Advisory Committee

- ▶ Recommendations on agriculture-related applications and policy documents
- ▶ Temporary changes to membership
- ▶ Recommendations:
  - ▶ Clarify types of applications for review
  - ▶ 7 members plus alternates and non-voting members
  - ▶ Attendance requirements
  - ▶ Paid parking

# Airport Advisory Committee

- ▶ Recommendations about Kelowna International Airport and economic development
- ▶ Contributes to development of Airport and related services

# Civic and Community Awards Steering Committee

- ▶ Supports community and neighbourhood service
- ▶ Recognizes outstanding community contributions and achievements through awards

# Heritage Advisory Committee

- ▶ Recommendations on heritage-related applications and other matters of heritage significance
- ▶ On hold since January 2021 pending further review
- ▶ Applicants required to hire professional heritage consultant
- ▶ Recommendations:
  - ▶ Assess effectiveness of consultant or heritage advisory committee
  - ▶ Review role and mandate

# Summary

- ▶ Different types of committees serving different purposes
- ▶ Council must appoint members to Parcel Tax Review Panel and Board of Variance
- ▶ Mayor may establish standing committees
- ▶ Council may establish select and advisory committees



*Questions?*

For more information, visit [kelowna.ca](http://kelowna.ca).