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CITY OF KELOWNA

MEMORANDUM

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**Date:** July 4, 2007  
**File No.:** 8500-01  
**To:** City Manager  
**From:** Transportation Manager  
**Subject:** Co-hosting of National Transit Organization

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**RECOMMENDATION:**

THAT Council approve the co-hosting of the 2007 Executive Meeting of the Canadian Urban Transit Association with BC Transit in Kelowna.

AND THAT the City's share of this event, \$1000 be funded from Council Contingency.

**BACKGROUND:**

The Canadian Urban Transit Association (CUTA) is the national voice of the public transit industry. The organization brings together transit organizations, transit suppliers and governments from across Canada to advance the role of transit in urban areas. The City has been an associate member of CUTA for a number of years but in 2007 has become a full member. Membership helps us stay well-informed and gain access to expertise across Canada. It also provides opportunities for us to bring some of this expertise to Kelowna.

Once each year, the Executive of the Board of CUTA holds a meeting somewhere in Canada separate from its two major conferences. This year BC Transit has offered to co-host this meeting with the City if it is held here in Kelowna. The responsibility of the host(s) is to fund an event/reception and dinner for the CUTA executive and special guests. CUTA and their Executive are responsible for the own costs related to their business meetings and personal travel expenses.

The dates planned for the event are September 6<sup>th</sup> and 7<sup>th</sup>. The event and dinner are planned to be held at the Summerhill Winery. We are expecting approximately thirty people to attend the event. The budget for the reception, dinner and transportation is \$2000 and BC Transit will be picking up half of this amount.

**INTERNAL CIRCULATION TO: N/A**

**LEGAL/STATUTORY AUTHORITY: N/A**

**LEGAL/STATUTORY PROCEDURAL REQUIREMENTS: N/A**

**EXISTING POLICY:** This request of City Council is made pursuant to Council Policy 58 where when the City is hosting an event, the sponsorship will be targeted towards a special event such as a reception. The use of Council Contingency is also as per this policy.

**FINANCIAL/BUDGETARY CONSIDERATIONS: N/A**

**PERSONNEL IMPLICATIONS: N/A**

**TECHNICAL REQUIREMENTS: N/A**

**EXTERNAL AGENCY/PUBLIC COMMENTS: N/A**

**ALTERNATE RECOMMENDATION: N/A**

Submitted by:

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Ron Westlake, P.Eng.  
Transportation Manager

Approved for Inclusion:



John Vos

Cc: Director of Financial Services