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CITY OF KELOWNA

MEMORANDUM

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**Date:** December 23<sup>rd</sup>, 2008  
**File No.:** 0230-20  
**To:** City Manager  
**From:** Grants Manager, Strategic Initiatives and Intergovernmental Partnerships  
**Subject:** Southern Interior Local Government (SILGA) 2010 Conference

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**RECOMMENDATION:**

THAT Council receive for information the report from the Grants Manager dated December 23, 2008 regarding the request from the Southern Interior Local Government Association (SILGA) to host the 2010 AGM & Convention;

AND THAT Council decline to host the convention in 2010.

**BACKGROUND:**

During the "open session" of the A.M. Regular Meeting held Monday, October 27, 2008, Council adopted a resolution requesting further information regarding the request from the Southern Interior Local Government Association (SILGA), for a community to host the 2010 Annual General Meeting (AGM) & Convention. Council also directed staff to report back on any staffing implications and whether the District of Lake Country would like to co-host the event.

SILGA is comprised of elected officials from thirty-six (36) Cities, Towns, Villages, Districts and Regional Districts in South Central B.C. The host community for the 2009 AGM & Convention is the Town of Osoyoos. The five most recent host communities have been Kamloops, Salmon Arm, Revelstoke, Merritt and Vernon (2008).

As an organization, SILGA's involvement is greatest in facilitating the AGM, while their role in planning the convention is primarily as an approving body for the agenda proposed by the host community. The three day convention theme, topics, presenters, guest speakers, food and entertainment are determined and organized by the host community.

Staff recommends that the financial and staffing implications do not warrant the City hosting the event. In addition, Lake Country is unable make a commitment before knowing the decision of Kelowna Council. Subsequently, it is not known what staffing contribution, if any, Lake Country will be able to make.

**FINANCIAL/BUDGETARY CONSIDERATIONS:**

Vernon (2008) and Osoyoos (2009) have hired an event planner to organize the overall convention details including the accommodation, catering, sponsors, pre-registration and entertainment. The approximate cost to the City for this service would be \$8, 000 - \$10,000.



The goal of the convention (event) planner is to ensure the event is revenue neutral, with convention costs covered by registration of approximately 200 participants. Revenue generated from sponsors to a maximum of \$10,000 is retained by the host community, with any additional funds payable to SILGA.

**PERSONNEL IMPLICATIONS:**

The host community will require an organizing or steering committee of elected officials and senior management. The committee may be created up to one year prior to the spring event, and will typically meet monthly, then bi-weekly as the event date draws nearer. Further staff resources were required in the final days prior to and during the event to fulfill various functions, including assembling delegate bags, assisting with the trade show and sponsors, and convention registration.

**EXTERNAL AGENCY/PUBLIC COMMENTS:**

District of Lake Country has been asked to consider co-hosting the 2010 AGM & Convention with the City of Kelowna and may discuss the request with Noreen Guenther, council representative to SILGA from the District of Lake Country.

**INTERNAL CIRCULATION TO:**

Director, Corporate Services  
Director, Financial Services  
Director of Strategic Initiatives & Intergovernmental Partnerships  
Office of the City Clerk

**LEGAL/STATUTORY AUTHORITY:**

**LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:**

**EXISTING POLICY:**

**TECHNICAL REQUIREMENTS:**

**COMMUNICATIONS CONSIDERATIONS:**

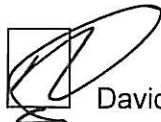
**ALTERNATE RECOMMENDATION:**

Submitted by:



L. Gunn, Grants Manager  
Strategic Initiatives & Intergovernmental Partnerships

Approved for Inclusion:



David Graham, Director

Strategic Initiatives & Intergovernmental Partnerships



*Southern Interior Local  
Government Association*

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September 15, 2008

City of Kelowna  
1435 Water Street  
Kelowna BC  
V1Y 1J4

Dear Mayor and Council,

Re: Southern Interior Local Government Association 2010 AGM and Convention

SILGA is looking for a host community for its 2010 AGM and convention. With over 150 delegates and more than 20 speakers and sponsors, this is a wonderful opportunity for your council to showcase its community.

Over the past five years Kamloops, Salmon Arm, Revelstoke, Merritt and Vernon have hosted the convention and we are looking forward to experiencing Osoyoos' hospitality in 2009.

Your community will need approximately 200 hotel rooms and a convention centre that is capable of holding meetings for 250 people. It should also have facilities to allow sponsors to set up their booths in a trade show atmosphere.

If your community is interested in hosting our convention, please contact Alison Slater at 250-374-3678 or by email at [alislater@shaw.ca](mailto:alislater@shaw.ca). We look forward to hearing from you.

Yours truly,

Jackie Tegart

Jackie Tegart  
President, SILGA