

Report to Council



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

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