City of Kelowna
Regular Council Meeting
AGENDA

Monday, July 16, 2018

9:00 am

Knox Mountain Meeting Room (#4A)

City Hall, 1435 Water Street

Pages

1. Call to Order

2. Confirmation of Minutes 2 - 5

AM Meeting - June 25, 2018

3. Resolution Closing the Meeting to the Public

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

- Position Appointment;
- Law Enforcement; and
- Acquisition, Disposition, or Expropriation, of land or improvements.

4. Adjourn to Closed Session

5. Reconvene to Open Session

6. Reports

6.1 Active Living & Culture Grant Policy Review 60 m 6 - 24

To provide Council with an overview of proposed changes to grant policies and programs within the Active Living &Culture Division.

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 25, 2018
Location:	Knox Mountain Meeting Room (#4A) City Hall, 1435 Water Street
Council Members Present:	Mayor Colin Basran, Councillor Maxine DeHart, Councillor Ryan Donn, Councillor Gail Given, Councillor Tracy Gray, Councillor Charlie Hodge, Councillor Brad Sieben, Councillor Mohini Singh, Councillor Luke Stack
Staff Present:	City Manager, Doug Gilchrist; City Clerk, Stephen Fleming; Budget Supervisor, Melanie Antunes*; Divisional Director Financial Services, Genelle Davidson*; Acting Divisional Director Community Planning & Strategic Investments, Derek Edstrom*; Transportation Engineering Manager, Gordon Foy*; Divisional Director Active Living and Culture, Jim Gabriel*; Utility Planning Manager, Rod MacLean*; Corporate Strategy and Performance Manager, Mike McGreer*; Divisional Director Infrastructure, Alan Newcombe*; Policy & Planning Department Manager, Danielle Noble-Brandt*; Community Engagement Manager, Kari O'Rourke*; Parks and Buildings Planning Manager, Robert Parlane*; Infrastructure Engineering Manager, Joel Shaw*; Integrated Transportation Department Manager, Rafael Villarreal*; Grants & Special Projects Manager, Lorna Wilson*

(* Denotes partial attendance)

1. Call to Order

Mayor Basran called the meeting to order at 9:02 a.m.

2. Confirmation of Minutes

Regular AM Meeting - June 18, 2018

Moved By Councillor Hodge/Seconded By Councillor Stack

R612/18/06/25 THAT the Minutes of the Regular AM Meeting of June 18, 2018 be confirmed as circulated.

Carried

3. Reports

3.1 Imagine Kelowna Final Draft Vision and Goals Document

Staff:

- Displayed a video with comments from the public regarding Imagine Kelowna.
- Displayed a PowerPoint/Presi presentation.
- Summarized amendments since the previous Council meeting in March.
- Summarized amendments to the Imagine Next document.
- Responded to questions from Council.

Council:

- Provided individual comments on the Imagine Kelowna Short Document.
- Provided individual comment on Imagine Next.

Moved By Councillor Stack/Seconded By Councillor Hodge

R613/18/06/25 THAT Council receives for information the report from the Strategic Visioning Project Manager dated June 25, 2018 with respect to Imagine Kelowna Final Draft Vision and Goals Document;

AND THAT Council direct staff to bring Imagine Kelowna forward for final endorsement to an afternoon Council meeting.

Carried

The meeting recessed at 9:48 a.m.

The meeting reconvened at 9:57 a.m.

3.2 10-Year Capital Plan (2018-2027)

Staff:

- Displayed a PowerPoint presentation.
- Spoke to the link to the 2030 Infrastructure Plan and how the 10 Year Capital Plan is determined.
- Identified various challenges and investment priority 1 and priority 2 requirements by general cost areas over the next 10 years.
- Responded to questions from Council.

Council:

- Provided individual comments on various projects identified in the 10 Year Capital Plan.
- Made comments on the priority funding for Glenmore Recreation Park as currently identified in the Plan.

Moved By Councillor Stack/Seconded By Councillor Hodge

R614/18/06/25 THAT Council receives, for information, the report from the Infrastructure Engineering Manager dated June 18th, 2018, with respect to the 10-Year Capital Plan (2018-2027);

DRAFT

AND THAT Council direct staff to move Glenmore Recreation Park from a P2 to a P1 in the 2019 budget;

AND THAT Council direct staff to forward the 10-Year Capital Plan (2018-2027) to an afternoon meeting for endorsement consideration.

Carried

Moved By Councillor Sieben/Seconded By Councillor Stack

R615/18/06/25 THAT Council directs staff to come forward with a Capital visioning priority setting session in the first quarter of 2019.

Carried

Mayor:
- Spoke to City Park Water Park.
- Referred to memo circulated earlier to Council regarding timing of repairs to City Park Water Park and whether these could be advanced.

City Manager:
- Staff will investigate options and report back to Council.

4. Resolution Closing the Meeting to the Public

Moved By Councillor Hodge/Seconded By Councillor Donn

R616/18/06/25 THAT this meeting be closed to the public pursuant to Section 90(1)(e) of the Community Charter for Council to deal with matters relating to the following:

- Land acquisition, disposition or expropriation of land

Carried

5. Adjourn to Closed Session

The meeting adjourned to a closed session at 11:44 a.m.

6. Reconvene to Open Session

The meeting reconvened to an open session at 12:03 p.m.

7. Issues Arising from Correspondence & Community Concerns

None

DRAFT

8. Termination

The meeting was declared terminated at 12:03 p.m.

Mayor Basran

City Clerk

/cm

DRAFT

Report to Council

Date:	July 16, 2018
File:	0160-20
To:	City Manager
From:	Sandra Kochan, Partnership Manager
Subject:	Active Living & Culture Grant Policy Review

Recommendation:

THAT Council receives for information the report from the Partnership Manager dated July 16, 2018 regarding proposed changes to Active Living & Culture grant policies and programs.

Purpose:

To provide Council with an overview of proposed changes to grant policies and programs within the Active Living & Culture Division.

Background:
In 2015, staff conducted a review of Active Living & Culture grant programs, culminating in a report to Council on September 28, 2015 containing a number of recommendations and an action plan.

Generally, the action plan focused on streamlining processes, updating guidelines, reviewing policies, evaluating programs for relevance and effectiveness, and re-examining some traditional funding relationships to determine where they might fit in a current context.

Implementation of the action plan was carried out in phases over the next two years and included:

- Re-allocation of the City of Kelowna's portion of Regional District of Central Okanagan Grant-in-Aid funding ($100,000) - $85,000 to Social Development Grants and $15,000 to Organization Development Grants; and

- New or revised guidelines and procedures in multiple grant programs (including Professional Arts Operating Grants, Cultural Operating and Project Grants, Community Social Development Grants, Youth Development & Engagement Grants, special one-time grants for Canada 150)

Next steps:
The final phase of work in the action plan is to streamline and consolidate a number of grant policies. Many of these policies pre-date the current practice and format for policy development, and are in need of revision to also reflect changes in the sectors they serve. Simplifying the policy framework for grants is consistent with direction from the Office of the City Clerk.

The proposed framework will include two overarching Council policies, supported by two administrative policies. In many instances, administrative details in existing Council policies will be converted with minimal alteration into program guidelines.

For Community Grants to the non-profit sector, the proposed changes will not affect the current funding or objectives of existing programs. For grants supporting events, the restructuring will introduce some changes which will be shared with Council in Workshop #2 as noted below.

Benefits:
Re-framing the policies for grantmaking will improve service delivery in the Active Living & Culture Division by:

- Establishing values and standards for good practices in the creation and administration of grant programs

- Clarifying and simplifying procedures and processes for both program administrators and grantees

- Enabling consistent monitoring, evaluation and reporting regarding the benefit and impact of Active Living & Culture grant programs.

Schedule:
Staff will introduce proposed changes through a series of workshops and reports:

- July 16, 2018 - Council Workshop #1 – overview of proposed Community Grant policy framework
- August 27, 2018- Council Workshop #2 – overview of proposed Events Support policy framework
- September, 2018 – Council Report (PM Agenda) – approval of proposed policies and rescission of existing policies

Internal Circulation:
Communications Advisor
Deputy City Clerk
Active Living & Culture Management Team
Payroll & Internal Controls Manager

Considerations not applicable to this report:
Legal/Statutory Authority
Legal/Statutory Procedural Requirements
Personnel Implications
External Agency/Public Comments

Alternate Recommendation
Existing Policy
Financial/Budgetary Considerations
Communications Comments

Submitted by:
S. Kochan, Partnership Manager

Approved for inclusion: Jim Gabriel, Division Director, Active Living & Culture

cc:
Communications Advisor
Deputy City Clerk
Active Living & Culture Management Team
Payroll & Internal Controls Manager

Active Living & Culture Grant Policy Review

Council Workshop July 16, 2018

Grant Policy Workshops

#1 July 16, 2018

- Overview of Grant Review Project
- Rationale for Grant Policy Review
- Current ALC grant structure
- Proposed ALC policy structure
- Proposed community grant policy structure

#2 August 27, 2018

- Current ALC event grant structure
- Proposed ALC event support policy structure
- Feedback from Council

City of Kelowna

Workshop #1 Overview

- Grant Review Project
  - Work done Parts 1 and 2
- Policy review
  - Current structure
  - What are other cities doing?
  - Options for ALC grant policy framework

City of Kelowna

Grant Review Part 1 – Action Plan

COMPLETED	PENDING
Streamline Social Develop't Grants	Revise Emergency Grants
NEW Youth Dev't & Engagement Grants	Revise Grants in Aid Policy
NEW Canada 150 Grants	Consolidate sport grant policies
Streamline cultural General Operating & Project Grants	Create policies which cover new programs
Expand eligibility for Org Development grants	Transition historical event funding relationships
New guidelines and eligibility for Professional Arts Grants	Design support framework for long-standing 'civic' events
	Heritage Building Grants – management transition to Cultural Services

Grant Review Part 2

Sept 2015

- Grant review action plan
- Discussions re: RDCO GIA

Nov 2016

- Update re: RDCO GIA
- 2017 budget $100K transition from RDCO GIA

Jan 2017

- Allocation of $100K ($85K Soc Dev't + $15K Org Dev't)
- Staff to report back re: 2018 allocation

Dec 2017

- Same allocation of $100K ongoing
- New screening criteria for Soc Dev't grants

Policy Review

Current

Future

Current ALC grant structure

Community & Neighbourhood	Arts, Culture & Heritage	Capacity Building	Sport & Event
• Social Dev't ** Policy 218 + 360 • Youth Dev't * No policy • Neighbourhood* No policy	• Gen Operating** • Project** • Prof Operating** • Community Art* • Heritage Building Grants** All Policy 274 • Sister Cities * Policy 355	• Emergency** Policy 218 • Grants in Aid** Policy 058 • Org Dev't * No policy	• Ath Excellence* Policy 333 • Sport Education* Policy 349 • Sport Event Dev* Policy 298 • Comm Sport Delivery* No policy • Strategic Event Fund** & Offset* No policy
$207,000	$361,800	$30,000***	$169,000

* administered by staff / ** Council information or approval / *** plus reserves / $ 2018 budget.

Current structure – summary

$767,800

17 programs

8 policies

5 programs guidelines only

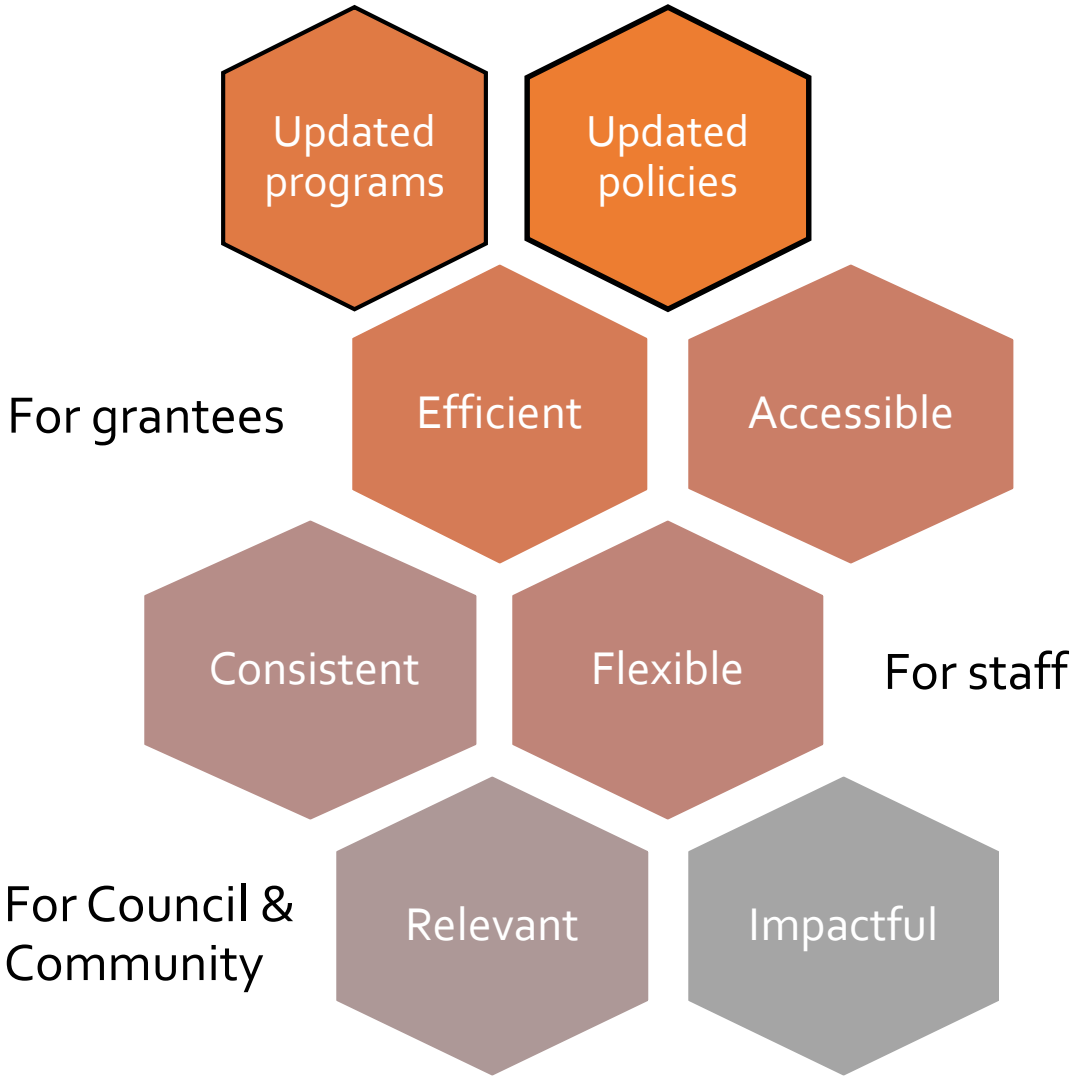
2017/18 - 9 reports to council

What are other cities doing?

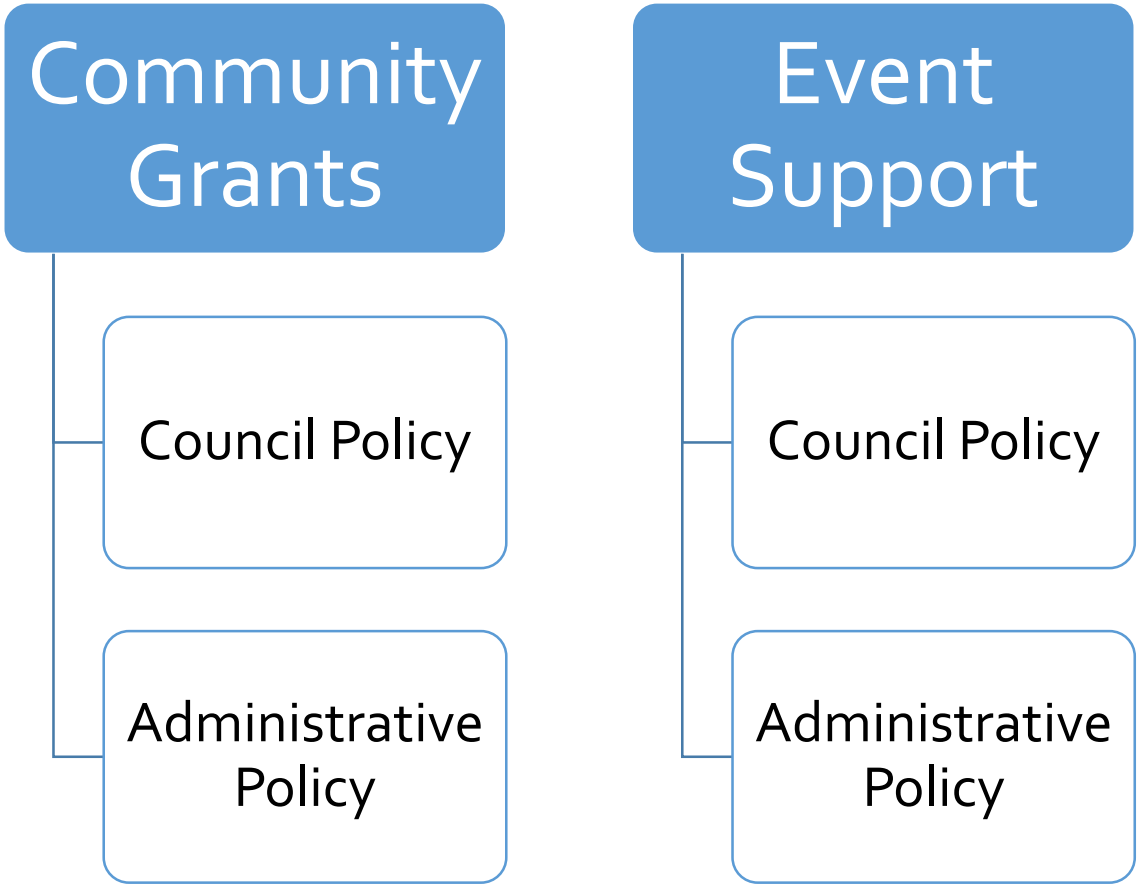
General findings:

- No consistent approach
- Granting across multiple departments is the norm
- Accountability by recipients varies
- Many cities grappling with the same issues
- Calgary & New Westminster have advanced coordination

Our destination



Proposed Policy Structure



Council vs Administrative Policies

Council Policy

- Approved by Council
- Guides Council decisions
- Achieves consistent outcomes and common interpretation
- Conveys Council's strategic direction

Admin Policy

- Approved by SLT or CM
- Internal administration and operations focus
- Informs/guides employees and contractors
- Provides consistency and clarity of interpretation

PROPOSED COMMUNITY GRANT (COUNCIL) POLICY

What is in the new Policy:

- Creates a framework for grant funding to individuals and non-profit organizations
- Establishes a set of values for good grantmaking practice
- Council strategically identifies basic focus areas for funding support and sets budget
- Authorizes ALC staff to determine program design, funding and administration within each focus area
- Directs staff to provide regular reports about overall funding activity and impact and any recommendations for change in the future

How this will change current practice:

- ✓ Council determines focus areas for funding based on Council priorities
- ✓ Fewer Council reports regarding administrative matters
- ✓ More comprehensive, Division-wide reporting about grantmaking as a whole
- ✓ Fewer policies, more up-to-date policies
- ✓ More flexibility to adjust programs as needed to respond to need, trends, demand.

PROPOSED COMMUNITY GRANT (COUNCIL) POLICY

Focus Areas & Budget set by Council

FOCUS AREA

COMMUNITY & SOCIAL DEVELOPMENT

FOCUS AREA

ARTS, CULTURE & HERITAGE

FOCUS AREA

CAPACITY BUILDING

FOCUS AREA

SPORT DEVELOPMENT

Programs developed and administered by staff in accordance with Admin Policy

GRANT PROGRAMS

Neighbourhood
Social Development*
Youth Development

GRANT PROGRAMS

General Operating*
Professional
Operating*
Project*
Community Art*
Heritage Building*

GRANT PROGRAMS

Organization Dev't
Grants-in-Aid*
Emergency*

GRANT PROGRAMS

Athletic Excellence*
Sport Education*
Community Sport
Delivery

Proposed Community Grant Administrative Policy

- **Purpose:** Guides staff in the 'how to's' of creating and administering grant programs

- **Includes how to:**
  - Seek Council approval to change a Focus Area or change budget for a Focus Area
  - Obtain Director approval for substantive program changes
  - Prepare program guidelines
  - Manage confidentiality and conflict of interest
  - Conduct regular grant program evaluation

Thank you!