

REPORT TO COUNCIL



Date: January 11, 2012
File: 0615-01
To: City Manager
From: Deputy City Clerk
Subject: Council Committee Appointments

Recommendation:

1. THAT Council directs staff to appoint the Accessibility Advisory Committee as a committee of Council for the term 2012-2014;
2. AND THAT Council appoints Councillor Singh and Councillor Zimmermann as council representatives to the Accessibility Advisory Committee, with Councillor Given as the alternate for the term 2012-2014;
3. AND THAT Council directs staff to report back with an updated 2012-2014 Terms of Reference for the Accessibility Advisory Committee along with recommended member appointments;
4. AND THAT Bylaw No. 8546, being Advisory Planning Commission Bylaw, be forwarded for rescindment consideration;
5. AND THAT Council Procedure Bylaw 9200 be amended to include a provision permitting presentations at public hearings by representatives of Resident Associations to a maximum of 10 minutes;
6. AND THAT Development Application Procedures Bylaw 10540 be amended to expand the submission criteria for applicant required Public Notification and Consultation, including requiring applicants to hold Public Information Meetings for more than just Official Community Plan (OCP) amendment applications;
7. AND THAT Council directs staff to report back on additional enhancements to the public process through new applicant-community/neighbourhood-staff engagement initiatives;
8. AND THAT Council directs staff to bring forward for Council consideration Terms of Reference for an internal Design Review Panel;
9. AND THAT Development Application Fees Bylaw 10560 be amended to reflect the elimination of APC charges and changes to applicable development application fee charges to reflect costs associated with the Design Review Panel process;

10. AND THAT Council appoints the Agricultural Advisory Commission as a committee of Council for the term 2012-2014;
11. AND THAT Council directs staff to report back with an updated 2012-2014 Terms of Reference for the Agricultural Advisory Commission along with recommended member appointments;
12. AND THAT Council appoints the Airport Advisory Committee as a committee of Council for the term 2012-2014;
13. AND THAT Council appoints Mayor Gray as Chair, Councillor Basran as Council representative, and Councillor Blaneil as alternate, to the Airport Advisory Committee for the term 2012-2014;
14. AND THAT Council directs staff to report back with an updated 2012-2014 Terms of Reference for the Airport Advisory Committee;
15. AND THAT Council appoints Councillor DeHart as Chair, and Councillor Singh as Council representative to the Citizen of the Year/Civic Awards Committee for the term 2012-2014;
16. AND THAT Council defer appointment of the Communities in Bloom Advisory Committee pending receipt of an update from staff on their role as an advisory committee of Council and the planning activities for the 2012 Provincial Communities in Bloom conference hosted by the City of Kelowna;
17. AND THAT Council appoints the Community Heritage Commission as a committee of Council for the term 2012-2014;
18. AND THAT Council directs staff to report back with an updated 2012-2014 Terms of Reference for the Community Heritage Commission along with recommended member appointments;
19. AND THAT Council rescinds the Terms of Reference for the Housing Committee;
20. AND THAT Council direct staff to present a workshop to Council on the recently completed Housing Strategy;
21. AND THAT Council defers consideration of the Public Art Committee pending receipt of the 2011 Public Art Program Review consultant's report to be completed in February 2012;
22. AND THAT Council rescinds the Terms of Reference for the Women's and Community Advisory Committee;
23. AND THAT Council convenes a Committee of the Whole meeting to discuss options for citizen engagement on issues common to the community as a whole, including health and well-being, housing affordability and safety;
24. AND THAT Council directs staff to publicly advertise the current opportunities available to individuals interested in participating as a member of an advisory committee to Council.

Purpose:

To recommend advisory committee appointments, Council representatives and provide further direction to staff regarding updated Terms of Reference for the 2012-2014 Council term.

Background:

Committees of Council are created under the *Community Charter* and the *Local Government Act* to provide an opportunity for members of the public to work together collaboratively to provide advice on matters referred to them by Council.

Council as a whole, on behalf of City of Kelowna citizens, considers many issues in the community including development, business, community health and safety, affordable housing, citizen engagement and accessibility among many others. Council may choose to discuss issues at regular meetings of Council, or meet as a Committee of the Whole to discuss specific issues with staff, members of the community, and/or other community groups and agencies to identify related priorities and goals. A committee or task force may be established by Council to consider, investigate or take action on certain matters and report its findings or recommendations to Council for further action.

The appointments recommended by staff have taken into consideration both the connection to ongoing City services, programs and projects, and the role of Council to set direction and determine priorities which may require the establishment of new committees to enquire on behalf of, and meet, Council's needs.

Summary of Considerations for Committee recommendations:

The committee scope of work, structure, frequency of meetings, and overall objectives related to core services provided by the City were considered when reviewing reappointments for Council consideration.

Accessibility Advisory Committee - provides core services support to Infrastructure Planning on the design of parks, city-owned building and facilities including the Airport expansion and the H2O Centre, as well as to Regional Services with the design and location of bus shelters, transit system, and pedestrian areas in all parts of the City.

Staff is recommending the Terms of Reference be updated to reflect a change to the frequency of committee meetings from a minimum of six times annually, to a minimum of four times per year, with meetings arranged at other times on an "as needed" basis to ensure the committee's input on specific projects is reflective of its' mandate.

Advisory Planning Commission - Through direction from council, options have been explored that consider alternatives to the APC function. As the City has grown in both population and urban sophistication, the value of the APC may now not be as prudent with the adoption of the 2030 OCP. High quality development throughout Kelowna is a shared priority of the public, staff and City Council. As noted below, this role may be better served with an internal Design Review Panel to focus on the quality of design and functionality of development proposals and raise the caliber of urban design to meet the expectations of the community.

Design Review Panels serve to provide professional, objective recommendations on matters of design that influence the public realm, including design consideration of civic buildings, streets, parks and open spaces. The Design Review Panel would be composed of appointed internal professionals. The panel's role would be to review development proposals within the City's

Development Permit areas and provide advice on form and character matters within the context of the OCP's vision.

The public input and design review functions that were part of the APC's mandate could be continued by creating ways for early, ongoing and meaningful applicant - public - staff interaction as an integral part of the development application process. Additionally, it is being proposed to formalize the creation of an internal design review panel. The internal design review team would take advantage of existing staff expertise and experience in the areas of urban design, architecture, landscape, and built form, and would be mandated by the scope of Council endorsed Terms of Reference in addition to 2030 OCP urban design policies.

Many neighbourhood concerns raised before APC and Council relate to the design of the buildings and the impact of the built form on the immediate neighbourhood. The new Development Applications Procedure Bylaw requires an applicant requesting an amendment to the OCP hold a Public Information Meeting prior to Council consideration and report its outcome based on specific criteria. The proposal of expanding the neighbourhood consultation requirements to capture a broader range of development applications, including those that transition between existing land uses, prior to application submission intends to address and mitigate public questions and concerns through the early applicant - resident - staff interaction. Staff is reviewing current practices and procedures to determine other ways to engage the public earlier in the development application process.

Previous Council direction had been given to provide Resident Associations with additional time to make presentations to Council at public hearings. Staff recommends that representatives of Resident Associations be provided up to 10 minutes to present to Council. This provision would apply to Resident Associations recognized by the City, and also apply to Liquor License and Development Variance Permit public input. Currently, neighbourhood groups are provided up to 5 minutes to make representations to Council.

The budget implications for the proposed changes are yet to be determined, but the Development Application Fees Bylaw will need to be amended to eliminate fees directly attributable to APC, but must also consider application fees more comprehensively to cover the internal resourcing costs for the Design Review Panel.

Importantly, the investment of resources, community input and deliberation of growth patterns that are now endorsed through the 2030 OCP create a higher degree of certainty when it comes to land use expectation. The OCP provides current direction with respect to development and growth expectations and the corresponding servicing. A more concerted effort can be concentrated towards the quality of the urban built form.

Agricultural Advisory Commission - provides core services support in the development application process, advising Council on development matters related to the protection of the City's agricultural land base.

Staff is reviewing the current Terms of Reference and will report to Council prior to the first meeting with recommended updates and member appointments.

Airport Advisory Committee- reviews, reports and advises on matters concerning the operation and development of Kelowna International Airport.

Staff is reviewing the current Terms of Reference and will report to Council prior to the first of the quarterly meetings.

Communities in Bloom Advisory Committee - originally formed in 1996, the committee was established as an advisory committee of Council in January 2011 to provide advice to Council on initiatives related to the mandate of the CIB program, including areas related to community beautification, environmental protection, tidiness, and urban forestry.

Staff is recommending that prior to reappointment as a committee of Council, an update is provided to Council on the terms of reference and planning for the 2012 Provincial Communities in Bloom conference hosted by the City of Kelowna.

Community Heritage Commission - provides core service support in the development application process, advising Council on development matters related to the heritage significance of applications, and to heritage planning tasks undertaken by Policy and Planning.

Staff is recommending the Term of Reference be updated to reflect a change to the frequency of committee meetings from monthly meetings or as needed, to a minimum of four times per year with additional meetings arranged on an "as needed" basis.

Housing Committee - has provided core service support to Policy and Planning in policy development, and in building housing partnerships with other Agencies, the non-profit housing sector, the development community, and the community at large.

The Housing Committee contribution to the recently completed Housing Strategy represents the culmination of the Housing Committee objective - "to work towards ensuring that all citizens of Kelowna have access to adequate and suitable housing". Staff is recommending that issues related to housing affordability be considered at a future Committee of the Whole meeting of Council.

Public Art Committee - advises Council on the selection of appropriate locations for public art installations and the commissioning of individual artworks in support of arts and culture in the public realm.

Staff is recommending the deferral of appointment of the Public Art Committee as the Public Art Program, including the roles and responsibilities of the committee, is currently under review with a consultant's report and recommendations being forwarded to Council in February 2012.

Women's & Community Advisory Committee - with a broad mandate related to making Kelowna a safer, healthier and more equitable community particularly encouraging women's viewpoints, the committee has undertaken the task of organizing annual Forums to discuss related issues in the community.

The committee forwarded a report to Council summarizing issues identified that relate to women's safety, child care, health and well being following each community forum.

Summary

Along with the staff recommendations for committee appointments included in this report, Council appointed the Parcel Tax Roll Review Panel, Board of Variance and Audit Committee at the Inaugural Meeting of Council, December 05, 2011.

The Youth Advisory Committee which was established to plan and organize the semi-annual Mayor's Youth Forum will be discussed during budget deliberations.

Internal Circulation:

Civic Operations
Communications
Kelowna International Airport
Land Use Management
Policy and Planning
Recreation and Cultural Services

Legal/Statutory Authority: *Community Charter, Local Government Act, Council Resolution*

Considerations not applicable to this report:

Communications Comments:

Existing Policy:

Legal/Statutory Procedural Requirements:

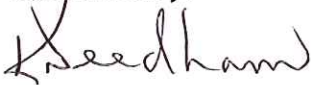
Financial/Budgetary Considerations:

Personnel Implications:

External Agency/Public Comments:

Alternate Recommendation:

Submitted by:



Karen Needham, Deputy City Clerk

Approved for inclusion:



R. Mayne Director, Corporate Services

cc.