

# Report to Council



**Date:** December 10, 2018  
**File:** 0610-00  
**To:** City Manager  
**From:** Deputy City Clerk  
**Subject:** Advisory Committees of Council 2018-2022

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## **Recommendation:**

THAT Council receive the report of the Deputy City Clerk regarding Advisory Committees of Council for the 2018-2022 term, dated December 10, 2018 for information;

AND THAT Council endorse the Civic and Community Awards Steering Committee Terms of Reference as attached to the report of the Deputy City Clerk, dated December 10, 2018;

AND THAT Council endorse the Agricultural Advisory Committee Terms of Reference as attached to the report of the Deputy City Clerk, dated December 10, 2018;

AND THAT Council endorse the Heritage Advisory Committee Terms of Reference as attached to the report of the Deputy City Clerk, dated December 10, 2018;

AND FURTHER THAT staff report back to Council in January 2019 with recommendations for committee member appointments to the Civic and Community Awards Steering Committee, the Agricultural Advisory Committee, and the Heritage Advisory Committee.

## **Purpose:**

To establish 2018-2022 advisory committees of Council and seek applications for membership for the 2018-2022 term of Council.

## **Background:**

Advisory Committees of Council are established by Council and provide an opportunity for members of the public to work together collaboratively on matters referred to them by Council. The terms of reference (TOR) outlines the formal role of the committee, including the objectives and scope of work that will guide the committee in their advisory role.

The Agricultural Advisory Committee and the Heritage Advisory Committee provide recommendations to council on matters relating to either agriculture or heritage development in the City of Kelowna. As part of the development application process members meet regularly to consider applications in context with existing policies, regulations and the effects of a proposal before making recommendations to Council for consideration. Community Planning staff include the advisory committee recommendations and comments in the staff report to Council to ensure the committee input is part of the decision-making process. Membership and qualifications for each committee is specified to ensure there is representation of expertise and diversity related to the objective and scope for each advisory role.

The draft terms of reference for the Agricultural Advisory and Heritage Advisory committees, as attached to the report, remain substantially the same from the previous committee term 2014-2018 in their objective, scope, criteria, membership and qualifications.

Changes that are being recommended include the following:

- Appoint members for the full term of 4 years, not 2 years;
- include that all members receive an annual training session on meeting procedures, along with the Chair training as is current practice;
- ensure applicants have the opportunity to speak to their application when it is an item on the committee agenda;
- include reporting back with status updates on applications the Committee has considered (currently part of Heritage TOR);
- update departmental names and reporting; and
- update reporting requirements to Council to include committee recommendations as part of regular reports to Council (no change), remove the annual reporting requirement, and add the circulation of all agendas and minutes electronically through Council correspondence.

The Civic and Community Awards Steering Committee TOR remains substantively the same from the previous term, and has been updated for consistency under staff support.

Should Council endorse the draft Terms of Reference as attached to the report, staff will advertise for applications and report back to Council early in 2019 with recommended member appointments.

**Internal Circulation:**

**Planning Supervisor**

**Department Manager, Planning**

**Department Manager, Long Term Planning**

**City Clerk**

**Legislative Coordinator**

**Legal/Statutory Authority: *Community Charter***

**Considerations not applicable to this report:**

**Legal/Statutory Procedural Requirements:**

**Existing Policy:**

**Financial/Budgetary Considerations:**

**Personnel Implications:**  
**External Agency/Public Comments:**  
**Communications Comments:**  
**Alternate Recommendation:**

Submitted by:

Karen Needham, Deputy City Clerk

**Approved for inclusion:**



D. Gilchrist, City Manager