

**City of Kelowna
Regular Council Meeting
AGENDA**



Monday, December 9, 2013

8:30 am

Knox Mountain Meeting Room (#4A)

City Hall, 1435 Water Street

	Pages
1. Call to Order	
2. Confirmation of Minutes	3 - 5
Regular AM Meeting - December 2, 2013	
3. Reports	
3.1 City of Kelowna Sister City Relationships	45 m 6 - 10
To provide an overview of existing Sister City policy and relationships.	
4. Resolution Closing the Meeting to the Public	
THAT this meeting be closed to the public pursuant to Section 90(1)(c), (e) and (k) of the Community Charter for Council to deal with matters relating to the following:	
• Labour Relations;	
• Acquisition, Disposition or Expropriation of Land or Improvements; and	
• Provision of a Municipal Service.	
5. Adjourn to Closed Session	
6. Reconvene Open Session	
7. Issues Arising from Correspondence & Community Concerns	
7.1 Mayor Gray, re: Issues Arising from Correspondence	30 m
7.1.1 Mayor Gray, re: Travel Authorization, BOABC Conference, Richmond, BC	5 m

To authorize the Mayor's travel expenses while attending the BOABC Conference in Richmond, BC

7.2 Meeting with the Okanagan Indian Band

5 m

To confirm the date for the Special Meeting with the Okanagan Indian Band.

8. Termination

City of Kelowna Regular Council Meeting Minutes

Date: Monday, December 2, 2013
 Location: Knox Mountain Meeting Room (#4A)
 City Hall, 1435 Water Street

Council Members Present: Mayor Walter Gray and Councillors Colin Basran, Andre Blanleil, Maxine DeHart, Gail Given, Robert Hobson, Mohini Singh, Luke Stack* and Gerry Zimmermann

Staff Present: City Manager, Ron Mattiussi; City Clerk, Stephen Fleming; Deputy City Clerk, Karen Needham*; Divisional Director, Community Planning & Real Estate, Doug Gilchrist*; Divisional Director, Communications & Information Services, Carla Weaden*; Divisional Director, Corporate & Protective Services, Rob Mayne*; Manager, Information Services, Rob Entwistle*; Manager, Infrastructure Systems, Brian Abrey*; Director, Subdivision, Agriculture & Environment, Shelley Gambacort*; and Council Recording Secretary, Sandi Horning

(* denotes partial attendance)

1. Call to Order

Mayor Gray called the meeting to order at 8:39 a.m.

2. Confirmation of Minutes

Moved By Councillor DeHart/Seconded By Councillor Hobson

R750/13/12/02 THAT the Minutes of the Regular AM Meeting of November 25, 2013 be confirmed as circulated.

Carried

3. Reports

3.1. City of Kelowna Fibre Strategy

Staff:

- Displayed a Prezi Presentation.
- Provided an overview of the Fibre Strategy being developed by Information Services and responded to questions from Council.

Councillor Stack joined the meeting at 8:46 a.m.

Moved By Councillor Basran/Seconded By Councillor Blanleil

R751/13/12/02 THAT Council receives, for information, the verbal presentation from the Manager, Information Services dated December 2, 2013 with respect to the City of Kelowna's Fibre Strategy.

Carried

3.2. Medical Marijuana Operations

City Clerk:

- Displayed a PowerPoint Presentation and responded to questions from Council.
- Displayed a copy of the Agricultural Land Commission's Information Bulletin - Medical Marijuana Production in the Agricultural Land Reserve and provided an interpretation of the Bulletin.

Staff:

- Responded to questions from Council regarding zoning regulations.

City Manager:

- Provided comments regarding the Agricultural Land Commission's Information Bulletin.
- Believes that this type of operation is an 'industrial use' and recommends allowing it in the industrial zones only.

Council:

- Expressed a concern with the Agricultural Land Commission's decision to allow medical marijuana grow operations on ALR lands.
- Expressed a concern with BCAA's assessment that these types of operations will be assessed as 'farm class' regardless of zone.

Moved By Councillor Zimmermann/Seconded By Councillor Given

R752/13/12/02 THAT Council receives, for information, the Report of the City Clerk and Director Subdivision, Agriculture & Environment, dated November 21, 2013, with respect to Regulating Commercial Medical Marijuana Grows - Business Licence and Zoning Options;

AND THAT Council directs staff to bring forward amendments to Zoning Bylaw 8000 that would permit Medical Marijuana Production operations in the I2 - General industrial and I-3 Heavy Industrial Zones only and prohibit the use in A1 - Agriculture 1 and in all Commercial Zones for reading considerations;

AND THAT Council direct staff to bring forward a Commercial Medical Marijuana Business Licence Bylaw to an afternoon meeting for reading considerations;

AND THAT Council approves the Mayor writing to the Minister of Community, Sport and Cultural Development and local MLA's to petition the Provincial Government to amend Regulation 411/95 Classification of Land as a Farm Regulation to remove "medicinal plant culture" as a farm use for assessment purposes;

AND THAT Council authorizes the Mayor to add the City of Kelowna's name to the joint letter from the Township of Langley, City of Abbotsford and Corporation of Delta to the BC Minister of Agriculture with respect to seeking the Minister's approval of related bylaw amendments, restricting medical grow operations from agricultural areas;

AND FURTHER THAT Council direct staff to bring forward Safe Premises Bylaw No.10064 at an afternoon meeting for adoption consideration.

Carried

4. Resolution Closing the Meeting to the Public

Moved By Councillor Stack/Seconded By Councillor DeHart

R753/13/12/02 THAT this meeting be closed to the public pursuant to Section 90(1) (e) and (g) of the Community Charter for Council to deal with matters relating to the following:

- Acquisition, Disposition, or Expropriation, of Land or Improvements; and
- Litigation or Potential Litigation.

Carried

5. Adjourn to Closed Session

The meeting adjourned to a closed session at 10:15 a.m.

6. Reconvene Open Session

The meeting reconvened to an open session at 12:09 p.m.

7. Issues Arising from Correspondence & Community Concerns

7.1. Mayor Gray, re: Issues Arising from Correspondence

Mayor Gray:

- Advised that he did not have anything specific to raise with Council.

8. Termination

The meeting was terminated at 12:09 p.m.

Mayor

/slh

City Clerk

Report to Council



Date: December 4, 2013
File: 0705-61
To: City Manager
From: Sandra Kochan, Cultural Services Manager and
Lorna Gunn, Grants and Partnerships Manager
Subject: City of Kelowna Sister City Relationships

Recommendation:

THAT Council receives for information the report dated December 4, 2013 from the Cultural Services Manager and the Grants and Partnerships Manager regarding the relationships between the City of Kelowna and its sister cities in Veendam (Netherlands), Kasugai (Japan) and Senanga (Zambia);

AND THAT Council directs staff to meet with local representatives of the Veendam and Kasugai sister city organizations to gather their input and feedback about a possible new policy direction for establishing and managing Sister City relationships;

AND THAT Council agrees to end the sister city relationship between the City of Kelowna and the District of Senanga and direct staff that no further work be done with respect to this relationship;

AND FURTHER THAT Council directs staff to provide an update report and a proposed new Sister City policy after consultations with local representatives of the current sister city organizations have been completed.

Purpose:

To provide an overview of existing Sister City policy and relationships.

Background:

The City currently has three Sister City relationships: Veendam (Netherlands), Kasugai (Japan) and Senanga (Zambia). Each relationship is unique in terms of its history, objectives and ongoing activity.

In the past, all groups have hosted visiting delegations to Kelowna and the Veendam and Kasugai groups regularly coordinate exchange visits by Kelowna delegations. The Mayor and members of Council have participated in hosting and exchange visits.

Councillors Given and Stack are appointed as liaisons to the Veendam and Kasugai groups respectively. Grants and Partnerships Manager Lorna Gunn has been a liaison with the Senanga group.

The current status of the relationships is as follows:

- 1) **Veendam** - In June 2013 Council received a letter from the City of Veendam indicating their desire to discontinue invitations and funding support for Kelowna delegations including veterans to attend their May Liberation events after the 70th Anniversary in May 2015 due to budgetary constraints and the advancing age of the WWII veterans. In the letter an invitation was extended 'one last time' to four members of Council and/or administration as well as to two association members and two veterans. Council responded by acknowledging the history of the relationship and requesting that the invitation be forwarded again to the new Council that will be elected in 2014. Currently both the Kelowna Veendam Sister City Association (KVSCA) and the Stichting Jumelage Veendam Sister City Association are discussing their future roles after 2015.
- 2) **Kasugai** - The Kelowna Kasugai Sister City Association is active in the community and continues to coordinate exchange visits between Kelowna and Kasugai. A Kasugai delegation visited Kelowna in 2012, and a Kelowna delegation visited Kasugai in fall, 2013.
- 3) **Zambia** - On February 11th, 2008 Council endorsed the Kelowna Zambia Partnership and approved a municipal sister-city relationship between the City of Kelowna and the District of Senanga, Zambia, with the scope and extent of the relationship to be determined through the research underway at that time into the city's present and future sister-city/twinning relationships and opportunities. Later that year on October 28th, a consultant's report was brought forward to Council recommending that "the City should create multi-partisan relationships between its sister cities, rather than simply bipartisan relationships, and that Kelowna should conceive of a league of four cities Kelowna, Kasugai, Senanga and Veendam - which will seek to co-operate and co-ordinate activities jointly in order to improve and enhance internal linkages between its members." In the months that followed and after consultation with the 3 local sister city organizations there was no desire to pursue such a recommendation. Over the past 5 years and through the volunteer efforts of city staff, ways to formalize a sister city relationship in Senanga have been explored. It is now recognized that humanitarian and political challenges present significant obstacles to creating a formal sister city relationship and staff is no longer active with respect to this relationship. Access to matching funding pursuant to Policy 355 was discontinued in 2012.

Existing Policy 355 provides for direct funding of Sister City organizations on a matching basis to cover expenses related to hosting, gift exchange and ongoing operations. Costs for travel are covered through fundraising and/or by individuals as a personal expense. The policy is specific about City funds not being used for travel expenses but is otherwise silent about objectives, outcomes and accountability for the provision of City support. Funding is accessed directly by written request with verification that the matching requirement has been met.

Requests for new Sister City relationships (or equivalents such as 'twinning') continue to come forward from the community. Staff were directed by the City Manager to develop a new policy framework within which these requests could be considered. At the same time, staff considered how a new policy might apply to existing Sister City relationships.

Staff recommend that existing Policy 355 eventually be replaced by a new policy which would govern both current and new Sister City relationships. Transition arrangements for current relationships would be included in the new policy.

Development of a new policy is informed by research conducted by the Grants and Partnerships Manager into approaches used by other jurisdictions to manage these types of relationships. Communities and organizations researched include:

- Sister City International
- City of Abbotsford
- City of Calgary
- City of Minneapolis
- City of London

A new policy approach improves:

- Alignment - principles and criteria will describe why and how a Sister City relationship can be beneficial to the City of Kelowna and the community. Proposed relationships can be assessed to determine if they are aligned with the City's objectives.
- Consistency - all Sister City relationships will be on the same footing, and funding arrangements for Sister City relationships will be consistent with corporate granting practices and procedures.
- Fairness - the policy provides an objective, transparent process for the establishment and management of a Sister City relationship.
- Accountability - Sponsor Agreements between the City of Kelowna and local sister city organizations will clarify roles and responsibilities in the Sister City relationship. Organizations provide sound justification for funding support and report back on their use of funds and the outcomes.

Pending Council Approval, staff will meet with representatives of the Veendam and Kasugai Sister City organizations to provide them with information about the proposed new policy direction, discuss the organizations' future plans, and formulate options for transition depending on the circumstances of each organization.

Internal Circulation:

Director, Active Living & Culture Division
Supervisor, Corporate Communications
City Clerk

Existing Policy:

Policy 355 'Sister City Funding'

Financial/Budgetary Considerations:

Pursuant to Policy 355, two separate base budget allocations have been provided through Council contingency to support Sister City activities:

- a) Operating (\$2,500 annually with carryovers) - used for expenses related to hosting Sister City delegations when they come to Kelowna, and to purchase gifts to be given by Kelowna delegations when they visit sister cities. The Policy specifically provides that these funds will not be used for any travel expenses; and
- b) Grant expense (\$7,500 annually) - to be divided equally between the three existing Sister City organizations. These funds are to be matched by the organizations, and used to support their administrative functions and projects. Funding is accessed by written request with documentation verifying that matching requirements have been met. The Policy does not contain any provisions relating to review, reporting or accountability measures. There is no requirement to demonstrate financial need.

A new policy could provide that current Sister City organizations which wish to continue their activities will, after a one year transition period, be required to submit an application to an existing grant program to access City funding. Pending confirmation of this policy direction, staff will review what portion, if any, of the current funding should be moved from Council contingency into the appropriate grant program.

Note: The Kelowna Kasugai Sister City Association obtained a Project Grant of \$2,000 through the Cultural Services Branch in 2012. These funds supported activities of the Society relating to Asian Heritage Month.

Personnel Implications:

Currently the Grants and Partnerships Manager is the liaison with local sister city organizations and Council appointees.

Upon approval of the proposed new Sister City Policy, responsibility for the Policy and liaison will move to the Cultural Services Branch.

Considerations not applicable to this report:

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

Submitted by:

S. Kochan, Cultural Services Manager and L. Gunn, Grants & Partnerships Manager

Approved for inclusion:



J. Gabriel, Divisional Director, Active Living & Culture

Attachments:

-Policy 355 'Sister City Funding' (current policy)

Cc: Director, Active Living & Culture Division
Supervisor, Corporate Communications
City Clerk



City of Kelowna
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Council Policy

Sister City Funding

APPROVED October 4, 2010

RESOLUTION: R944/10/10/04
 REPLACING: N/A
 DATE OF LAST REVIEW: October 2010

A. SISTER CITY PROGRAM - OPERATING

City Council has allocated ongoing base budget to be used specifically to host our Sister City delegations when they visit our community or to purchase gifts for our Sister City hosts when Council representatives visit their cities.

City Council will not use this base budget allocation for any travel expenses.

B. SISTER CITY PROGRAM – GRANT EXPENSE

City Council has allocated ongoing base budget as a matching fund for our three Sister Cities, Kasugai Sister City Association, Veendam Sister City Association and the Kelowna Zambia Partnership, to be divided equally per organization, to support their administrative functions and projects.

At any point during the year, but not later than December 31st, each organization may submit a letter of request for their portion of funding. A financial statement including that they have successfully raised 50% matching funding is required prior to City funds being released. This fundraising can also include funds raised from membership fees.

REASON FOR POLICY

To establish a policy for handling of base budgets specific to our Sister City relationships.

LEGISLATIVE AUTHORITY

Council Resolution.

PROCEDURE FOR IMPLEMENTATION

N/A