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CITY OF KELOWNA

MEMORANDUM

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**Date:** October 10, 2007  
**File No.:** OCP 07-0027  
**To:** City Manager  
**From:** Parks & Landscape Planner  
**Subject:** Rutland Town Centre Parks & Open Space Plan

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**RECOMMENDATION:**

THAT staff be directed to follow the consultation process outlined in the October 10, 2007 report from the Parks and Landscape Planner and present for public input the Rutland Town Centre Parks & Open Space Plan prior to formal Council consideration of the related OCP amendment.

**BACKGROUND:**

The Rutland Town Centre Parks & Open Space Plan identifies 2.7 hectares of parkland for acquisition and development as growth occurs over the next 20 years. The Plan envisions an urban pedestrian corridor through the town centre connecting the existing Rutland Centennial Park in the east to a new urban town square and community park proposed to the west. Consultation with the public will play an important role in the planning process.

**LEGAL/STATUTORY AUTHORITY:**

*Local Government Act (LGA) (Section 876)* provides the authority to adopt an Official Community Plan bylaw. *LGA Sections 877 and 878* outline the required content and potential policy statements respectively and *LGA Section 879* outlines the consultation requirements for the adoption and amendment of an OCP.

**LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:**

Under the *Local Government Act (Section 879)* there is a requirement for the City to provide one or more opportunities it considers appropriate for consultation in addition to the public hearing required on any OCP amendment bylaw. It is recommended that as part of the consultation on the related OCP amendment that staff be directed to follow a consultation plan as outlined below prior to scheduling First Reading and the Public Hearing.

A public open house will be hosted November 14<sup>th</sup>, 2007 in Rutland. To encourage as many people to take part in the consultation process, notice of the open house will be posted and advertised in the following ways:

- Letters of invitation will be sent to the 11 different property owners.
- A general mail out to all property owners within a 400 metre radius.
- A media release explaining the project.
- Project information will be available on the City website.

- Advertisements in the local papers on 2 different days.
- Billboard signage will be posted along the main roads prior to the event.

Presentation boards will be on display at the public open house to explain the project and there will be staff present to clarify the concepts, answer questions and gather feedback. A survey will be distributed to gather public input on various issues relating to the proposed parkland. The results will be tabulated and analyzed and staff will report back to Council with the results as part of a report introducing the proposed OCP Bylaw Amendment for First Reading.

**INTERNAL CIRCULATION TO:**

- ☐ Director of Recreation, Parks & Cultural Services
- ☐ Acting Director of Planning & Development Services
- ☐ Parks Manager
- ☐ Policy, Research & Strategic Planning Manager
- ☐ Community Development & Real Estate Projects Manager

Considerations that were not applicable to this report:

**FINANCIAL/BUDGETARY CONSIDERATIONS:**

**EXISTING POLICY:**

**PERSONNEL IMPLICATIONS:**

**TECHNICAL REQUIREMENTS:**

**EXTERNAL AGENCY/PUBLIC COMMENTS:**

**ALTERNATE RECOMMENDATION:**

Submitted by:



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Terry Barton  
Park & Landscape Planner



Approved for Inclusion:

cc: Director of Recreation, Parks & Cultural Services  
Acting Director of Planning & Development Services  
Parks Manager  
Policy, Research & Strategic Planning Manager  
Community Development & Real Estate Projects Manager