
CITY OF KELOWNA

MEMORANDUM

DATE: January 17, 2006
FILE NO: 1853-20
TO: City Manager
FROM: Development Manager
Recreation, Parks & Cultural Services
SUBJECT: Festivals Kelowna Society Transition Committee

RECOMMENDATION:

THAT City Council appoint the following individuals to the Festivals Kelowna Transition Committee:

- Robert Fine,
- Mike Gilmore,
- Dale Knowlan,
- Yvonne Topf,
- Alanna Vernon,
- Tracie Ward,
- Reid Oddleifson (City Staff),
- Sheila Olsen (City Staff);

AND THAT the Transition Committee be delegated the authority to manage the transition period, make changes to the committee membership as necessary and establish a registered not for profit Society for Festivals Kelowna as previously approved by Council.

Discussion;

On December 19th, 2005, Kelowna City Council authorized the formation of the *Festivals Kelowna Society*, including establishing a Council appointed Transition Committee.

In 2006, Festivals Kelowna will consolidate three primary events; the Life and Arts Festival Parks Alive! and Canada Day Celebrations. In the future, additional existing events may come under the Festivals Kelowna umbrella, as well as the development of new events.

Following the transition period, a Board of Directors for the new Festivals Kelowna Society will be appointed by City Council and will operate under contract to City.

The responsibilities and work to be completed by the Transition Committee includes;

- Developing short, mid and long term goals,
- Developing long-term financial goals,
- Developing constitution, by-laws and any related terms of reference,
- Developing long-term fund development and marketing plans,
- Assisting in the development of staff assignments and timelines,
- Authority to make financial decisions in 2006,
- Developing policies and procedures for including new and developing festivals within Festivals Kelowna umbrella, and

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- Reporting to City Council with recommendations at the conclusion of the transition period.

Additional City and project staff will also contribute to the Festivals Kelowna Transition Committee as required, including:

- Lorna Gunn,
- Renata Mills,
- Sandra Kochan,
- Dorothee Birker
- Gayle Voyer, and
- Wendy Falkowski.

Summary;

Through the establishment of a governance model, the Festivals Kelowna Society will take on a role governing, coordinating and enhancing large scale public festivals and events, in order to attract increasing levels of tourism to Kelowna. The Festivals Kelowna Transition Committee will assist City and project staff in the development and execution of a transition work plan including the formation of the Society and achieving its objectives for 2006. The transition period is anticipated to last approximately four to six months.

JWR Oddleifson
Development Manager,
Recreation, Parks and Cultural Services

Pc Director of Recreation, Parks and Cultural Services
 Cultural Services Manager
 Financial Accounting & Systems Manager