

**City of Kelowna  
Regular Council Meeting  
AGENDA**



Monday, July 15, 2013  
8:30 am  
Knox Mountain Meeting Room (#4A)  
City Hall, 1435 Water Street

	Pages
1. Call to Order	
2. Confirmation of Minutes	3 - 8
Regular AM Meeting - June 17, 2013	
Regular AM Meeting - June 24, 2013	
3. Issues Arising from Correspondence & Community Concerns	
3.1 Mayor Gray, re: Issues Arising from Correspondence	30 m
4. Reports	
4.1 2013 Council Review Policy	10 m      9 - 11
To adopt Council Policy 368, Council Policy Administration, and have Council initiate the proposed 2011-2014 Policy review.	
5. Resolution Closing the Meeting to the Public	
THAT this meeting be closed to the public pursuant to Section 90(a), (e), (j) and (k) of the Community Charter for Council to deal with matters relating to the following:	
<ul style="list-style-type: none"><li>• Position Appointment;</li><li>• Acquisition, Disposition, or Expropriation, of Land or Improvements;</li><li>• Third Party Information;</li><li>• Provision of a Municipal Service.</li></ul>	

6. Adjourn to Closed Session



## City of Kelowna Regular Council Meeting Minutes

Date: Monday, June 17, 2013  
Location: Knox Mountain Meeting Room (#4A)  
City Hall, 1435 Water Street

Council Members Present: Mayor Walter Gray and Councillors Colin Basran, Andre Blanleil, Maxine DeHart, Gail Given, Robert Hobson, Mohini Singh, Luke Stack and Gerry Zimmermann

Staff Present: City Manager, Ron Mattiussi; City Clerk, Stephen Fleming; General Manager, Community Planning & Real Estate Division, Doug Gilchrist\*; Director, Subdivision, Agriculture & Environment, Shelley Gambacort\*; Planner, Greg Sauer\*; Manager, Environmental Land Use, Todd Cashin\*; and Council Recording Secretary, Sandi Horning

Guests: BC Fruit Growers Association, President, Jeet Dukhia\*, and General Manager, Glen Lucas\*; Agricultural Advisory Committee, Chair, Leo Gebert\*.

(\* denotes partial attendance)

### 1. Call to Order

Mayor Gray called the meeting to order at 9:35 a.m.

### 2. Confirmation of Minutes

Moved By: Councillor Stack/Seconded By: Councillor DeHart

R412/13/06/17 THAT the Minutes of the Regular AM Meeting of June 10, 2013 be confirmed as circulated.

Carried

### 4. Issues Arising from Correspondence & Community Concerns

#### 4.1. Mayor Gray, re: Issues Arising from Correspondence

Mayor Gray:

- Advised that a bid has been put in to host the 2014 BC Mayor's Caucus.
- Information has been forwarded to the Executive Director of Business Development, who will liaise with the local Hotel/Motel Association.

The Guests, Jeet Dukhia and Glen Lucas, joined the meeting at 9:37 a.m.

Mayor Gray:

- Made comments pertaining to the geographic representation regarding the appointment of Cabinet Ministers by Premier Clark.

### 3. Committee of the Whole

Council considered the following item while sitting as 'Committee-of-the-Whole':

#### 3.1. Jeet Dukhia, President, BC Fruit Growers Association, re: Presentation to Kelowna City Council

Guests, Jeet Dukhia, President, and Glen Lucas, General Manager, BC Fruit Growers' Association:

- Displayed a PowerPoint presentation and responded to questions from Council.

The Guest, Leo Gebert, joined the meeting at 9:45 a.m.

Council:

- Requested that the BC Fruit Growers' Association investigate the Farm Workers Housing regulations in place within various municipalities and regional districts in the Okanagan Valley.

The Guests, Jeet Dukhia and Glen Lucas, left the meeting at 10:36 a.m.

**Moved By: Councillor Zimmermann/Seconded By: Councillor Basran**

**R413/13/06/17** THAT Council receives, for information, the verbal presentation from the BC Fruit Growers' Association dated June 17, 2013.

**Carried**

Council reconvened the meeting as 'Council'.

### 5. Reports

#### 5.1. Agricultural Advisory Committee (AAC)

Staff:

- Introduced the presentation.
- Displayed a PowerPoint presentation, including a short video, and responded to questions from Council.

Guest, Leo Gebert, Chair, Agricultural Advisory Committee:

- Displayed a PowerPoint presentation and responded to questions from Council.

The Guest, Leo Gebert, left the meeting at 11:35 a.m.

Moved By: Councillor DeHart/Seconded By: Councillor Given

R414/13/06/17 THAT Council receives, for information, the Report from the Environment & Land Use Planner dated May 24, 2013 with respect to the Agricultural Advisory Committee.

Carried

**4. Issues Arising from Correspondence & Community Concerns**

**4.1. Mayor Gray, re: Issues Arising from Correspondence**

**4.1.1. Central Okanagan Bursary and Scholarship Society**

Council:

- Discussed the request from the Central Okanagan Bursary and Scholarship Society with respect to the City of Kelowna providing an award on an annual basis.
- Agreed that the request is outside of Council's Policy.

Moved By: Councillor Stack/Seconded By: Councillor Zimmerman

R415/13/06/17 THAT Council considered the request from the Central Okanagan Bursary and Scholarship Society dated June 10, 2013 and directed that no further action be taken.

Carried

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

Moved By: Councillor Basran/Seconded By: Councillor Blanteil

R416/13/06/17 THAT this meeting be closed to the public pursuant to Section 90(1) (c) and (e) of the Community Charter for Council to deal with matters relating to the following:

- Labour Relations; and
- Acquisition, Disposition, or Expropriation of Land or Improvements.

Carried

**7. Adjourn to Closed Session**

The meeting adjourned to a closed session at 11:40 a.m.

The meeting was terminated at 12:26 p.m.

\_\_\_\_\_  
Mayor

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

/slh



## City of Kelowna Regular Council Meeting Minutes

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

Council Members Present: Mayor Walter Gray and Councillors Colin Basran, Andre Blanleil, Maxine DeHart, Gail Given, Robert Hobson and Gerry Zimmermann

Council Members Absent: Councillors Mohini Singh and Luke Stack

Staff Present: City Manager, Ron Mattiussi; City Clerk, Stephen Fleming; Deputy City Clerk, Karen Needham\*; General Manager, Community Services & Interim General Manager, Infrastructure Division, John Vos\*; General Manager, Community Planning & Real Estate Division, Doug Gilchrist\*; Manager, Urban Planning, Danielle Noble\*; Director, Civic Operations, Joe Creron\*; Manager, Parks Services, Ian Wilson\*; and Council Recording Secretary, Sandi Horning

(\* denotes partial attendance)

### 1. Call to Order

Mayor Gray called the meeting to order at 9:36 a.m.

### 2. Confirmation of Minutes

Moved By: Councillor Hobson/Seconded By: Councillor DeHart

R441/13/06/24 THAT the Minutes of the Special Meeting of June 13, 2013 be confirmed as circulated.

Carried

**3. Issues Arising from Correspondence & Community Concerns**

**3.1. Mayor Gray, re: Issues Arising from Correspondence**

**Council:**

- Had a brief discussion regarding the Report to Council on this afternoon's Council Meeting with respect to the length of the proposed lease with the Kelowna Paddle Club.

**City Manager:**

- Provided background information with respect to the Temporary Use Agreement with the Kelowna Paddle Club.

**4. Reports**

**4.1. Proposed Partnership with the Capri Rotary Club for a Downtown Seasonal Light Display**

**Staff:**

- Displayed a 'You Tube' Video of the West Kelowna Seasonal Light Display from 2012.
- Provided an overview of the proposal and responded to questions from Council.
- Advised that the electrical code upgrades have been estimated up to \$5,000.00. Other associated costs could bring the total up to \$15,000.00.
- Advised that the Kerry Park location will be temporary until the display can be moved to Stuart Park, Phase 2, in 2014.
- Timing of the display would coincide with the downtown light-up.
- The public will only be able to look at the display from the perimeter rather than being allowed to walk amongst it.

**Council:**

- Expressed a concern with respect to safety and security.

**Moved By: Councillor Given/Seconded By: Councillor Blanleil**

**R442/13/06/24** THAT Council receives, 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.

**Carried**

**4.2. Public Notification Process**

**Deputy City Clerk:**

- Provided an overview of the new Public Notification Process and responded to questions from Council.

**Moved By: Councillor Blanleil/Seconded By: Councillor Zimmermann**

**R443/13/06/24** THAT Council receives, for information, the report of the Deputy City Clerk, dated June 24, 2013, regarding a new public notification process for development applications;

AND THAT Council directs 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.

Carried

5. Resolution Closing the Meeting to the Public

Moved By: Councillor Given/Seconded By: Councillor Blanleil

R444/13/06/24 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.

Carried

6. Adjourn to Closed Session

The meeting adjourned to a closed session at 10:08 a.m.

The meeting was terminated at 10:52 a.m.

\_\_\_\_\_  
Mayor

/slh



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

DRAFT

# Report to Council



**Date:** July 15, 2013  
**Rim No.** 0160-20  
**To:** City Manager  
**From:** City Clerk  
**Subject:** 2013 Council Review Policy

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## **Recommendation:**

THAT Council receives, for information, the report from the City Clerk dated July 15, 2013, with respect to a new Council Policy No. 368 - Council Policy Administration;

AND THAT Council adopts Council Policy No. 368, being Council Policy Administration as attached to the report of the City Clerk dated July 15, 2013

AND THAT Council directs staff to bring forward existing Council Policies for review in appropriate groupings for discussion at future Monday AM meetings.

## **Purpose:**

To adopt Council Policy 368, Council Policy Administration, and have Council initiate the proposed 2011-2014 Policy review.

## **Background:**

The Office of the City Clerk provides guidance in the development of Council Policies based on direction from Council. Following the most recent review in the spring of 2010, it was determined that a new process should be implemented for the 2011-2014 Council term. A thorough review, done once per Council term, would help Council maintain the quality of their policies and ensure they continue to be consistent and relevant.

The effective use of policy can guide actions toward those that are most likely to achieve a desired outcome. As part of an internal Policy Framework Review discussion, it was noted that a Council Policy generally has the following main characteristics:

- is within Council's jurisdiction;
- conveys a common understanding of Council's direction;
- guides Council decisions to achieve consistent outcomes;
- relates to City of Kelowna's programs and/or services; and

- responds to local issues and has an impact on the community.

The proposed Council Policy Review will provide Council with an opportunity to review and assess all Council Policies to ensure they continue to be consistent and relevant. The review will help support Council achieve the objectives identified in *Moving Opportunities Forward Council Focus 2012-2014* to align current policies and focus on consistent implementation.

The review will ensure each policy meets the defined characteristics of a Council Policy, while focusing on their intended results, value to the community, and relevancy to Council's identified goals. Policies that do not meet this criteria will be recommended for rescindment or re-classification to staff level policy or best practice.

Before the Policy review is underway, staff recommends a new policy needs be in place to provide clear and concise understanding of the characteristics and criteria that identify a council policy. The draft Council Policy Administration No. 368 outlines these criteria and is submitted for Council's consideration.

**Internal Circulation:**

Divisional Director, Communications & Information Services  
Divisional Director, Corporate & Protective Services  
Deputy City Clerk

**Legal/Statutory Procedural Requirements:**

Council policies are adopted by Council resolution.

**Existing Policy:**

While there are currently 138 Council policies, there is no overarching document that defines or explains what an actual Council policy is.

**Considerations not applicable to this report:**

**Legal/Statutory Authority:**

**Financial/Budgetary Considerations:**

**Personnel Implications:**

**External Agency/Public Comments:**

**Communications Comments:**

**Alternate Recommendation:**

Submitted by:

Stephen Fleming, City Clerk

Approved for inclusion:



R. Mayne,  
Divisional Director Corporate & Protective Services



City of Kelowna  
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# Council Policy

## Council Policy Administration

APPROVED July @, 2013

Contact Department: Office of the City Clerk

### **Policy Statement**

Council Policies provide Council and the public with a clear communication link as to how Council, through policy, is leading the development of a safe, vibrant and sustainable City.

### **Purpose**

- a. To identify Council policy criteria; and
- b. To establish procedures for the drafting, maintenance and review of Council policies.

### **Background**

The Office of the City Clerk is responsible for drafting, publishing and maintaining policies adopted by Council. These Council Policies mandate various functions of the City and where necessary, establish the procedures by which the functions are performed.

Criteria:

1. Generally, a Council Policy:
  - a. is within Council's jurisdiction;
  - b. conveys a common understanding of Council's direction;
  - c. guides Council decisions to achieve consistent outcomes;
  - d. relates to City programs and/or services;
  - e. responds to local issues and has an impact on the community; and
  - f. includes
    - i. a policy statement;
    - ii. a purpose;
    - iii. a brief background or description of the issue;
    - iv. a procedure for implementation;
    - v. cross-reference to appropriate legislation, bylaw or other legislative authority; and
    - vi. amendment dates
    - vii. contact department information.

### **Procedure:**

1. Council, the City Manager, or Divisional Directors may initiate policy proposals for consideration by Council.
2. Council may, at any time, determine which, if any, policies need to be reviewed, amended or rescinded.
3. The Office of the City Clerk will initiate a formal review of current policies once every Council term.
4. The Office of the City Clerk is responsible for drafting, maintaining and distributing Council policies.
5. Proposed Council policies will follow the established Report to Council process. New or substantive policy draft amendments may be forwarded to a Regular Monday A.M. meeting of Council for review and discussion.
6. All Council Policies are drafted by the Office of the City Clerk, and once approved by Council, are included in a Council Policy Library.
7. The Council Policy Library will be accessible via the City web site.

### **Amendments:**

No amendments to date.