

# Memo



Date: October 16, 2009  
File: 6410-10  
To: City Manager  
From: Director, Corporate Services  
Subject: Policy 351 - Senior Government Referrals

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## Recommendation:

THAT Council adopt Policy 351 - Senior Government Referrals for the purpose of receiving public input on Senior Government referrals;

AND THAT the Council direct staff to proceed with a public input session for the South Bay Dock and Lift referral from the Provincial Integrated Land Management Branch;

## Background:

Kelowna City Council, on Monday September 21st, 2009, adopted the following resolution with respect to the South Bay Landing dock installations that ILMB had required the unapproved docks be removed by October 5, 2009:

THAT Council directs staff to request an extension from the Province to December 31, 2009 in order to allow staff to develop a public process where Council can receive input on applications that Council provides referral comments on.

The City of Kelowna on occasion is requested to provide comments on Senior Level Government applications. The attached Council Policy - Senior Government Referrals - #351, recommends that referrals that have significant public interest be provided the opportunity to be considered at a public meeting. As many referrals have a 10-14 day turnaround, timely feedback is necessary to ensure the City of Kelowna comments are included in the decision making process. In order to receive input from effective property owners and residents; a public meeting on such matters will be held during evening meetings when Public Hearings are held or during regular meetings of Council as time permits.

## Financial/Budgetary Considerations:

Staff are not aware of any mechanism to recover the cost of advertising, notices and staff time. Staff are currently reviewing what options are available.

## Internal Circulation:

City Clerk  
Director, Land Use Planning  
Director, Policy and Planning

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**Legal/statutory Procedural Requirements:**

Council Policy 351 attached.

**Alternate Recommendation:**

Senior Government applications do not require local government consent, but often impact residents and property owners. An alternative would be to encourage the senior level of government to establish their own public input process and limit the referral comments to issues that pertain directly to City of Kelowna operations.

**Existing Policy:**

There is no existing policy on this matter.

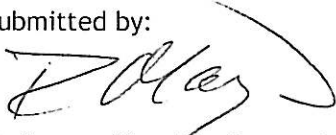
Existing practice is that staff currently forward to Council for comment referrals that are anticipated to have public interest or are inconsistent with established policies or guidelines.

**Personnel Implications:**

Additional staff time would be necessary by the department required to coordinate public input. The department responsible would be dependent on the nature of the referral forwarded.

**Considerations not applicable to this report:****External Agency/Public Comments:****Legal/Statutory Authority:****Technical Requirements:****Communications Considerations:**

Submitted by:



R. Mayne, Director, Corporate Services

Approved for inclusion:



Paul Macklem, General Manager, Corporate Sustainability

CC: City Clerk  
Director, Land Use Manager  
Director, Policy and Planning



# CITY OF KELOWNA

POLICY: 351

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## COUNCIL POLICY MANUAL

APPROVAL DATE:

RESOLUTION #:

REPLACING #:

DATE OF LAST REVIEW: October 16, 2008

SUBJECT: Senior Government Referral Policy

### Policy

1. Where referrals are inconsistent with established policies and guidelines, the City of Kelowna Municipal Council will hear from the public prior to Council's decision on referrals to senior levels of government in order to facilitate public input.
2. Public Input sessions will be held, where possible, following scheduled Public Hearing/Meeting dates or during regular Council Meetings.

REASON FOR POLICY: To establish procedures for processing Senior Government referrals.

LEGISLATIVE AUTHORITY: none

PROCEDURE FOR IMPLEMENTATION: As outlined in policy.