



City of Kelowna  
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# Council Policy

## Official Community Plan Consultation – Bylaw No. XXXX

APPROVED March 26, 2001

RESOLUTION: R375/10/04/26  
 REPLACING: R321/08/04/07; R237/01/03/26  
 DATE OF LAST REVIEW: April 2010

The City of Kelowna will provide the following minimum opportunities for public consultation when considering Kelowna 2030 Official Community Plan Bylaw No. XXXX.

These opportunities may be expanded upon if and when considered necessary.

### **A. THE GENERAL PUBLIC**

Consultation with the general public, which may include at least:

- (a) Advertising (newspaper / radio / website) the City's intention to begin the process prior to its start;
- (b) Installing and advertising appropriate facilities and methods, such as an OCP e-mail address, or an OCP web site address, for the ongoing gathering and updated dissemination of information between the City and the public;
- (c) Soliciting links on other websites to the OCP Review website;
- (d) Soliciting email addresses for automatic updates regarding information changes on the website or upcoming events;
- (e) Attendance at other community events to promote the OCP Review process;
- (f) Use of project newsletters and surveys;
- (g) Holding and advertising public open houses at the following times during the process, and at any other appropriate times:
  - Following the preparation of a first draft of the proposed OCP;
  - Following the preparation of any other drafts of the proposed OCP that are presented to City Council prior to the final draft that is presented to Council for initial consideration and forwarding to the formal bylaw reading and adoption process.

### **B. SPECIAL INTEREST AND COMMUNITY ORGANIZATIONS**

Consultation with the following special interest and community organizations, and any other similar organizations whose specific input is considered necessary or appropriate:

- Local Residents Associations
- Chamber of Commerce
- Economic Development Commission
- Downtown Kelowna Association
- Uptown Rutland Business Association
- Urban Development Institute (Interior Chapter)
- Canadian Home Builders Association (Interior Chapter)
- Southern Interior Construction Association

## **B. SPECIAL INTEREST AND COMMUNITY ORGANIZATIONS (CON'T)**

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- UBC - Okanagan
- Okanagan College
- Service Clubs (e.g. Rotary)
- Other Business Organizations (e.g. Hotel - Motel Association / Tourism Kelowna etc.)
- Other Special Interest Groups (e.g. Friends of Knox Mountain / Friends of Mission Creek etc.)

The consultation may include at least:

- (a) Project newsletters and surveys;
- (b) Presentations at meetings;
- (c) Notifying the organizations directly (letter or email) of any and all public open houses or other opportunities for participation being held during the process.

## **C. COUNCIL COMMITTEES**

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Consultation with the following Council committees, and any other Council committees with interest or involvement in planning or land use issues whose specific input is considered necessary:

- Advisory Committee for People with Disabilities
- Advisory Committee on Community and Women's Issues
- Advisory Planning Committee
- Agricultural Advisory Committee
- Community Heritage Commission
- Downtown Centre Strategy Task Force
- Kelowna Parking Committee
- Public Art Committee
- Recreation, Parks and Culture Task Force
- Rutland Town Centre Strategy Task Force
- Housing Committee
- Transportation Directions Committee
- Youth Advisory Committee

The consultation may include at least:

- (a) Soliciting comments and input from the Council committees prior to preparation of the first draft, and at any other appropriate time;
- (b) Considering and incorporating, where appropriate, any comments or input provided by the Council committees, prior to presenting the final draft of the proposed OCP to Council for initial consideration in the formal bylaw reading and adoption process.

### **C. GOVERNMENT BODIES OR AGENCIES**

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Consultation with the following government bodies or agencies, and any other government bodies or agencies as appropriate:

- Agricultural Land Commission
- Ministry of Agriculture and Lands
- Ministry of Transportation
- Ministry of Environment
- Interior Health Authority
- Regional District of Central Okanagan
- District of Lake Country
- Westbank First Nation
- Okanagan Indian Band

The consultation may include at least:

- (a) Referring for comment the following versions of the draft OCP to the government bodies or agencies:
  - A draft prior to preparation of final draft;
  - The final draft that is presented to Council for initial consideration in the formal bylaw reading and adoption process;
- (b) Considering and incorporating, where appropriate, any comments or input provided by the government bodies or agencies, prior to presenting the final draft to Council for initial consideration in the formal bylaw reading and adoption process.

### **D. SCHOOL DISTRICT NO. 23**

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Consultation with School District No. 23, which shall include at least:

- (a) Referring for comment the following versions of the draft OCP to School District No. 23:
  - A draft prior to preparation of final draft;
  - The final draft that is presented to Council for initial consideration in the formal bylaw reading and adoption process;
- (b) Considering and incorporating, where appropriate, any comments or input provided by School District No. 23, prior to presenting the final draft to Council for initial consideration in the formal bylaw reading and adoption process;
- (c) In addition to any other consultation with School District No. 23, specifically soliciting comments and input as to the items listed in section 881(2) of the *Local Government Act*.

## **E. UTILITIES PROVIDERS**

Consultation with the following local providers of utilities, and any other similar providers whose specific input is considered necessary:

- Glenmore-Ellison Improvement District
- Black Mountain Irrigation District
- Rutland Waterworks District
- South East Kelowna Irrigation District
- Kelowna Joint Water Committee
- Telus
- Shaw Cable
- Terasen Gas
- Fortis BC

The consultation may include at least:

- (a) Referring for comment the following versions of the draft OCP to the utilities providers:
  - A draft prior to preparation of final draft;
  - The final draft that is presented to Council for initial consideration in the formal bylaw reading and adoption process;
- (b) Considering and incorporating, where appropriate, any comments or input provided by the utilities providers, prior to presenting the final draft to Council for initial consideration in the formal bylaw reading and adoption process.

### **REASON FOR POLICY**

To establish guidelines for public consultation during development of Kelowna 2030 Official Community Plan Bylaw No. XXXX in conformance with Sections 879 (2) of the Local Government Act.

### **LEGISLATIVE AUTHORITY**

Division 2, Part 26.

### **PROCEDURE FOR IMPLEMENTATION**

Information gathered during the Public Consultation Process for the new OCP will be submitted to Council at the time the final draft is presented for initial consideration. Once the bylaw for the new OCP has received first reading the proposed OCP must be considered in conjunction with the City's financial plan and waste management plan; referred to the Land Reserve Commission; and a public hearing must be held.