

City of Kelowna Regular Council Meeting AGENDA



Monday, June 15, 2015

9:00 am

Knox Mountain Meeting Room (#4A)

City Hall, 1435 Water Street

Pages

1. Call to Order

2. Confirmation of Minutes

3 - 8

Regular AM Meeting - June 1, 2015

3. Resolution Closing the Meeting to the Public

THAT this meeting be closed to the public pursuant to Section 90(1) (a), (c), (e) and (f) of the *Community Charter* for Council to deal with matters relating to the following:

- Position Appointment;
- Labour Relations;
- Acquisition, Disposition, or Expropriation, of Land or Improvements; and
- Law Enforcement.

4. Adjourn to Closed Session

5. Reconvene to Open Session

6. Reports

6.1 City of Kelowna Sign Bylaw Update

30 m

9 - 11

To update Council on the Sign Bylaw Review and discussion policy directions

6.2 Urban Centre Roadmap

25 m

12 - 29

To inform Council on the planning and research process for the Urban Centre Roadmap which will establish the framework for area redevelopment planning within the City's five Urban Centres.

6.3 SILGA 2016 Convention - Organizing Committee 10 m 30 - 31

To appoint Councillor Hodge and up to two additional Council members to the SILGA 2016 Convention Organizing Committee

7. Issues Arising from Correspondence & Community Concerns

7.1 Mayor Basran, re: Issues Arising from Correspondence 30 m

8. Termination



City of Kelowna Regular Council Meeting Minutes

Date: Monday, June 1, 2015
 Location: Knox Mountain Meeting Room (#4A)
 City Hall, 1435 Water Street

Council Members Present: Mayor Colin Basran and Councillors Maxine DeHart, Ryan Donn; Gail Given*; Tracy Gray; Charlie Hodge; Brad Sieben; Mohini Singh and Luke Stack

Staff Present: Acting City Manager, Rob Mayne; City Clerk, Stephen Fleming; Community Planning & Real Estate, Divisional Director, Doug Gilchrist*; Urban Planning Manager, Ryan Smith*; Long Range Policy Planning Manager, James Moore*; Policy & Planning Department Manager, Danielle Noble-Brandt*; and Legislative Systems Coordinator, Sandi Horning

(*denotes partial attendance)

1. Call to Order

Mayor Basran called the meeting to order at 8:36 a.m.

2. Confirmation of Minutes

Moved By Councillor DeHart/Seconded By Councillor Hodge

R414/15/06/01 THAT the Minutes of the Regular AM Meeting of May 25, 2015 be confirmed as circulated.

Carried

3. Resolution Closing the Meeting to the Public

Moved By Councillor Hodge/Seconded By Councillor Stack

R415/15/06/01 THAT this meeting be closed to the public pursuant to Section 90(1) (e), (f) and (j) of the *Community Charter* for Council to deal with matters relating to the following:

- Acquisition, Disposition, or Expropriation of Land or Improvements;
- Law Enforcement; and
- Third Party Information.

Carried

4. Adjourn to Closed Session

The meeting adjourned to a closed session at 8:37 a.m.

5. Reconvene to Open Session

The meeting reconvened to an open session at 9:44 a.m.

The meeting recessed at 9:44 a.m. The meeting reconvened at 9:56 a.m.

6. Reports

Council altered the Agenda order and requested that the Revitalization Tax Exemption item be heard prior to the Micro-Suites item.

6.2 Revitalization Tax Exemption Update

Staff:

- Displayed a PowerPoint presentation summarizing the Revitalization Tax Exemption program.
- Confirmed that Area 3 has almost reached the total amount threshold as identified in the Bylaw with approximately \$18,000 remaining.
- Confirmed there is no total amount threshold for rental housing regardless of where a project is located within the City.
- Responded to questions from Council.

Council:

- Discussed the merits of the current incentive area boundaries and whether to amend them or not.

Moved By Councillor Donn/Seconded By Councillor Sieben

R416/15/06/01 THAT Council receives, for information, the Report from the Policy and Planning Department, dated May 14, 2015 regarding the status of the revitalization tax exemption and rental housing tax exemption programs.

Carried

Moved By Councillor Hodge/Seconded By Councillor Donn

R417/15/06/01 THAT Council directs staff to review the implications of amending the Area 3 threshold in the Downtown Tax Incentive Area of the Revitalization Tax Exemption program and report back to Council.

Carried

6.2.1 Update on CN Decision - Okanagan Indian Band Interlocutory Injunction

Community Planning & Real Estate, Divisional Director:

- Confirmed that the Supreme Court of BC rejected the interlocutory injunction filed by the Okanagan Indian Band to stop the sale of the CN lands.
- Confirmed that staff is finalizing a media release.

- Advised there is a notice requirement to the Okanagan Indian Band if any surplus lands within the injunction area are sold to a non-government third party.
- Advised that the details of the decision will be in the transcript of the Reasons for Judgment, which will be released shortly.

Moved By Councillor Hodge/Seconded By Councillor Donn

R418/15/06/01 THAT Council authorizes the Mayor, on behalf of Council, to write a letter to the Okanagan Indian Band reaffirming Council's commitment to work cooperatively together on the various projects our respective local governments are jointed involved in.

Carried

6.1 Micro-Suites

Staff:

- Displayed a PowerPoint presentation summarizing the issues with micro-suites and responded to questions from Council.
- Advised that any developments currently in-stream will be 'grandfathered'.
- Advised that staff have been discussing micro-suite developments with staff from the City of Surrey and the City of Seattle as both Surrey and Seattle have been looking at ways to deal with micro-suite developments.

Community Planning & Real Estate, Divisional Director:

- Advised that the next DDC review is scheduled for later this year.
- Displayed the City's Urban Core Map and confirmed that any changes would cover all of the urban hubs as well as along the RapidBus line.

Staff:

- Noted the purpose-built rental housing projects in Kelowna and their impacts.
- Advised that DDC's on micro-suites average about \$5,500.00 per unit.
- Advised that staff will be seeking input on the changes from UDI prior to implementing same and will report back to Council with UDI's comments.
- Confirmed that the Report is brought forward to Council in the Fall of every year to determine if changes are required to the Housing Opportunities Fund.

Moved By Councillor Hodge/Seconded By Councillor Given

R419/15/06/01 THAT Council receives for information the report from the Urban Planning Manager dated May 25, 2015;

AND THAT Council directs staff to incorporate amendments concerning micro-suites into the next Development Cost Charge program review;

AND THAT Council directs staff to bring the following bylaw and policy amendments to a Monday afternoon Council meeting for consideration:

1. Amendments to the Revitalization Tax Exemption Bylaw to limit the ability for applicants to benefit from multiple incentive programs (commonly known as "double-dipping") on rental/micro-unit housing developments;
2. Amendments to the Zoning Bylaw to create a land use definition for micro suite housing and limit its use to specific areas of the City such as the city's Urban Core and around the University South Village Centre; and
3. Amendments to update the Zoning Bylaw to require additional on-site amenity space for micro-suite developments to ensure that a high quality of life for

tenants and long-term viability of this form of housing is accommodated on developments sites of this nature.

Carried

7. Reconvene to Closed Session

The meeting reconvened to a closed session at 11:45 a.m.

8. Reconvened to Open Session

The meeting reconvened to an open session at 11:51 a.m.

Acting City Manager:

- Recommended reconvening the AM Regular Meeting after the PM Council Meeting in order to discuss staff's report on the Infill Challenge.

Council:

- Agreed to discuss any 'Issues Arising from Correspondence & Community Concerns' and then reconvene the AM Regular Meeting after the PM Council Meeting to discuss the Infill Challenge Report.

9. Issues Arising from Correspondence & Community Concerns

9.1 Mayor Basran, re: Kelowna Rockets

Mayor Basran:

- Advised that he will be attending Prospera Place at 1:30 pm to welcome the Kelowna Rockets upon their return from the Memorial Cup.
- Deputy Mayor Donn will Chair the PM Council Meeting until he returns.

9.2 Mayor Basran, re: The Monarchist League of Canada Request

Mayor Basran:

- Made comment on the request from The Monarchist League of Canada to commemorate the reign of Queen Elizabeth II as being the longest in British history when Her Majesty surpasses the reign of Queen Victoria in September of this year.

Council:

- Agreed that a Proclamation would be in order.

9.3 Councillor Hodge, re: IHA Laundry Contracting Out Proposal

Councillor Hodge:

- Inquired if Council had weighed into the discussion regarding IHA's proposal to contract out laundry services.

City Clerk:

- Confirmed Council's previous direction not to hear from a delegation from the Union representatives regarding the issue.

Council:

- Agreed this is a Provincial issue between the Union and IHA and that the union should contact the local MLA with any concerns.

9.4 Councillor Hodge, re: Accent Inn Property (Gordon & Highway 97)

Councillor Hodge:

- Expressed concerns with the noise volume from the Accent Inn as a result of the location of its swimming pool and inquired as to the conditions placed on the property at the time of development.
- Inquired if Council has any say on where specific uses are conducted within a specific property and how they fit into the neighbourhood.

Councillor Given left the meeting at 11:59 a.m.

Council:

- Made comment on the expectation that a developer will interact with the neighbourhood well in advance of an application coming before Council.
- Agreed that the Zoning Bylaw and Development Permit also offer additional opportunities for input.

10. Recess Open Session

The meeting recessed at 12:02 p.m.

11. Reconvened Open Session

The meeting reconvened at 3:17 p.m. Councillor Given rejoined the meeting at 3:17 p.m.

6. Reports

6.3 Infill Challenge

Staff:

- Displayed a PowerPoint presentation summarizing the infill challenge concepts and issues.
- Made comment on a proposed RU7 Pilot Project.
- Responded to questions from Council.
- Will investigate whether or not the 'mind mixer' is the best tool to be used for these purposes.

Council:

- Expressed a concern with using the 'mind mixer' as a survey tool and there have been challenges with the system.

Moved By Councillor Sieben/Seconded By Councillor Singh

R420/15/06/01 THAT Council receives, for information, the report from the Long Range Policy Planning Manager, dated May 15, 2015, with respect to the Infill Challenge project;

AND THAT Council endorses the public engagement phase as identified in the report from the Long Range Policy Planning Manager dated May 15, 2015.

Carried

12. Termination

The meeting was declared terminated at 4:00 p.m.

Mayor

/slh

Steph L. King

City Clerk

DRAFT

Report to Council



Date: June 01, 2015
File: 1250-01
To: City Manager
From: Ryan Roycroft, Planner
Subject: City of Kelowna Sign Regulation Bylaw Review

Recommendation:

THAT Council receives, for information, the report from the Urban Planning Department dated June 01, 2015, with respect to the City of Kelowna Sign Bylaw update;

AND THAT Council directs staff to proceed with the development of a new Sign Bylaw as presented in the report from the Urban Planning Department dated Jun 01, 2015.

Purpose:

To update Council on the Sign Bylaw Review and seek direction for the development of a new Sign Bylaw.

Background:

Staff are working through the process of writing a new Sign Bylaw to replace the current bylaw. The objective of the re-write is two-fold:

- a) Develop a bylaw that is easier for members of the public and the development community to understand, and easier for staff to administer. The bylaw will be structured to better match the conventions of the Zoning Bylaw and use images to clearly demonstrate concepts.
- b) Encourage signage that better matches the City's vision in the Official Community Plan. The bylaw will be relaxed when dealing with certain forms of signage, such as unlit fascia signage and monument signage, while reducing allowances for taller free-standing signs and internally lit signs.

Proposed changes

- Increased allowances for unlit fascia (on building) signs. Fascia signs are currently restricted to one per business, requiring variances for having multiple signs on large frontages. The proposed bylaw increases the allowances if the fascia signs are not internally lit.

- Developing policy on band signs that encircle buildings, a form of signage often seen but not permitted by the bylaw.
- Increased allowances for unlit or front lit monument signs. Monument signs are currently glommed in with free standing signs. The proposed bylaw will decouple the two and increase allowances for unlit or front lit monument signage.
- Reduced allowances for tall free standing signs. Currently, some properties can have 4 or more very tall, internally lit free-standing signs. The proposed bylaw will reduce this, and direct applicants towards lower monument signage or fascia signage instead.
- Clarity on policies relating to awning signage - at present, the bylaw both requires and exempts awning signage from requiring a sign permit.
- Controls of animated / LED signage, including maximum brightness and dimming requirements. The City has received complaints about animated LED signage which is extremely bright at nights. The proposed bylaw will incorporate industry standard language requiring that the signage dim automatically in low-light conditions.
- Clarity on sandwich board signs. The current bylaw, as written, allows no sandwich board signs in the City of Kelowna. The proposed bylaw will allow sandwich board signage on fenced patios, matching other city policies.
- Clarifying policies on non traditional forms of signage, such as signage affixed to sides of storage containers.
- Development of non-binding guidelines to provide developers with examples of signage that matches the City of Kelowna vision and guide away from poor signage practices.
- Clarity on real estate and open house signs. At present, open house signs are not permitted by the bylaw, a restriction that the City has not enforced.
- Better incorporation of signage review into the Development Permit process, with the intent of catching potential variances earlier in the approvals process.

Legal/Statutory Authority:

Both the Community Charter and the Local Government Act give the municipality the power to regulate the size, number, type and character of signs in the community.

Existing Policy:

The current Sign Bylaw, Bylaw 8235 was adopted in October of 1998. Since then, the Bylaw has been subject to 21 amendments.

The bylaw has not been substantially reviewed in some time. The Bylaw has lagged behind the changing vision for development in Kelowna, and staff are conducting a review to address both the forms of signage permitted and the administration of the bylaw. Front line staff have

also indicated that the bylaw is difficult for the public and developers to intuitively understand and challenging to implement.

As Bylaw 8235 has aged, it has been the subject to more and more variance requests, most often with regards to the number of fascia signs on buildings. Contemporary design style is moving away from multiple free standing signs and towards more subdued fascia signage, while the current bylaw is very much rooted in lit free-standing signage.

Financial/Budgetary Considerations:

The new bylaw will not have any new financial costs to implement and will not change current fee structures. It is not intended to have any impact on revenue or costs.

Personnel Implications:

The new bylaw is not intended to increase staff needs and may reduce staff time being allocated by Development Services staff in implementing an older bylaw.

External Agency/Public Comments:

Staff are working with industry groups to develop a bylaw that is clear for industry implementation, and that matches current regulatory best practices. This stakeholder work includes upcoming presentations at the Sign Association Meetings in Kelowna.

Stakeholder communication will include discussions with the Sign Association, the Chamber of Commerce and the Downtown Kelowna Association. Stakeholder communication is intended to help develop a bylaw whose administrative processes are easy for industry to follow and avoid adding additional requirements.

Considerations not applicable to this report:

Communications Comments:

Legal/Statutory Procedural Requirements:

Alternate Recommendation:

Submitted by:

R Roycroft, Planner 2

Reviewed by: Ryan Smith, Urban Planning Manager

Approved for Inclusion: Doug Gilchrist, Divisional Director, Community Planning & Real Estate

Report to Council



Date: June 15, 2015
File: 1200-40
To: City Manager
From: Ross Soward, Planner Specialist
Subject: Urban Centre Roadmap

Recommendation:

THAT Council receives, for information, the Report from the Planner Specialist dated June 15, 2015, with respect to the Urban Centre Roadmap;

AND THAT Council endorses the Urban Centre Roadmap process as identified in the Report from the Planner Specialist dated June 15, 2015.

Purpose:

To inform Council on the planning and research process for the Urban Centre Roadmap which will establish the framework for area redevelopment planning within the City's five Urban Centres.

Background:

The Official Community Plan (OCP) establishes the goal of directing long-term growth to the City's five Urban Centres, requiring careful planning to ensure these areas become the dynamic mixed-use centres articulated in the OCP. This transformation will require detailed direction on policy and planning, further guided by area redevelopment plans for each of the city's Urban Centres. However, before the City undertakes detailed area redevelopment planning and engagement, the City will work with key stakeholders to develop a set of guiding principles to set the tone and direction for future individualized urban centre planning (the umbrella effect). This is similar to how the City-wide Parking Management Strategy set the stage for a detailed parking plan for the South Pandosy Area and in the near future the Downtown and Hospital District parking area plans. The Urban Centre Roadmap will establish key principles and planning targets related to neighbourhood planning and design. These principles and targets will guide area redevelopment planning for the five Urban Centres including; Rutland, City Centre, Midtown, Pandosy, and Capri/Landmark, similar to the Downtown Plan process.

Many of Kelowna's Urban Centres are at a formative stage where planning decisions over the next 5, 10 and 20 years will have profound impacts on the long-term potential of the City's Urban Centres to focus development in designated growth areas, ensuring context sensitive built form and achieving a high level of urban design as identified in the OCP. To achieve these and other goals will require changes, in the form of increased density, greater diversity of land uses, as well as transportation and public realm investments. The Roadmap will build consensus among various City departments and stakeholders as to the critical goals and associated investments required to support this change in our Urban Centres. In addition, the Roadmap will encourage integration of future land use planning, transportation planning and infrastructure investments within Urban Centres. The planning principles and performance targets identified through the process will guide area redevelopment planning and community engagement in the Urban Centres for future years.

Project Description

The Urban Centre Roadmap is primarily a technical exercise led by the Policy and Planning Department with support from various other City departments.

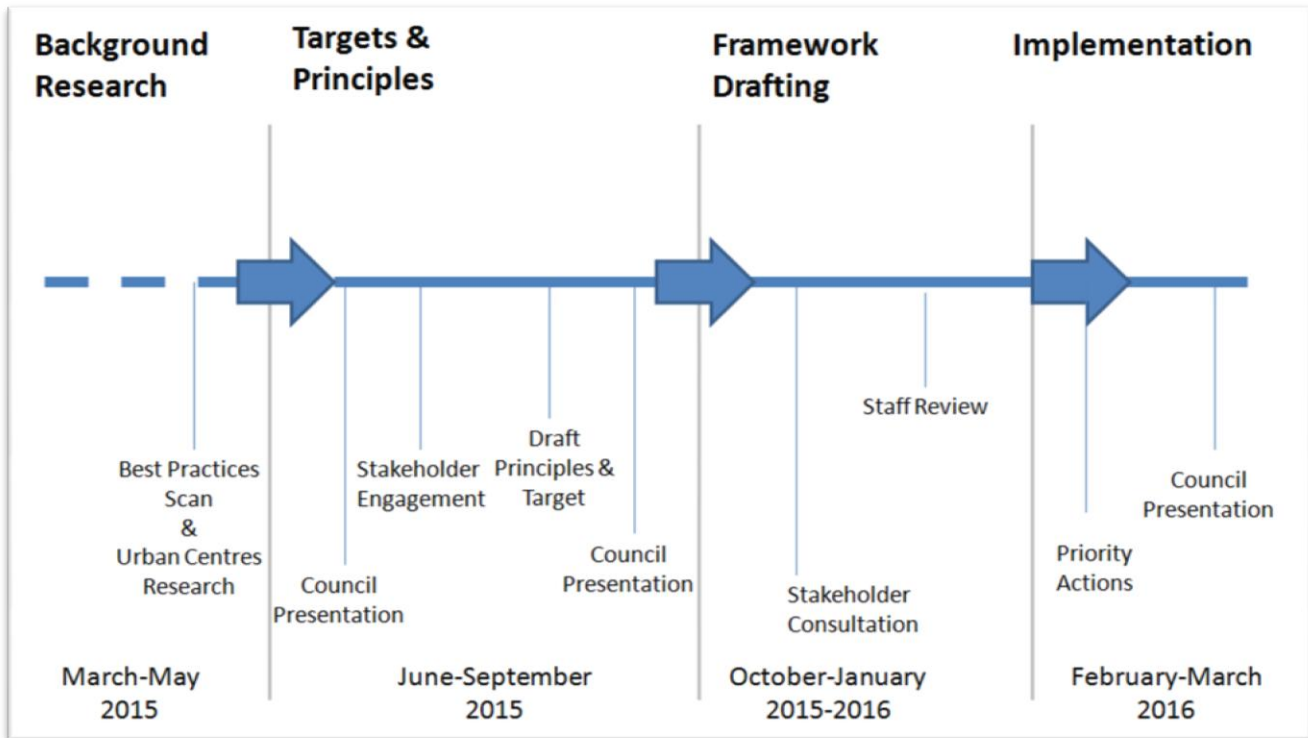
Phase 1 - Background Research & Scoping: The background research will provide a snapshot of Kelowna's Urban Centres and a scan of best practices in urban centre development to guide stakeholder and staff discussions on the foundational elements of complete urban centres. In addition, a stakeholder consultation plan will be developed.

Phase 2 - Roadmap Targets and Principles: A set of high level principles and targets will be developed to guide Urban Centre area redevelopment planning. Targets and principles will relate to transportation planning, settlement patterns, infrastructure, urban design, and land use mix (including the integration of transit-oriented development).

Phase 3 - Framework Drafting & Review: A draft roadmap document will be compiled establishing the key planning and design principles and targets for future area redevelopment planning in the Urban Centres. A prioritization matrix will also be included to assess where the greatest need for area redevelopment planning exists.

Phase 4 - Implementation

After an internal review, the Plan will move forward to Council for formal endorsement. The report will also identify the areas where the City should focus area redevelopment planning resources that will establish multiple years of future planning work.



Project Milestones

As identified in the Project Milestones image above, Staff will provide an update to Council as the draft principles and targets are developed to ensure Council is supportive of the overall direction before the final report is presented in early 2016.

Stakeholder Consultation

Given the technical nature of the project, only stakeholders with a specific expertise on the topic of Urban Centre development will be consulted. Accordingly, 2-3 stakeholder sessions will be hosted with representatives from key groups (development community, academic, healthy built environments, local business groups, design community). Intensive community engagement will take place in the future as Area Redevelopment Plans are developed for specific Urban Centres.

Objectives

- Consult select stakeholders on high-level principles and targets for Urban Centre area redevelopment planning
- Inform key groups of draft roadmap objectives
- Build community champions that understand and support the Urban Centre Roadmap process

Phase 1

- Identify stakeholder participants based on subject area expertise (development community, business improvement areas, institutional partners, planning and design community).

Phase 2

- Host two rounds of stakeholder consultations to refine preliminary targets and principles.

Phase 3

- Host stakeholder session to review the draft elements of the Roadmap for review and feedback before reporting to Council for final approval.

Summary

The development of the Urban Centre Roadmap represents a key step in the City's on-going investment and transformation of Kelowna's Urban Centres. The development of guiding principles and targets will set the stage for the development of individual area redevelopment plans as required in future years. It will also inform future infrastructure investment priorities, and aid in the shift for transit-oriented development nodes that will help to realize many of the 2030 OCP growth strategy goals and objectives.

Internal Circulation:

Divisional Director, Community Planning and Real Estate
 Department Manager, Policy and Planning
 Manager, Long Range Policy and Planning
 Sustainability Planner, Policy and Planning
 Communications Advisor

Existing Policy:

2030 Official Community Plan

Key Policy Objectives:

- 5.3 Focus development to designated growth areas
- 5.5 Ensure appropriate and context sensitive built form
- 5.8 Achieve a high quality of urban design

Financial/Budgetary Considerations: Professional and consulting budget of \$13,000 will be allocated from existing and approved sources.

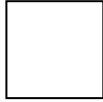
Personnel Implications: 850 hours of staff time

Considerations not applicable to this report:

Alternate Recommendation
 External Agency/Public Comments
 Communications Comments
 Legal/Statutory Authority
 Legal/Statutory Procedural Requirements

Submitted by: R. Soward, Planner Specialist

Approved for inclusion:



D. Noble-Brandt, Department Manager of Policy & Planning

CC:

Divisional Director, Communications and Information Systems

Divisional Director, Community Planning and Real Estate

Divisional Director, Infrastructure Planning

Manager, Urban Planning

Planner Specialist, Park and Building Services

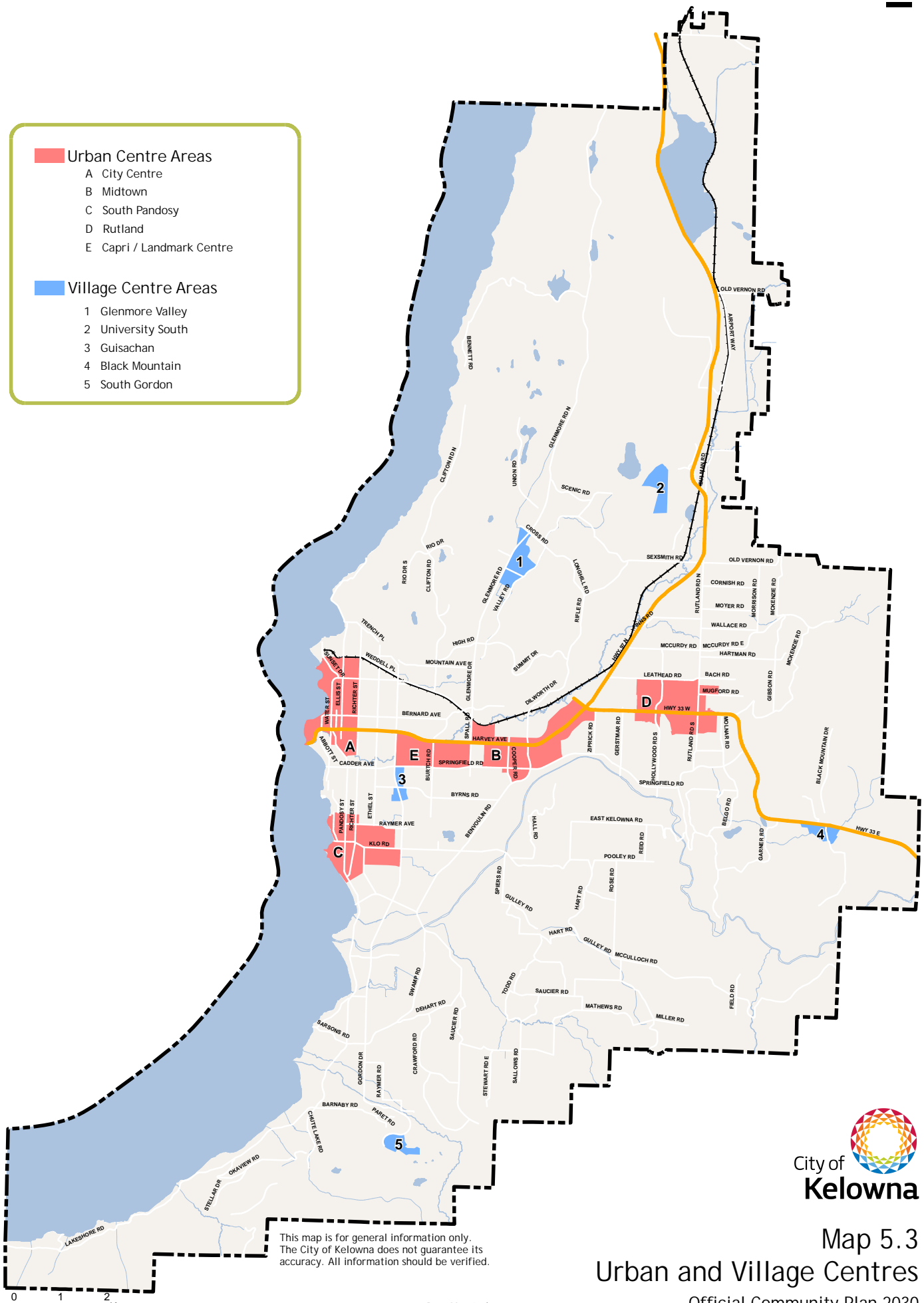
Sustainability Coordinator

Urban Centre Areas

- A City Centre
- B Midtown
- C South Pandosy
- D Rutland
- E Capri / Landmark Centre

Village Centre Areas

- 1 Glenmore Valley
- 2 University South
- 3 Guisachan
- 4 Black Mountain
- 5 South Gordon



This map is for general information only. The City of Kelowna does not guarantee its accuracy. All information should be verified.



**Map 5.3
Urban and Village Centres**

Official Community Plan 2030

URBAN CENTRES ROADMAP

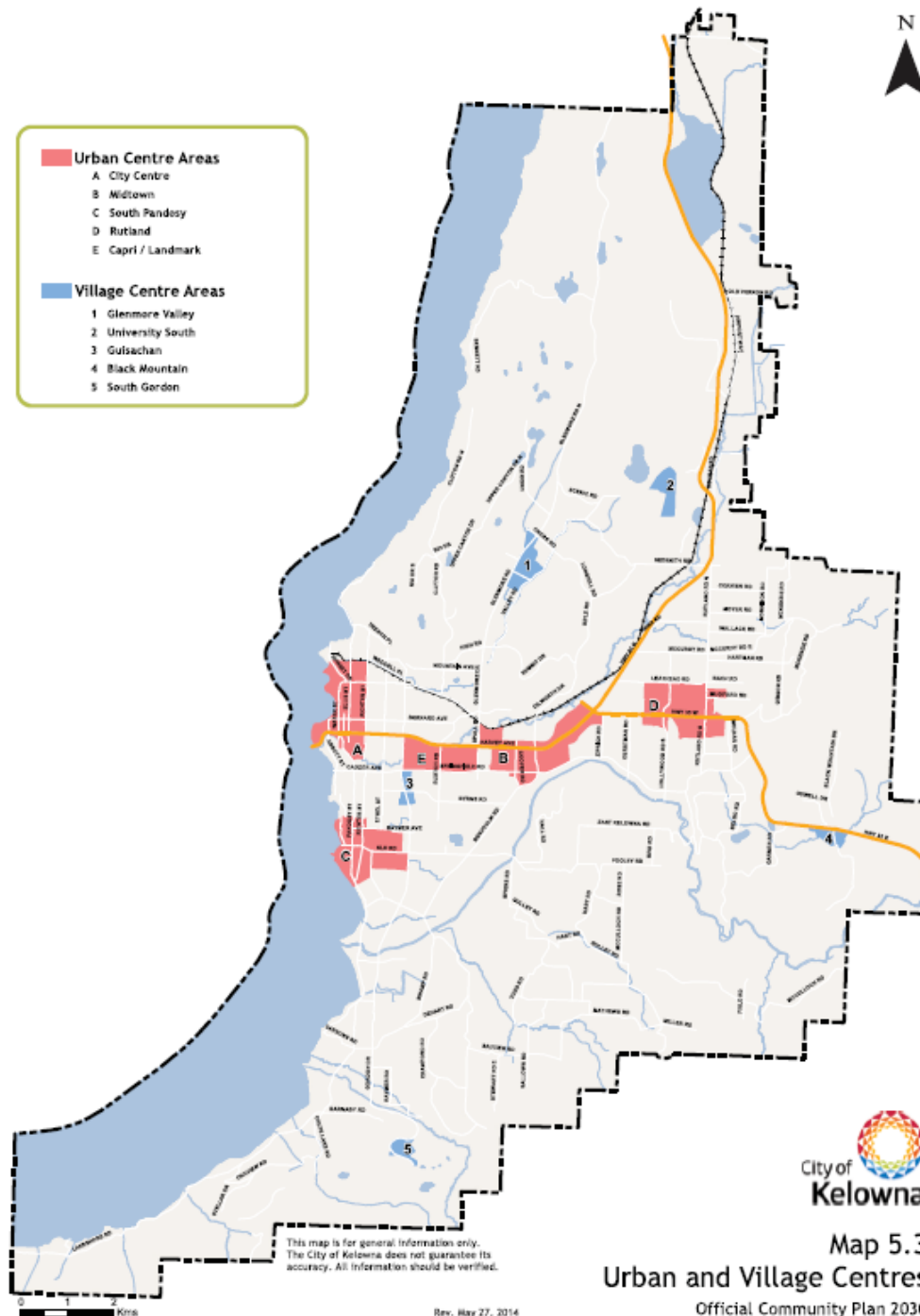
Council Report

Ross Soward, Planner Specialist



- **Urban Centre Areas**
 - A City Centre
 - B Midtown
 - C South Pandosy
 - D Rutland
 - E Capri / Landmark

- **Village Centre Areas**
 - 1 Glenmore Valley
 - 2 University South
 - 3 Gulsachan
 - 4 Black Mountain
 - 5 South Gordon



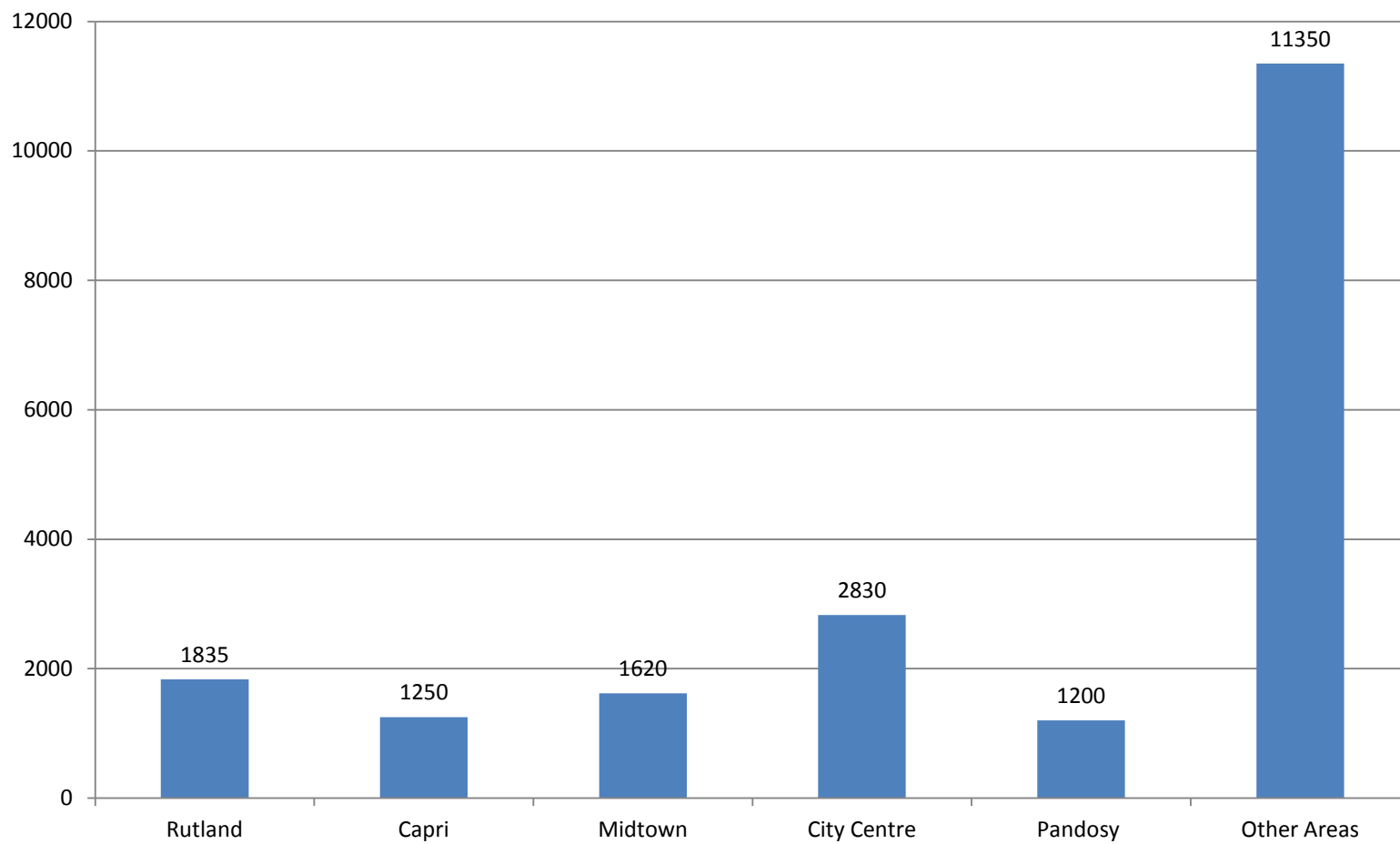
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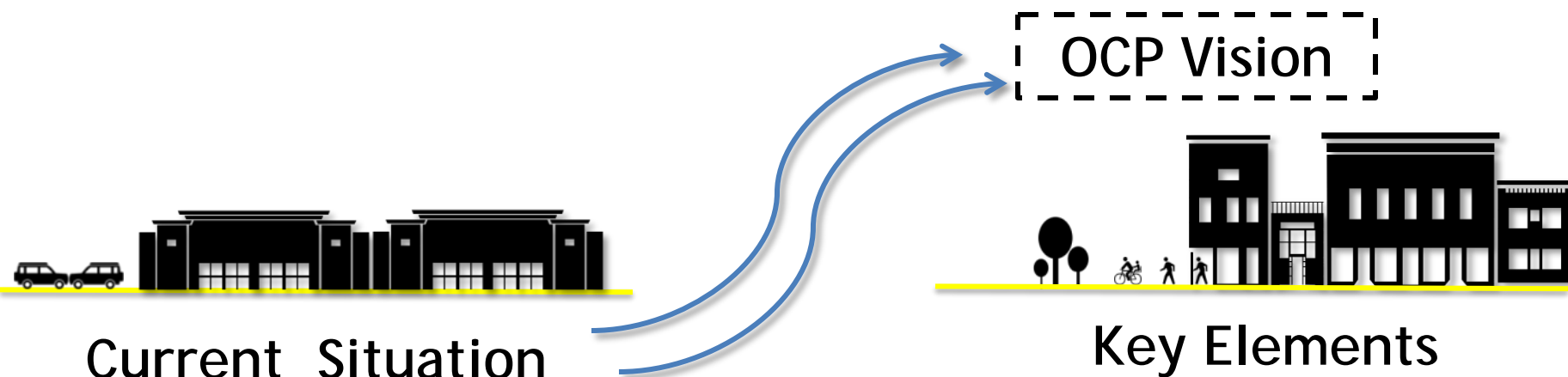
Map 5.3
Urban and Village Centres
Official Community Plan 2030

Rev. May 27, 2014

2030 OCP GROWTH PROJECTIONS



ROADMAP FOR CHANGE?



Current Situation

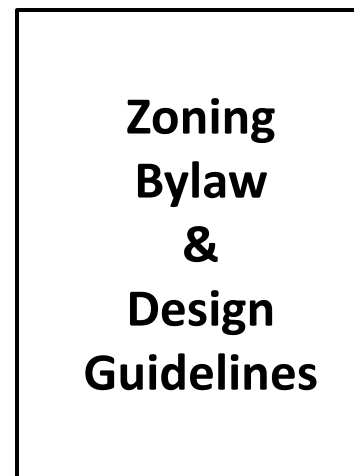
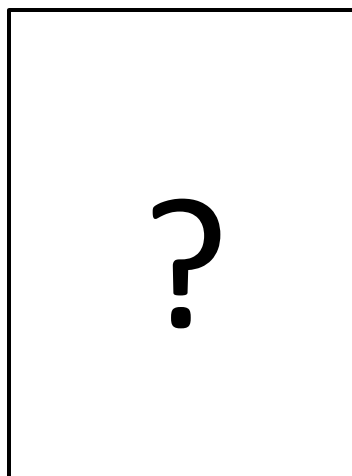
- ▶ Predominantly commercial
- ▶ Big box and large format
- ▶ Automobile oriented

OCP Vision

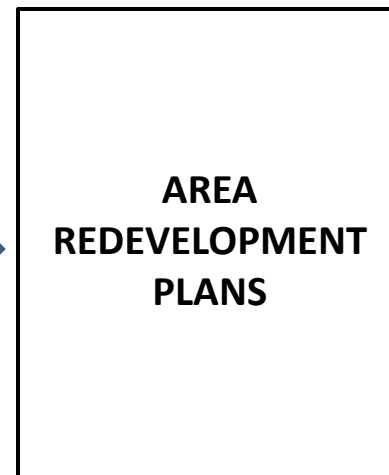
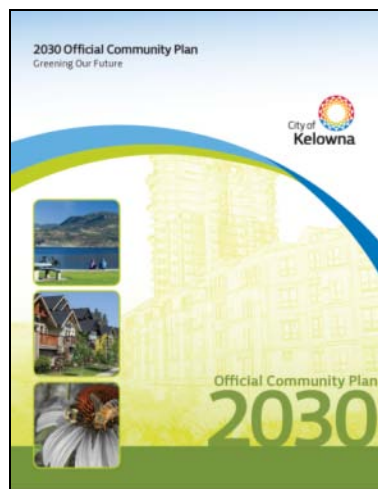
Key Elements

- ▶ Density?
- ▶ Land Use mix?
- ▶ Transit-oriented?

GAP IN URBAN CENTRES PLANNING



GAP IN URBAN CENTRES PLANNING



OBJECTIVES

- ▶ Affirm the importance of investment and redevelopment in the Urban Centres
- ▶ Establish planning and design principles for long-term Urban Centres Planning
- ▶ Develop performance measures to guide Urban Centre planning

PROJECT PHASES

Background Research

Targets & Principles

Framework Drafting

Implementation



INFORM AREA REDEVELOPMENT PLANNING

- ▶ Background research will inform unique challenges of different Urban Centres
- ▶ Approach to area redevelopment planning
- ▶ Performance targets and principles related to land use, transportation, public realm, urban design
- ▶ Centre Redevelopment Tools: vacant land inventory, urban centre redevelopment checklist
- ▶ Implementation Strategy and prioritization matrix

STAKEHOLDER CONSULTATION

- ▶ Technical project
- ▶ Focus on subject area stakeholders: UDI, business associations, institutional, academic, design community
- ▶ Multiple touch points

CONNECTIONS TO OTHER PROJECTS

- ▶ Area Redevelopment Plans
- ▶ Design guidelines
- ▶ Development Permit Areas
- ▶ Capital Plan prioritization
- ▶ Implementation of new road standards
- ▶ Reinforce transit planning

FINAL THOUGHTS

- ▶ Key step in the development of Urban Centres working toward area redevelopment plans
- ▶ Critical to build consensus among City Departments and stakeholders
- ▶ Urban Centres will transform gradually over time need to be opportunistic and strategic



Report to Council



Date: June 15, 2015
File: 0700-20
To: City Manager
From: City Clerk
Subject: SILGA 2016 Convention - Organizing Committee

Recommendation:

THAT Council receives, for information, the report of the City Clerk dated June 15, 2015 regarding the SILGA 2016 Convention Organizing Committee;

AND THAT Council appoints Councillor Hodge to sit on the SILGA 2016 Convention Organizing Committee;

AND THAT Council appoints up to two additional council members to sit on the SILGA 2016 Convention Organizing Committee

Purpose:

To appoint Councillor Hodge and up to two additional Council members to the SILGA 2016 Convention Organizing Committee

Background:

The 2016 Southern Interior Local Government Association (SILGA) Convention will be held in Kelowna at the Delta Grand Okanagan Resort & Convention Centre April 19-22, 2016. SILGA has invited Councillor Hodge and an additional one or two City of Kelowna Council members, to represent the host local government, to sit on the SILGA 2016 Convention Organizing Committee.

SILGA President Chad Eliason [councillor, Salmon Arm] is the Convention Committee Chair, and has requested Councillor Hodge, who is on the SILGA Executive, be on the Committee as well. SILGA staff support is provided by Alison Slater, SILGA Executive Director. City staff support will be coordinated through Office of the City Clerk.

SILGA estimates the Organizing Committee will meet periodically in the lead up to the convention next spring. Topics the organizing committee will determine include:

- Convention theme;

- Keynotes speaker(s);
- Welcome reception;
- Entertainment;
- Delegate tours; and
- Breakout session topics.

An initial meeting will be scheduled for July 2015, once the composition of the Committee is confirmed.

Internal Circulation:

Divisional Director, Corporate & Protective Services;
Director Financial Services;
Deputy City Clerk

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Financial/Budgetary Considerations Personnel Implications:

External Agency/Public Comments:

Communications Comments:

Alternate Recommendation:

Submitted by:

Stephen Fleming, City Clerk

Approved for inclusion:



Divisional Director, Corporate & Protective Services

cc: Divisional Director, Corporate & Protective Services
Financial Services Director
Deputy City Clerk