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## CITY OF KELOWNA

# MEMORANDUM

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**Date:** November 7, 2002  
**File No.:** 0540/BL8546/BL8934  
**To:** City Manager  
**From:** City Clerk  
**Subject:** Bylaw and Terms of Reference Amendments – Council Advisory Committees

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### RECOMMENDATION:

THAT Advisory Planning Commission Bylaw No. 8546, as attached to the City Clerk's report dated November 7, 2002, be advanced for reading consideration by Council;

AND THAT Bylaw No. 8934, being a Bylaw to Repeal the Community Heritage Commission Bylaw No. 7816, as attached to the City Clerk's report dated November 7, 2002, be advanced for reading consideration by Council;

AND THAT the Terms of Reference for the Community Heritage Commission, as attached to the City Clerk's report dated November 7, 2002, be endorsed by Council;

AND THAT the Terms of Reference for the Agricultural Advisory Committee, as attached to the City Clerk's report dated November 7, 2002, be endorsed by Council;

AND THAT the Terms of Reference approved by Council on August 26, 2002 for the Social Planning Board be rescinded;

AND THAT the Terms of Reference approved by Council on August 26, 2002 for the Community Housing Needs Committee be rescinded;

AND FURTHER THAT the Terms of Reference for the new Social Planning & Housing Committee, as attached to the City's Clerk's report dated November 7, 2002, be endorsed by Council.

### BACKGROUND:

In December of 1991, Council adopted Bylaw No. 7022 which established the Advisory Planning Commission and set out its general operating procedures. In February of 1996 Council adopted a Terms of Reference for the APC which elaborated on procedures set out in the bylaw. Staff have drafted a new APC bylaw which incorporates the terms of reference into the existing bylaw and amends the term of the commission members to run concurrent with Council's term of office.

Recent amendments to the Local Government Act eliminated the requirement that the Community Heritage Commission be established by bylaw. Staff recommend repealing the existing Community Heritage Commission bylaw and endorsing terms of reference for the commission that reflect the operating procedures that existed in the bylaw. To bring the Community Heritage Commission in line with other advisory bodies to Council (Advisory Planning Commission, Agricultural Advisory Committee etc.) the proposed terms of reference eliminate the appointment of a Councillor and a Regional District of Central Okanagan representative to the commission and increase the number of members appointed from the community at large from two to four.

The proposed change to the terms of reference for the Agriculture Advisory Committee clarifies that the committee member from Tourism Kelowna is nominated by the organization but appointed by Council.

A final change to the committees is to amalgamate the Social Planning Board and the Community Housing Needs Committee into one – the Social Planning and Housing Committee.

With these amendments, all appointments to Council committees would be for 3-year terms that run concurrent with Council's term of office.

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D.L. Shipclark

/lmt  
Attach.