

Report to Council



Date: November 19, 2018

File: 0610-51

To: City Manager

From: City Clerk

Subject: 2014-2018 Council Committee End of Term Review

Report Prepared by: Sandi Horning, Acting Legislative Services Supervisor

Recommendation:

THAT Council receives, for information, the Report from the City Clerk dated November 19, 2018 with respect to the 2014-2018 Council Committee End of Term Review.

Purpose:

To provide Council with information from the 2014-2018 Council Committee term for review and further discussion.

Background:

Various Committees of Council are established under the *Community Charter* or *Local Government Act*.

Statutory Committees have a legislated role to Council and must be established. The City of Kelowna's statutory committees are the Parcel Tax Review Panel and the Board of Variance.

Standing Committees are established by the Mayor, who determines Terms of Reference and membership. The Audit Committee is a standing committee.

Advisory Committees may be established by Council. They provide an opportunity for members of the public to work together collaboratively to provide advice on matters referred to them by Council on a wide range of programs, policies and services.

All Committees are accountable and responsive to Council's leadership and direction, as well as being open and transparent. The formal roles of these committees are outlined in their terms of reference. During the previous Council term, the Agricultural Advisory Committee, Airport Advisory Committee, Audit Committee, Civic and Community Awards Steering Committee and Heritage Advisory Committee were established for the term that ended in November 2018.

A review of each Council Committee was conducted prior to the end of the committee term. This review process examined the advisory committees. Staff liaisons and respective supporting departments were consulted to identify key areas that, from a staff perspective, required further review and clarification including, objectives and mandate, resource requirements and membership.

Committee members from the Agricultural Advisory Committee and Heritage Advisory Committee were consulted to include their input on the objectives and operations of the Committee.

The **Parcel Tax Review Panel** and the **Board of Variance** are mandated by provincial legislation and therefore will require appointments for this Council term.

The **Audit Committee** comprises two functions. The finance component of the Committee reviews the City's financial statements with the external auditors and staff prior to their submission to Council. The human resources component of the Committee provides oversight to the collective bargaining and management exempt policy processes.

The **Agricultural Advisory Committee** provides recommendations on agriculture-related development applications being processed by the Community Planning Department and advises on agriculture policy projects led by the Policy & Planning and/or Community Planning Departments. The primary objective of the Committee is to advise Council on sustainable agricultural land use from a multiple bottom line perspective (i.e. cultural, economic, environmental and social). The [Agricultural Advisory Committee's Terms of Reference](#) can be viewed by clicking on the link provided. The Committee is a valuable resource for staff and Council, advising on agriculture-related matters. The members' expertise and experience in this area are assets in supporting the City's goals of protecting agricultural land and promoting farming, as expressed through the Agriculture Plan, the Official Community Plan and Council's priorities. Staff suggest the Terms of Reference be clarified to reinforce that the Committee can be used in an advisory capacity on agricultural matters beyond development applications, particularly City-led projects that may impact agriculture. This can further support OCP objectives of protecting agricultural lands while meeting other municipal needs. Staff also suggest revising the Meeting Procedures in the Terms of Reference to establish a maximum presentation time of 15 minutes for the applicant, consistent with a Council Public Hearing, as well as including the practice of reporting back to the Committee on Council and Agricultural Land Commission decisions (particularly on applications the Committee had considered). Reporting back to the Committee provides a valuable connection between the Committee's recommendations and the decision-making outcomes. It also provides an opportunity for staff to inform the Committee on staff and Council direction on different topics. The Committee requires approximately 120 hours of staff time per year from the Community Planning Department and approximately 72 hours of staff time per year from the Office of the City Clerk. Approximately \$1,680 per year is spent on meals provided to the Committee members prior to the meetings.

The **Airport Advisory Committee** provides recommendations related to the Kelowna International Airport and economic development for the region. The objective of the Committee is to review, report and advise Council on matters concerning the long-term strategic development of the Kelowna International Airport. The [Airport Advisory Committee's Terms of Reference](#) can be viewed by clicking on the link provided. The Committee provides staff direct access into the various communities represented as it relates to developing and promoting air service. Staff are of the opinion that the Kelowna International Airport would not be as successful as it is today without having the cooperation from both a political and business relationship in furthering the development of the airport and its various services. 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. Approximately \$1,000 per year is spent on meals provided to the Committee members prior to the meetings.

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 [Civic and Community Awards Steering Committee's Terms of Reference](#) can be viewed by clicking on the link provided. Appointments to the Civic and Community Awards Steering Committee run concurrent with the Council term; however, the timing of these appointments causes a delay in the planning process for the event during the first year of each term. With a new Council being sworn into Office in early November, and nominations opening in mid-December, there isn't much time in between to receive Council approval should there be any revisions to the existing structure or program. 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 \$34,835.

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 [Heritage Advisory Committee's Terms of Reference](#) can be viewed by clicking on the link provided. The Committee is a valuable resource for staff and Council, advising on heritage-related matters; and the Committee felt the City's Heritage Guidelines need to be reviewed and updated, along with the Heritage Registry. The Committee requires approximately 144 hours of staff time per year from the Community Planning Department and approximately 48 hours of staff time per year from the Office of the City Clerk. Approximately \$500 per year is spend on meals provided to the Committee members prior to the meetings.

For future committees, the Terms of Reference will require amendments in order to reflect the new Council term as well as any changes to the objective and scope.

Considerations not applicable to this report:

Internal Circulation:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Financial/Budgetary Considerations:

Personnel Implications:

External Agency/Public Comments:

Communications Comments:

Alternate Recommendation:

Submitted by:

S. Fleming, City Clerk

Approved for inclusion: City Manager