

City of Kelowna

Regular Council Meeting

AGENDA



Monday, May 4, 2015

9:00 am

Knox Mountain Meeting Room (#4A)

City Hall, 1435 Water Street

Pages

1. Call to Order
2. Confirmation of Minutes 2 - 4
Regular AM Meeting - April 27, 2015
3. Reports
 - 3.1 Fortis Inc. Annual Meeting - May 7, 2015 10 m 5 - 7
To provide Council with information on the annual meeting of Fortis Inc. and the City of Kelowna opportunity to vote based on common share holdings.
 - 3.2 2015 Kelowna Outdoor Event Overview 60 m 8 - 27
To provide Council with information about Outdoor Events in Kelowna.
4. Resolution Closing the Meeting to the Public
THAT this meeting be closed to the public pursuant to Section 90(2) (b) of the *Community Charter* for Council to deal with matters relating to the following:
 - Negotiation with another level of government (Province).
5. Adjourn to Closed Session
6. Reconvene to Open Session
7. Issues Arising from Correspondence & Community Concerns
 - 7.1 Deputy Mayor Gray, re: Issues Arising from Correspondence 30 m
8. Termination



City of Kelowna Regular Council Meeting Minutes

Date: Monday, April 27, 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: City Manager, Ron Mattiussi; City Clerk, Stephen Fleming; Parks Services Manager, Ian Wilson*; and Legislative Systems Coordinator, Sandi Horning

(* denotes partial attendance)

1. Call to Order

Mayor Basran called the meeting to order at 9:01 a.m.

2. Confirmation of Minutes

Moved By Councillor Gray/Seconded By Councillor DeHart

R302/15/04/27 THAT the Minutes of the Regular AM Meeting of April 20, 2015 be confirmed as circulated.

Carried

3. Reports

3.1 Council Participation at May Days Parade, Verbal Report, Parks Services Manager

Staff:

- Provided an overview of Council's past participation in the May Days Parade.
- Confirmed that this year's parade is scheduled for Saturday, May 16th.
- Inquired if Council would like to do something different in the future.
- Responded to questions from Council.

Council:

- Suggested handing out carnations rather than roses.
- Suggested obtaining golf shirts with the City logo for such events.
- Suggested that, if the City float is going to participate, Council and the float be back-to-back in the parade procession.

3.2 Supreme Court of Canada Decision - Prayer at Council Meetings

City Clerk:

- Confirmed that a prayer has been said continuously since 1956 with no break between 1994 and 2000.
- Responded to questions from Council;
- Unaware of how many other BC local governments are saying a prayer at their meetings and whether those that do are planning to suspend the practice.
- Distributed a copy of the Non denominational Prayers for Public Meetings;
- Displayed a copy of Section 5.4 of Council Procedure Bylaw No. 9200.
- Advised that the *Community Charter* requires public input on any amendments to the Council Procedure Bylaw.

Moved By Councillor Stack/Seconded By Councillor Sieben

R303/15/04/27 THAT Council directs staff to bring forward an amendment to Section 5.4(c) of Council Procedure Bylaw No. 9200 to remove "Prayer" from the Tuesday Regular Meeting order of business and insert "Reaffirmation of Oath of Office" in its place.

Carried

Council:

- Agreed that all of Council will participate in the reaffirmation of the Oath of Office on a rotational basis.

4. Resolution Closing Meeting to the Public

Moved By Councillor Donn/Seconded By Councillor DeHart

R304/15/04/27 THAT this meeting be closed to the public pursuant to Section 90(1)(j) and of the *Community Charter* for Council to deal with matters relating to the following:

- Third Party Information

Carried

5. Adjourn to Closed Session

The meeting adjourned to a closed session at 10:24 a.m.

6. Reconvene to Open Session

The meeting reconvened to open session at 12:20 p.m.

7. Issues Arising from Correspondence & Community Concerns

7.1 Freedom of the City Award Costs

Moved By Councillor Given/Seconded By Councillor Donn

R305/15/04/27 THAT Council authorizes the sum of up to \$3,000.00 to be paid from Council Contingency for costs associated with the Freedom of the City awards.

Carried

7.2 Councillor Donn, re: Honorary Membership at the Kelowna Yacht Club

Councillor Donn:

- Inquired as to the implications for accepting the Honorary Membership from the Kelowna Yacht Club.

City Manager:

- Will have staff report back to Council on the implications of the Honorary Membership including the implications with respect to accepting any type of gift.

8. Termination

The meeting was declared terminated at 12:27 p.m.

Mayor

/slh



City Clerk

Report to Council



Date: April 29, 2015
File: 0550-01
To: City Manager
From: Paul Macklem, Deputy City Manager
Subject: Fortis Inc. Annual Meeting - May 7, 2015

Recommendation:

THAT Council receives, for information, the Report from the Deputy City Manager dated April 29, 2015 with respect to Fortis Inc.'s annual meeting;

AND THAT Council authorizes the Deputy City Manager and City Clerk to vote, via the internet, in favour of the recommendations being put forward at the Fortis Inc. annual meeting being held in Salon A, Holiday Inn St. John's, 180 Portugal Cove Road, St. John's, Newfoundland and Labrador on Thursday, May 7, 2015 at 10:30 am (Newfoundland Daylight Time).

Purpose:

To provide Council with information on the annual meeting of Fortis Inc. and the City of Kelowna opportunity to vote based on common share holdings.

Background:

The City of Kelowna acquired 1,719,614 common voting shares of Fortis Inc. upon the sale of its Electrical Utility in mid-2013. The City currently holds 1,774,341 shares of the over 277.4 million common shares in circulation or .64%. The Financial Services department manages the ongoing administration of quarterly dividends and periodic sale of shares to meet the annual requirement for a \$1.6 million contribution to reduce taxation. The methodology of mirroring the inherent risk the City was exposed to in owning an electrical utility through the holding of Fortis Inc. shares continues to serve our taxpayers well.

The City has not previously exercised its right to vote at the annual Fortis Inc. meeting, however staff believe participation to be consistent with the principles of responsible ownership which considers the vote as part of the asset a shareholder owns.

While the City has no ability to solely influence decisions made by shareholders, voting in favour of recommendations made by the Fortis Board may help to mitigate the influence of activists working against a duly elected Board and its management team.

The City's right to vote may take the following forms:

- Voting in person at the meeting in St. John's on May 7, 2015
- Assigning via proxy to Fortis management through its transfer agent
- Assigning via proxy to someone designated by the City that will attend the meeting
- Voting by telephone
- Voting using the internet

In order to meet the Voting Instruction Form receipt requirement of 10:30 am, Newfoundland time, on May 5, 2015, it is most practical to vote using the internet. The Deputy City Manager and City Clerk will work together to ensure the City's vote is recorded as authorized by Council.

The purpose of the Fortis Inc. annual meeting is:

1. To receive the Consolidated Financial Statements of Fortis for its financial year ended 31 December 2014, together with the Report of the Auditors thereon;
2. To elect the directors of Fortis;
3. To appoint auditors and to authorize the directors to fix the auditors' remuneration;
4. To consider and, if supported, pass an advisory resolution on the approach to executive compensation of Fortis; and
5. To transact such other business as may properly be brought before the meeting or any adjournment(s) or postponement(s) thereof.

The City's due diligence capability is very limited relative to the recommendations being put forward, however detailed information has been provided by Fortis and is available at the following URL:

http://www.envisionreports.com/Fortis2015/2015/06MA15121/d528c64ee6e740de94b927a74cf5f140/Fortis_NC_31-03-15_E01.pdf

In summary, the annual audit is performed by Ernst & Young LLP and there are 11 Board of Director nominees proposed for election, of which 3 are new. The Board does include R. Harry McWatters of Summerland, who has been a director since May, 2007. By voting using the internet, the City would not be able to participate in a vote related to 5. Above without being present or assigning its vote to a proxy, however management does not know of any matter that has not already been identified in the agenda.

The Deputy City Manager has reviewed the Notice of Annual Meeting and Management Information Circular information as referenced and is comfortable in the recommendation being made to Council.

Internal Circulation:

Divisional Director, Corporate and Protective Services
Director, Financial Services

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Financial/Budgetary Considerations:

Personnel Implications:

External Agency/Public Comments:

Communications Comments:

Alternate Recommendation:

Considerations not applicable to this report:

Submitted by:

P. Macklem, Deputy City Manager

Report to Council



Date: April 29, 2015
File: 0610-53
To: City Manager
From: Mariko Siggers, Event Development Supervisor
Subject: 2015 Kelowna Outdoor Event Overview

Recommendation:

THAT COUNCIL receives, for information, the report from the Event Development Supervisor dated April 29, 2015 regarding the current outdoor event landscape in Kelowna.

Purpose:

To provide Council with information about Outdoor Events in Kelowna.

Background:

Events can have a positive impact on a community by offering new experiences to residents and visitors as well as providing opportunities for recreation and community building. Often, events can have a significant economic impact, enhance the profile of and contribute to the overall image of the city. Recognizing the important role that events play in a community, the goal of the Outdoor Events team is to support and encourage a dynamic environment in which events thrive and the community benefits.

Regulatory

Between 80 and 100 permits are issued for events each year and generate revenue of over \$70,000 mainly in park rental fees. Events vary in size, scope and participation. The Outdoor Event Bylaw was established to provide parameters for the approval and permitting process. The bylaw establishes the Outdoor Event Committee and delegates the authority to approve events to this committee. The committee is made up of event stakeholders both from internal departments such as Parks, and external partners such as the RCMP. Committee members review event applications and provide feedback based on their area of expertise.

Outdoor Events are also governed by the Facility Allocation Policy which determines which parks are available for events and regulations surrounding the activities that are permitted.

Event Support

There are a number of supports in place to help event organizers put on successful events and to maximize the benefit to the community. The process itself requires organizers to consider all aspects of health, safety and operational logistics. City staff and event monitors offer guidance and best practices based on their extensive event experience.

The Event Development Fund provides an annual grant of \$50,000 to support existing annual events as well as new dynamic events. This fund is financed via two streams, the City Services Grant and the Strategic Events Fund.

The City is currently working on implementing a volunteer program to support events across the city. A major component of the program is the online marketplace for people to discover and engage in volunteer opportunities. This platform is currently being developed by a local company. In addition, there will be staff support, tools & resources as well as training to support the program.

Event Development

In addition to supporting events and overseeing the approval process, a significant focus of the Outdoor Event branch is event development. Staff work with existing events to solicit feedback and implement changes that will positively affect the event and the community. In addition, staff seek out events that are a good “fit” for Kelowna and work to secure them. Skate Canada International is a good example of this. Staff worked with Tourism Kelowna to encourage Skate Canada to consider Kelowna as a destination to hold their event. Other examples of bringing existing events to Kelowna are the Wine Country Half Marathon which is put on by a company from California and multi-sport games such as the 55+ BC Games for which staff are currently gauging community support.

The event identification and procurement process is aligned and integrated with Tourism Kelowna. A partnership exists whereby events are identified and researched collectively and a coordinated approach to the event rights holder is made. This creates a seamless and cohesive process for the organizer.

2015 Highlights

Some highlights of the 2015 event schedule include the brand new “Great Okanagan Beer Festival” set to take place May 9 in Waterfront Park. The organizers predict a near sell-out crowd for this inaugural event which highlights the dynamic craft beer scene as well as local vendors and artisans. July 18 will mark the 67th Across the Lake Swim in Kelowna. This open-water swim is world renowned and was recently named the 15th best open water swim in the world by Open Water Source.

Some familiar events will take place again in 2015 such as the Vaisakhi Parade, Center of Gravity and the Apple Triathlon. After a few years of popularity, there will not be any “colour runs” held in Kelowna this year.

Future Considerations

We will continue to prioritize high profile events which add a dynamic element to the landscape, promote healthy active lifestyles and align with corporate and community values. These events often come with a high demand on resources: financial, human and infrastructure. A pro-active approach that identifies and acquires adequate resources needs

to be further developed to build capacity and make Kelowna more attractive to event rights holders.

Staff will continue to identify challenges common to many events and work to reduce barriers. In addition, policies will be reviewed to ensure relevance and effectiveness. Furthermore, opportunities for events to work more cohesively together will be explored and facilitated where possible.

Internal Circulation: Divisional Director, Active Living and Culture; Manager, Sport and Event Development; Communications Advisor

Existing Policy: Outdoor Events Bylaw; Conditions of Use & Allocation Policies Manual for Recreation Facilities, Theatre, Sportsfields and Parks.

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Financial/Budgetary Considerations:

Personnel Implications:

External Agency/Public Comments:

Communications Comments:

Alternate Recommendation:

Submitted by: M Siggers, Event Development Supervisor

Approved for inclusion: J. Gabriel, Divisional Director, Active Living & Culture

Cc: Divisional Director, Communications & Information Services

Outdoor Events

2015 Kelowna Outdoor Event Review



We create a dynamic environment where **events** thrive and the **community** benefits



OUTDOOR EVENT BYLAW

▶ Outdoor Event:

- ▶ *Any public or private exhibition, parade, procession, carnival, athletic event, commercial performance or show, held outdoors on public property, including any street, road, lane, bridge, park or other public right of way or place*
- ▶ *Or a public event (as above) held on private property which might reasonably be expected to be attended by more than 1000 people.*

OUTDOOR EVENT BYLAW

- Outdoor Event Permit is required
- Establishes Outdoor Event Committee
- Application requirements



OUTDOOR EVENT COMMITTEE

Ensures safety, efficiency, compliance and protection of City assets

- Internal and external stakeholders
- Establish conditions under which a permit may be issued



EVENT PROCESS

Event
Proposal

Event
Application

Outdoor
Event
Committee
Approval

Permit
Issued

Evaluation



CHALLENGES

- Construction
- Changing environment/personnel
- Work safe
- Available quality staff, contractors, volunteers
- Rising costs
- Auxiliaries
- Alignment / consensus
- Competitive procurement environment

EVENT DEVELOPMENT



- Recognize attributes
- Identify challenges
- Consult stakeholders/experts
- Develop/Implement strategy

EVENT SUPPORT



Experienced Staff

- Policies
- Best practice

Tools and resources

- Templates

OE Office

Strong Network

- Good relationships with many agencies and partners

OE Approval Process

- Thorough approach to event planning

EVENT DEVELOPMENT FUND

City Services Offset Grant

On going
events with
large budgets

\$25,950
distributed to
13 events in
2015

Strategic Events Fund

Procurement or
development
of high profile
events

On going
process to
identify
events/projects



VOLUNTEER PROGRAM

- Online Marketplace
- Tools and resources
- Training
- Staff support



EVENT PROCUREMENT

- 
- Attract high profile events that will add fresh elements to our landscape
 - Room nights 500+
 - Operating budget \$100,000+
 - Participants/Spectators 5000+
 - Significant coverage outside the region
 - Multi-Day
 - Timing
 - Potential for growth

EVENT PROCUREMENT



The background of the slide features a vibrant night scene. On the left, a large, brilliant firework bursts in the sky, creating a dense cluster of golden-yellow sparks. To the right, a large, dark wireframe sculpture of a bear is visible, its form composed of a complex network of thin, dark lines. The overall lighting is a mix of the warm orange and yellow from the fireworks and the cooler blue and purple tones of the night sky and the sculpture's structure.

KEY PARTNERS

Sport
organizations

Tourism
Kelowna

Event
organizers

Festivals
Kelowna

Outdoor Event
Committee

RCMP

2015 HIGHLIGHT REEL

- ▶ Great Okanagan Beer Festival
- ▶ Across the lake swim



PROJECTS



- Film policy
- Triathlon strategy
- Green events
- Outdoor Event Bylaw Review

QUESTIONS?

