

# City of Kelowna Regular Council Meeting AGENDA



Monday, June 24, 2013  
9:30 am  
Knox Mountain Meeting Room (#4A)  
City Hall, 1435 Water Street

	Pages	
1. Call to Order		
2. Confirmation of Minutes	3 - 3	
Special Meeting - June 13, 2013		
3. Issues Arising from Correspondence & Community Concerns		
3.1 Mayor Gray, re: Issues Arising from Correspondence	30 m	
4. Reports		
4.1 Proposed Partnership with the Capri Rotary Club for a Downtown Seasonal Light Display	15 m	4 - 8
To update Council on a proposed partnership with the Capri Rotary Club of Kelowna regarding a seasonal light display in downtown Kelowna and provide funding on a one time basis to determine if this program is viable at no or minimal cost to the City in subsequent years.		
4.2 Public Notification Process	15 m	9 - 12
To seek direction from Council on proposed changes to public notification for development applications that would maintain the statutory delivery requirements, while improving engagement with the broader community.		

**5. Resolution Closing the Meeting to the Public**

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

- Position Appointment;
- Labour Relations;
- Acquisition, Disposition, or Expropriation of Land or Improvements; and
- Provision of a Municipal Service.

**6. Adjourn to Closed Session**

Special MeetingJune 13, 2013

The Open Session of the Special Meeting of the Municipal Council of the City of Kelowna was held in the Knox Mountain Meeting Room, 1435 Water Street, Kelowna, B.C., on Tuesday, June 13, 2013.

Council members in attendance: Mayor Walter Gray, Councillors Colin Basran, Andre Blanteil, Maxine DeHart, Gail Given, Robert Hobson, Mohini Singh, Luke Stack and Gerry Zimmermann.

Staff member in attendance was: City Manager, Ron Mattiussi.

Guests: Premier Christy Clark and Ben Stewart.

1. CALL TO ORDER

Mayor Gray called the special meeting to order at 2:03 a.m.

2. RESOLUTION WAIVING NOTICE OF SPECIAL COUNCIL MEETING

Moved by Councillor Hobson/Seconded by Councillor Stack

S004/13/06/06 THAT Notice of this Special Council Meeting be waived, pursuant to Sec. 127(4) of the *Community Charter*

Carried

3. RESOLUTION CLOSING THE MEETING TO THE PUBLIC

Moved by Councillor Hobson/Seconded by Councillor Stack

S005/13/06/06 THAT this special meeting be closed to the public, pursuant to Sec. 90(2)(b) of the *Community Charter* for Council to deal with matters relating to the following:

- Confidential information between the City and the Province

Carried

4. ADJOURN TO CLOSED SESSION


The special meeting adjourned to closed session at 2:03 p.m.

The special meeting was declared terminated at 2:53 p.m.

Certified Correct:

\_\_\_\_\_  
Mayor

/scf



\_\_\_\_\_  
City Clerk

# Report to Council



**Date:** June 11, 2013  
**Rim No.** 1620-15  
**To:** City Manager  
**From:** Ian Wilson, Park Services Manager  
**Subject:** Proposed Partnership with the Capri Rotary Club for a Downtown Seasonal Light Display

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## **Recommendation:**

THAT Council receive for information the June 11, 2013 report of the Park Services Manager regarding a proposed downtown seasonal light display in partnership with the Capri Rotary Club of Kelowna;

AND THAT up to \$15,000 in funding for the event be drawn from the Partners in Parks account, 7540-1119-1119-08-310, to help pay for electrical upgrades and operational costs on a one-time basis that are not covered by sponsorship.

## **Purpose:**

To update Council on a proposed partnership with the Capri Rotary Club of Kelowna regarding a seasonal light display in downtown Kelowna and provide funding on a one time basis to determine if this program is viable at no or minimal cost to the City in subsequent years.

## **Background:**

A large seasonal light display, previously setup at a private residence in West Kelowna for 13 seasons, was donated to the Kelowna Capri Rotary Club in early 2013. The display was a very popular attraction in it's previous location and the Capri Rotary is proposing to setup this display in downtown Kelowna, in December 2013.

The Capri Rotary feels that this display will be a significant attraction to the downtown Kelowna area, benefitting the community as well as local businesses. It is a very significant light display; the Club has estimated it may be worth as much as \$100,000. As detailed in the attached letter to Council, the Club is proposing to provide about 360 volunteer hours to setup and monitor the display. Initial estimates of the cost of required electrical upgrades to meet code, as well as the associated operational costs such as security, power and fencing are approximately \$5,000 to \$15,000. The Club has been in discussion with Okanagan College (OC) regarding the required electrical upgrades to the lighting and it appears that OC may

also partner with the Capri Rotary and carry out the required upgrades through their Electrical Trades program at a reduced cost.

The Club proposes that donations raised through the display will be used to partially offset the operational costs of the display, with a minimum of \$1,500 going back into community projects through the Rotary Club. We would also expect that this program should be self funding in subsequent years. Previous donations were approximately \$3,000 per year, but it is expected that donations will be higher in the new location. The Club is also proposing to garner corporate sponsorships to help offset operational costs.

Kerry Park is currently the preferred location for the 2013 season. The proposed budget from Rotary also includes some possible minor electrical upgrades (\$500) to the Kerry Park electrical service. Assuming that the display will continue in future years, the Club has expressed an interest in utilizing a portion of the newly constructed Stuart Park Phase 2, which will not be available until 2014. Stuart Park phase 2 will be equipped with adequate electrical services.

**Financial/Budgetary Considerations:**

Staff recommend that up to \$15,000 of Partners in Parks funding be utilized on a one-time basis in 2013, in order to help pay for electrical upgrades and operational costs that are not already covered through donations or corporate sponsorships. This would allow the City and the Capri Rotary Club to test the idea and determine if it is likely to succeed in future, at a minimal on-going cost.

**Internal Circulation:**

Terry Barton, Infrastructure Planning  
Jim Gabriel, Recreation Services  
Carla Weaden, Communications  
John Vos, General Manager Community Services  
Joe Creron, Director Civic Operations

**Considerations not applicable to this report:**

**Legal/Statutory Authority:**

**Legal/Statutory Procedural Requirements:**

**Existing Policy:**

**Personnel Implications:**

**External Agency/Public Comments:**

**Communications Comments:**

**Alternate Recommendation:**

Submitted by:



Ian Wilson, Park Services Manager

Approved for inclusion:

Dear Mayor GRAY and Councillors,

June 3<sup>rd</sup>, 2113

Re: Costs to operate the Rotary Christmas Display

Our club was very fortunate to have been given the Christmas Display which was previously owned and operated by Jerry Budnick on Bridgeview Drive in West Kelowna.

We consider this Display is an opportunity to raise funds for Rotary causes and are trying hard to find sufficient help within our club and community to supervise its operation during the Christmas Season and in the coming years.

We thank Council for taking the initial response to provide space in a downtown area to place the display, and to offer financial assistance to help make it a feasible festive project.

Rotary are committed to provide supervision for the Display during at least three weeks in December. We are prepared to erect and take down the Display before and after.

We are discovering many costs associated with the Display, however, which may prevent our Club from actually raising any "net-returns" for projects and list these costs following:

- |   |                    |
|---|--------------------|
| 1) Rental of Storage Container annually   | \$1450.00          |
| 2) Security fencing 400 feet (this year Moduloc)  | 500.00             |
| 3) Estimate of Power Cost during Display  | 500.00             |
| 4) Upgrade cost to Electrical equipment   | 1000.00- 5000.00 * |
| This cost will depend on how much expertise and assistance Okanagan College are able to give us, as they have offered assistance, and the type of Service Box that will be provided at the location of set-up. There may be safety inspection and other fees also required. |                    |
| 5) Security Provision at the Christmas Display site during times when Rotarians will not be supervising each night (10:00 p.m. until 2:00 p.m.)   |                    |
| This cost varies depending on need and we anticipate a minimum of three hourly visits from Commissionaires each evening (1:00 a.m., 2:00a.m., 3:00 a.m. At a cost of \$8.00 per visit for 45 days.  |                    |
| \$24.00 X 45 days   | \$1100.00          |
| This cost could escalate if problems arise re: Security within the fenced Display area to 6 hours continuous @\$25.00/hr. =, \$150.00/night x 45 nights -----\$6750.00  |                    |
| 6) Repair, Maintenance, estimate  | \$500.00           |

7) Printing display costs, estimate		\$500.00
Total costs	-----min.\$5300.00 UP TO	\$15,750.00

The higher security and electrical cost estimates, if required, make the project prohibitive.

The lower estimate of costs cannot be borne by the Rotary Club, as our conservative estimate of Public Donations per year were \$3000.00 in the last two years and we hope that Donations will grow to \$5000.00 in that downtown location.

Our Club members and volunteers are investing approximately 360 hours (45 days x 8 hours ) in to the Christmas Display with hope to raise a minimum \$1500.00 after our expenses.

We plan to raise some funds through a SPONSORSHIP PROGRAM where local Corporate Business will 'sponsor 'a day of the week and highlight their names on the Display on that day.

We will ask the MEDIA for assistance and to also advertize for the SPONSOR.

We will ask the DOWNTOWN BUSINESS ASSOC. to promote our project any way they can.

UBC Okanagan College will begin working on our Display in July-August to ensure it can be safety approved and ready to run properly and efficiently.

We are willing to take a chance on our first year of operation and agree to pay costs equal to 1/2 of our gross donations. We will also use SPONSORSHIP dollars to reduce costs above that level.

Will our City of Kelowna agree to take a chance on our first year of operation and pay any costs which are above that which our Rotary Club has agreed to pay?

This will be an experimental year and we hope to build on the display in years to come.

We ask for your commitment and support of this CHRISTMAS DISPLAY.

Lockie Bracken,member  
 ROTARY CLUB OF KELOWNA CAPRI.



# Report to Council



**Date:** June 24, 2013  
**Rim No.** 0600-01  
**To:** City Manager  
**From:** Deputy City Clerk  
**Subject:** Public Notification Process

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## **Recommendation:**

THAT Council receive the report of the Deputy City Clerk, dated June 24, 2013, regarding a new public notification process for development applications,

AND THAT Council direct staff to report back to a Regular PM Meeting of Council with proposed policy changes as outlined in the report of the Deputy City Clerk, dated June 24, 2013.

## **Purpose:**

To seek direction from Council on proposed changes to public notification for development applications that would maintain the statutory delivery requirements, while improving engagement with the broader community.

## **Background:**

The Office of the City Clerk provides notification to the public on development applications to be considered by Council at a Public Hearing or Regular Tuesday Meeting. The notice required by the legislation is very specific with regards to the legal information that must be provided to members of the public.

It is Council however, through the Development Applications Procedures Bylaw, who sets the notification area for each type of application. In 2011, Council amended the bylaw to require statutory notification for all applications at a minimum of a 50m radius. As notification was previously based on type of application, resulting in a delivery range between 35m and 100m, this provided staff and the public with policy consistency. As a result of the policy change and the move to Canada Post AdMail staff demonstrated that in some instances there was an increase in the number of residents receiving notices at a reduced total cost.

Greater engagement with the community is a priority for Council, and staff recognizes that public notice is an important tool to encourage public participation in the decision-making process. Staff would like to improve the form and content of the current notices to provide property owners and occupiers with the information, but in a more reader-friendly format.

At this time, staff would like Council to consider supporting the concept by:

1. changing the statutory notification area to adjoining/abutting properties only for all development applications, and
2. confirming through policy, the use of a general 'get connected' informational notice (sample attached), delivered through Canada Post admail to the postal delivery route of the subject property

Should Council support changes to the notice and delivery areas, staff would prepare a report for a future Regular PM meeting of Council, and include the necessary bylaw and policy amendments along with a final draft of the proposed new notice for Council consideration.

**Legal/Statutory Procedural Requirements:**

**Internal Circulation:**

Land Use Management  
Communications

**Financial/Budgetary Considerations:**

It is anticipated that the budget for statutory notification would remain the same, and include current staff resources for the preparation and distribution of all notices.

**Considerations not applicable to this report:**

Communication

Legal/Statutory Authority:

Existing Policy:

Personnel Implications:

External Agency/Public Comments:

Communications Comments:

Alternate Recommendation:

Submitted by:

K. Needham,  
Deputy City Clerk

Approved for inclusion:



R. Mayne, Director, Corporate Services

Attachment 1 - Statutory Notification

Attachment 2 - Sample Notice

## Office of the City Clerk

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E-mail [cityclerk@kelowna.ca](mailto:cityclerk@kelowna.ca)  
TEL 250-469-8645  
FAX 250-469-  
WEB [kelowna.ca/council](http://kelowna.ca/council)

## Land Use Management

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E-mail <file contact>  
TEL 250-469-8482  
FAX 250-

## Broadcast

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[castanet.net](http://castanet.net)  
Council Meetings  
Mondays at 1:30 p.m.  
Public Hearings  
every second Tuesday at 6 p.m.

**Shaw Cable 11**  
Wednesday and Fridays at  
11 a.m.

**Kelowna City Council**  
City Hall  
1435 Water Street  
Kelowna BC V1Y 1J4  
TEL 250 469-8980  
FAX 250-862-3399  
[kelowna.ca](http://kelowna.ca)

## Proposed Changes Near You

### Address: New Garage Proposed at 2600 Dubbin Road

The City has received an application from the property owner at the address above to build a garage, which requires a change to the current zoning.

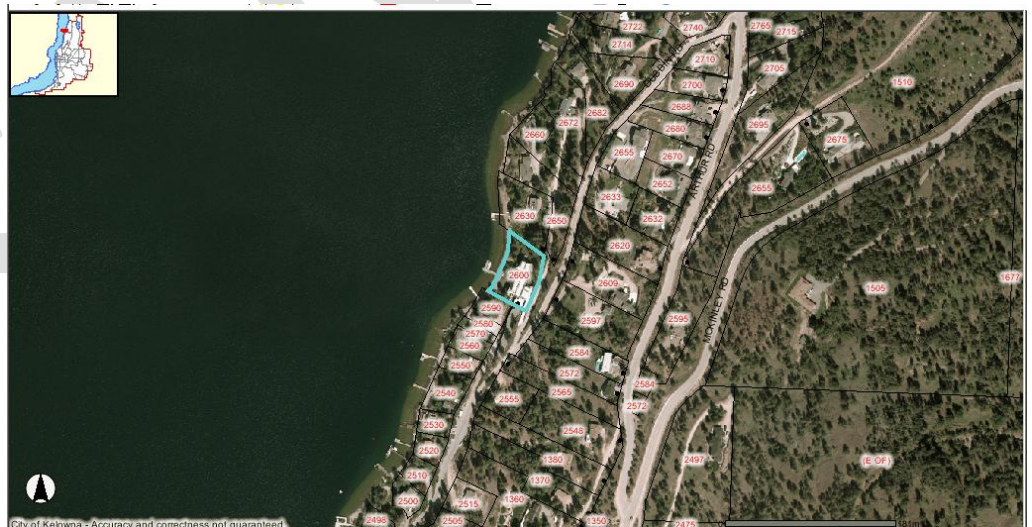
Council welcomes input from residents as part of their consideration of this request. Attend the public hearing to find out more information from staff and the applicant, and provide verbal feedback.

**Council Chambers - City Hall**  
Tuesday, <date>  
6 p.m.

### Unable to attend?

Send comments to the Office of the City Clerk by <date> with your name and address or, if you want more information about the application, contact <department lead, i.e. Land Use Management>

Visit [kelowna.ca/getconnected](http://kelowna.ca/getconnected) to learn more or subscribe to e-updates delivered directly to your inbox.



, 2013



## RE: NOTICE OF PUBLIC HEARING

Dear Property Owner/Occupier,

We wish to advise that in compliance with instructions received from the Kelowna City Council, the following proposed bylaw to amend the City of Kelowna Zoning Bylaw 8000 is currently under consideration by City Council:

Bylaw No. ( )

The applicant is proposing to rezone

**Requested zoning change:** from to the  
**Owner/Applicant:**  
(see map on reverse for location)

### Public Hearing

Notice is given that City Council will hold a public hearing on:

**Tuesday, , 2013 at 6pm**  
**Kelowna City Hall, 1435 Water Street**  
**Council Chambers**

Council will hear representations from the public who deem an interest in the properties affected by the proposed change in land use regulations.

### Further Information

You may also obtain further information in regards to this application on the internet at [www.kelowna.ca/council](http://www.kelowna.ca/council), by phone at 250-469- (ask to speak to ), or in person at the Office of the City Clerk or Land Use Management Department at City Hall, 8am-4pm, Monday to Friday inclusive (excluding Statutory Holidays).

### Public Comments

Comments can be made in person at the public hearing, or submitted online by email to [cityclerk@kelowna.ca](mailto:cityclerk@kelowna.ca), or by letter to the Office of the City Clerk, City Hall, 1435 Water Street, Kelowna, BC V1Y 1J4.

Presentations at the public hearing are limited to a maximum of five minutes. If a person has additional information they shall be given further opportunity to address Council after all other members of the public have been heard a first time.

**No representation will be received by Council after the conclusion of the public hearing.**

Correspondence, petitions and e-mails relating to this application must include your name and civic address. Petitions should be signed by each individual and show the address and/or legal description of the property he or she believes would be affected by the proposal. Correspondence and petitions received between , 2013 and **4pm on Monday , 2013** shall be copied and circulated to City Council for consideration at the public hearing.

**Any submissions received after 4 pm on Monday, , 2013 will not be accepted.**

The public may review copies of the proposed bylaws, Council reports and related materials online at [kelowna.ca/council](http://kelowna.ca/council) or at the Office of the City Clerk at City Hall from 8am-4pm, Monday to Friday, as of , 2013 and up to and including , 2013.

Thank you,

A handwritten signature in cursive script that reads "Jolene Lamoureux".

Jolene Lamoureux, Legislative Clerk  
[cityclerk@kelowna.ca](mailto:cityclerk@kelowna.ca)