



Date: Monday, January 26, 2009

Dear Councilor Rule *f. Michele*

Subject: **Community Partnership Development Project -
Advisory Committee to Develop a Community Accord or
Memorandum of Understanding (MOU)**

This letter is to invite you to sit on an Advisory Committee for the above Community Partnership Development Project (CPD Project) as a representative of City of Kelowna.

In December 2008, Kelowna Community Resources (KCR) received provincial funding for the Community Partnership Development Project (CPD Project). The purpose of the six-month project (January - July 2009) is to facilitate community collaboration and partnership building to collaboratively assist immigrants integration needs and promote a community that is welcoming and inclusive. At the end of the six months, the community will demonstrate a formal intent among key stakeholder groups to work together towards achieving a common vision around fostering a welcoming and inclusive community.

This first stage (CPD) is an important and necessary process in enabling us to access funding for other elements of this broader initiative (see attached Background Paper).

As the sponsoring organization, KCR is establishing an Advisory Committee to the CPD Project to develop this collaborative framework and invites you to sit on the Advisory Committee as the representative of City of Kelowna. The Advisory Committee will be comprised of approximately 15 representatives of key stakeholder groups, with an anticipated time commitment of 3-4 meetings over the 6-month period, February - July 2009.

Attached you will find the following information:

- Background on the Community Partnership Development Project (CPD Project)
- Terms of Reference for the Advisory Committee

If you require additional information, please contact me at 250-763-5169 or by email at bdownie@kcr.ca. KCR hopes that you will be able to participate in this worthwhile community project. To enable us to proceed and to meet our deadlines, I would appreciate you advising me if you are available by February 6. We look forward to your response to this invitation.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'W. Downie', written over a horizontal line.

Wm. J. Downie,
Executive Director
Kelowna Community Resources

COMMUNITY PARTNERSHIP DEVELOPMENT PROJECT (CPD PROJECT)

ADVISORY COMMITTEE TERMS OF REFERENCE

- 1. Background**
The Community Partnership Development Project (CPD Project) is a six-month project that provides the opportunity for communities to obtain support to identify and coordinate key sustainable partnerships and collaborations with diverse groups and stakeholders to work towards achieving the vision of fostering welcoming and inclusive communities.
The project is aimed at facilitating community collaboration and partnership building, not for direct services to clients. At the end of the six-month period, KCR, as the sponsoring organization is required to demonstrate that there is formal intent between key stakeholder groups to collaborate towards achieving a common vision around fostering welcoming and inclusive communities. The Kelowna Community Partnership Project will pursue the development of a collaborative framework such as a **Community Accord or Memorandum of Understanding**.
- 2. Purpose of Advisory Committee**
To act in an advisory capacity to the Sponsoring Organization (KCR) in the development of a partnership agreement in the form of a **Community Accord or a Memorandum of Understanding**.
- 3. Membership**
Advisory Committee members will be representative of key community stakeholder groups with members identified as having a key role and interest in the Community Partnership Development Project (CPD Project).
Each member will designate an alternative so that the member, or alternative, will attend meetings.
- 4. Role of Members and Responsibilities**
Members will serve as independent experts to represent the views of their organizations (and stakeholder groups). Members will sign, or cause to have signed, the framework agreement (a Community Accord/Memorandum of Agreement (MOU)) on behalf of their organization.
- 5. Time Commitments**
Meetings will be at the call of the Chair. It is anticipated that there will 3-4 meetings scheduled for the period January – June 2009, each approximately 2-½ hours in length.
- 6. Decision-making**
The Advisory Committee functions as a group and decisions are made by consensus.
- 7. Task Groups**
Task Groups may be established on an as needs basis. A member/s of the Advisory Committee will chair Task Group/s.
- 8. Future Planning**
Participation in drafting proposed structures and processes for facilitating Elements 2, 3, and 4.

BACKGROUND

Welcoming and Inclusive Communities and Workplaces Program (WICWP) Community Partnership Development Project (CPD Project)

“WelcomeBC” Framework

In June 2007, Premier Gordon Campbell announced WelcomeBC, a strategic framework that unites B.C.'s comprehensive settlement and integration initiatives under one umbrella. Funding is provided in large part by the Government of Canada through an Agreement for Canada-British Columbia Cooperation on Immigration. WelcomeBC has a two-fold purpose to assist immigrants in accessing a wide variety of settlement and integration services, and to ensure that British Columbia communities are welcoming and inclusive.

Welcoming and Inclusive Communities and Workplaces Program (WICWP)

Within the WelcomeBC framework, Welcoming and Inclusive Communities and Workplaces Program (WICWP), is a three-year pilot initiative. The primary goal of WICWP is to work toward supporting inclusive, welcoming and vibrant communities, where immigrants and indigenous Aboriginal communities can realize their full potential, where racism is eliminated, and cultural diversity is valued and celebrated. More specifically, WICWP funds projects that will foster welcoming communities in B.C. WICWP is about capacity building at the community level, developing broad, long-term partnerships across sectors and stakeholder groups, and serving as a catalyst for systemic change.

WICWP Elements

Welcoming and Inclusive Communities and Workplaces Program (WICWP) is made up of four key program elements:

1. Community Partnership Development
2. Knowledge Development and Exchange
3. Public Education, and
4. Demonstration Projects.

FUNDING FOR PROGRAM ELEMENTS

Program Element 1: Community Partnership Development Project

The Community Partnership Development Project (CPD Project) Element provides the opportunity for communities to obtain support to identify and coordinate key sustainable partnerships and collaborations with diverse groups and stakeholders to work towards achieving the vision of fostering welcoming and inclusive communities. Projects under the Community Partnership Development Project (CPD Project) Element are to be developmental and collaborative in nature and serve as an initial starting point for community capacity building. Examples of key partners: government, Aboriginal, Métis and First Nations organizations, business, labour, public institutions, private enterprises, regional districts, chamber of commerce, faith organizations, non-profit organizations, etc.

Funding: Up to \$15,000 for population size over 50,000 up to six (6) months.

Program Element 2: Knowledge Development and Exchange

Communities may obtain assistance to promote knowledge development and sharing among diverse groups and stakeholders, and with the community members at large. Examples of activities: gap analysis/needs assessment, advanced asset mapping, community forums, presentations, workshops, consultations and conferences.

Funding: Up to \$50,000 for population size over 50,000 up to one (1) year.

Program Element 3: Public Education

Communities may obtain assistance to facilitate cross-cultural understanding and increase public awareness among community members at large. Examples of activities: development and distribution of materials, resources and toolkits, production of digital media and online resources, visual and performing arts focused on WICWP outcomes.

Funding: Up to \$50,000 for population size over 50,000 up to one (1) year.

Program Element 4: Demonstration Projects

Communities, groups or stakeholders may obtain support to design, implement, deliver and evaluate projects that explore strategic and innovative approaches to fostering welcoming and inclusive communities.

Funding: Up to \$250,000 per project for up to two (2) years. Projects with an expected 2-year time frame should plan to have a start date of no later than July 1, 2009.

Eligibility For Future Funding of Program Elements 2, 3 and 4

Applicants for WICWP Elements 2, 3 and 4 must demonstrate community capacity and readiness that at minimum involves the formation of a formal collaborative partnership within the Community of Interest that is inclusive of key stakeholders and has a common vision around fostering welcoming and inclusive communities.

Kelowna’s successful completion of Element 1: Community Partnership Development Project will meet this eligibility requirement.

ELEMENT 1: KELOWNA COMMUNITY PARTNERSHIP DEVELOPMENT PROJCT

Kelowna Community Resources (KCR) as the sponsoring organization, with the support of community stakeholder partners, made an application for funding for Element 1: Community Partnership Development. Funding of \$15,000 was approved on December 11, 2008 for a six-month period.

Funds for the Community Partnership Development Project Element are intended for community collaboration and partnership building, not for direct services to clients. At the end of the six-month period, the sponsoring organization (KCR) is required to demonstrate that there is formal intent between key groups to collaborate towards achieving a common vision around fostering welcoming and inclusive communities. A Charter, Community Accord, Memorandum of Understanding (MOU), or an Action Plan may demonstrate this formal intent.

The Kelowna Community Partnership Development Project (CPD Project) will pursue the development of either a Community Accord or a Memorandum of Understanding (MOU).

January 14, 2008

Sandi Horning

From: Karen Needham
Sent: Wednesday, February 04, 2009 3:24 PM
To: Sandi Horning
Subject: FW: Council Representative

-----Original Message-----

From: Bill Downie [mailto:bdownie@kcr.ca]
Sent: Tuesday, February 03, 2009 11:26 AM
To: Karen Needham
Subject: RE: Council Representative

Karen, thank you for your prompt response. The Background Document I provided along with the letter of invitation provides the context for this provincially funded initiative.

Role of the Council Representative: The councillor will be one of approximately 12-15 representatives on the committee. We engaged in a sector analysis to identify the key sectors that would be invited to participate, and municipal representation was deemed to be a critical stakeholder. The representative will participate as a peer of the other sector representatives. The Councillor will represent the City's interest and stake in Kelowna being a welcoming and inclusive community and will seek the approval from their organization to support a collaborative partnership as referenced in the Background document.

Voting or Non-voting: As noted in the terms of reference, we envision the decision-making process will be by consensus. It is our experience with similar structures and process that voting is not the preferred process, however in the unlikely event a vote was required, the Councillor would be encouraged to vote. In the event the wish of the Councillor is to be a non-voting ex-officio member, this would not preclude their involvement.

If you require any further information, please do not hesitate to ask.

B
Bill Downie
Executive Director
Kelowna Community Resources
Tel.: (250)763-5169, Fax (250)763-7608
www.kcr.ca

From: Karen Needham [mailto:KNeedham@kelowna.ca]
Sent: Monday, February 02, 2009 5:14 PM
To: Bill Downie
Cc: Stephen Fleming
Subject: Council Representative

Dear Mr Downie,

We are in receipt of your letter, dated January 26, 2009, inviting Councillor Rule to sit on the Advisory Committee for the Community Partnership Development Project.

The appointment of a Councillor representative must be done through Council resolution at a regular Council meeting, and as this request was brought to our attention today by Councillor Rule, we would like to add this item to the Council meeting agenda for February 09, 2009.

In anticipation of an analysis that will inform a new policy on Councillor committee participation, we are currently asking all committees with Council member representation for the following information:

1. The terms of reference for the committee (thank you for including this with the letter of invitation)

2. The role you see the Council representative having on the committee
3. Whether or not the Councillor is a voting or non-voting member

We will include the letter of invitation and the terms of reference in the Council package for Monday's (Feb09) meeting. If you are able to provide the information from questions #2 and #3 by **Wednesday, February 04, 2009**, this would be greatly appreciated.

I look forward to hearing from you.

regards,
Karen

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