
CITY OF KELOWNA

MEMORANDUM

Date: January 6, 2009
File No.: 0540-01
To: City Manager
From: City Clerk
Subject: Council Committee Review

Report Prepared by: *Deputy City Clerk*

RECOMMENDATION:

THAT Council direct staff to conduct a formal review of all Council Committees including committee objectives, scope of work, membership, appointment and term, chair, rules of procedure, budget and staff support roles.

BACKGROUND:

Council may establish committees of Council in accordance with the provisions of the *Community Charter*, or by bylaw, establish an Advisory Planning Commission and/or Community Heritage Commission in accordance with the provisions of the *Local Government Act*.

A committee established by City Council provides an opportunity for members of the public to work collaboratively on matters referred to them by Council. The role of a committee is endorsed by council resolution through the *Terms of Reference (TOR)* for each committee and these generally include the committee objectives, scope of work, membership, appointment and term, chair, rules of procedure, budget and staff support roles.

Long standing committees have not had a review or update of their terms of reference since new legislation was introduced in 2003. Staff recommends a review of all committees to ensure that, through the terms of reference, all committees have a mandate reflective of current council leadership, and that there is consistency among council representatives, committees, members and staff in how business is conducted in the committee forum. This recommendation follows the information presented by George Cuff in support of community involvement and good governance.

Considerations not applicable to this report:

INTERNAL CIRCULATION TO:

LEGAL/STATUTORY AUTHORITY:

LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:

EXISTING POLICY:

FINANCIAL/BUDGETARY CONSIDERATIONS:

PERSONNEL IMPLICATIONS:

TECHNICAL REQUIREMENTS:

EXTERNAL AGENCY/PUBLIC COMMENTS:

COMMUNICATIONS CONSIDERATIONS:



ALTERNATE RECOMMENDATION:

Submitted by:


Stephen Fleming, City Clerk

Approved for Inclusion: 

Rob Mayne, Director Corporate Services