

Report to Council



Date: November 23, 2015
File: 0160-20
To: City Manager
From: Deputy City Clerk
Subject: Council Policy Library Review (3)

Recommendation:

THAT Council receives the Council Policy Library Review (3) report of the Deputy City Clerk, dated November 23, 2015 for information;

AND THAT Council considers for review as presented in the report of the Deputy City Clerk, dated November 23, 2015, the following Council Policies;

Policy 06 - All Candidates Forum - Civic Elections

Policy 316 - Investment of City of Kelowna Surplus Funds

AND THAT Council rescinds Council Policy 06, All Candidates Forum - Civic Elections as recommended in the report of the Deputy City Clerk, dated November 23, 2015;

AND FURTHER THAT Council amends Council Policy 316 - Investment of City of Kelowna Surplus Funds as outlined in the report of the Deputy City Clerk, dated November 23, 2015;

Purpose:

To review Council Policy Numbers 06 and 316 of the Council Policy Library.

Background:

On May 25, 2015 Council directed a review of the Council Policy library be conducted during Monday AM regular meetings.

A Council Policy is created through a resolution of council to provide strategic direction on governance, programs and services at the City of Kelowna. A review of the Council Policy Library will provide Council with an opportunity to ensure their policy library is both current and reflects alignment with current Council priorities.

Policy Review:

A Council Policy provides clarity around a stated principle or goal, and is a means for common understanding of who/what the policy applies to, and how to comply. The following policies have been evaluated for the third session of the Council Policy Library review:

Policy 06 - All Candidates Forum - Civic Elections

Recommendation: Rescind

The policy to provide a facility at no rental charge for the purpose of an All Candidates Forum during each civic election was created following a grant-in-aid request from the Kelowna Jaycees for the purpose of an all candidates forum for the 1976 election.

Currently, candidate forums are organized by various organizations and/or individuals in the community, and coordinated at a time and place that meets their respective criteria. As written, the policy does not contemplate multiple requests, or criteria for submitting or approving a request.

Council has since clarified a process to apply for grants for facility rentals through the introduction of a Grant-in-Aid program. In order to proceed with an application for this type of grant request, the program identifies the following two conditions must be met:

1. there is a demonstrated inability to raise the funds necessary for rental of the facility; and
2. that the use of the facility by the applicant serves a community need or purpose.

Staff recommend Policy 06 be rescinded, and consider the existing grant-in-aid program criteria sufficient to meet the policy objective.

Policy 316 - Investment of City of Kelowna Surplus Funds

Recommendation: Amend as attached

In 2004 The City of Kelowna hired a consultant to review the administration policy for investments to bring it up to best practice standards. When this work was complete the policy was formalized and presented as a Council Policy. This was done to provide a comprehensive investment policy that was open and transparent, giving confidence to both Council and the taxpayers of Kelowna.

The reasons for updating the policy today include that:

- Council has directed a review all Council Policies
- Best practices have changed
- The new Financial Model requires up-to-date policies
- There are new procedures for handling Cemetery Care Maintenance Funds
- The sale of the City's Electrical Utility and subsequent purchase of Fortis Inc. Common Shares
- The economy has changed significantly since the current policy was created

As Financial Services and the Office of the City Clerk reviewed the Council Policy it was determined that a large part of the policy was administrative, therefore those sections have been updated and included as part of the procedures in the Financial Services Investment

Portfolio Program, and will continue to be updated as required in order to meet best practices.

The proposed amendments in the attached draft policy maintain the original intent which was to have Council provide the framework for investing surplus funds for the City through an open and transparent policy. Through this policy, Council clearly sets out the primary portfolio constraints to determine the level of risk the city is willing to take in order to maximize returns within legislative requirements. It also provides a structure for the Financial Officer to report back to Council on the portfolio performance.

Internal Circulation:

Systems & Reporting Manager, Financial Services

Director, Financial Services

Divisional Director, Corporate & Protective Services

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:

K. Needham

Deputy City Clerk

Approved for inclusion:



R. Mayne, Divisional Director

cc: Financial Services