



City of Kelowna
 1435 Water Street
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Council Policy

Strategy for Elimination of Remaining Land Use Contracts

APPROVED June 2, 1997

RESOLUTION: R375/10/04/26
 REPLACING: R728/99/08/23; I1997/06/02
 DATE OF LAST REVIEW: April 2010

Council's adoption of this policy requires:

- that a Land Use Contract be discharged for any contract where there has been a change in use or density from what was originally intended by the Land Use Contract;
- that where the City of Kelowna had entered into a Land Use Contract that contains a cancellation clause contingent on failure to develop and use the lands, the City proceed to discharge the Land Use Contract;
- that the City of Kelowna initiate proceedings to discharge Land Use Contracts that have provisions enabling the City to unilaterally discharge the contracts subject to consultation with affected owners of the land and subject to prior approval by Council with regard to affected contracts;
- that staff negotiate with owners of land under Land Use Contracts that only enabled the subdivision of land, to discharge contracts where the subdivision has been completed;
- that priority be given to terminate Land Use Contracts having a significant financial impact or those Land Use Contracts that enable development contrary to the fulfillment of community objectives.

REASON FOR POLICY

To develop a strategy to eliminate Land Use Contracts.

LEGISLATIVE AUTHORITY

Sec. 930, Local Government Act

PROCEDURE FOR IMPLEMENTATION

Council will evaluate the cost benefit implications of discharging individual Land Use Contracts, prior to Land Use Management staff committing the resources required to initiate and conclude proceedings to terminate a contract.



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Council Policy

Official Community Plan Consistency

ESTABLISHED: March 20, 2023

Contact Department: Policy and Planning

Guiding Principle

The City of Kelowna uses the Official Community Plan (OCP) to guide how and where Kelowna will grow. An application for a zoning bylaw will follow one of three processes regarding a public hearing, as determined by Section 464 of the *Local Government Act*:

- 1) For a zoning bylaw that is inconsistent with the OCP, a public hearing and an OCP amendment is required.
- 2) For a zoning bylaw that is non-residential and is consistent with the OCP, a public hearing is not required but Council may choose to hold a public hearing at their discretion.
- 3) For a zoning bylaw that is residential and is consistent with the OCP, a public hearing is not permitted.

Purpose

To establish guidance for determining if a zoning bylaw is consistent with the OCP.

Application

This policy applies to an application to amend the Zoning Bylaw submitted in accordance with Development Application and Heritage Procedures Bylaw No. 12310, as amended or replaced.

Definitions

“Non-residential” means a project where the residential component, if there is one, accounts for less than half of the gross floor area of all buildings and structures proposed.

“Residential” means a project where the residential component of the development accounts for at least half of the gross floor area of all buildings and structures proposed.

Policy Statements

- 1) A zoning bylaw is consistent with the OCP when it meets the following criteria:
 - a) **Balancing Policy:** The OCP is a statement of objectives and policies, meaning that determining consistency will require balancing those objectives and policies to best align with the OCP’s ten pillars and growth strategy, as outlined in Chapter 1: The Big Picture; and
 - b) **Consistency with Mapping:** Maps that form part of the OCP represent a reflection of the OCP’s objectives and policies. A zoning bylaw must be consistent with the Future Land Use Designations outlined in Map 3.1. Staff will consider the numerous objectives and policies that inform this map and other maps in the OCP to evaluate consistency.
- 2) A report to Council for a zoning bylaw will identify relevant OCP policies and how the application does or does not meet them.
- 3) Council may choose to direct a non-residential zoning bylaw consistent with the OCP to public hearing at:
 - a) initial bylaw consideration; or
 - b) following notice of first reading.
- 4) A Future Land Use Designation does not compel Council to support or adopt a bylaw or works, even where consistent with the OCP, nor does it compel Council to allocate the highest amount of density on a property that is guided by that designation.

Amendments

Last Revised:

Replacing: 2023-03-20

DRAFT



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Council Policy

Residential Permit Program

ESTABLISHED: January 14, 2013

Contact Department: Real Estate (Parking Services)

Guiding Principle

Residential Area Parking Restrictions help to manage transient vehicle parking in residential neighborhoods by setting time limits or restricting parking to permit holders. Residential Permits allow area residents and visitors to park for up to 24 hours.

Purpose

The Residential Permit Program provides a long-term solution to the problems associated with transient parking occurring in residential neighborhoods close to a High Parking Generator. The Residential Permit Program does NOT guarantee a resident will be able to park near or in front of their residence, but does, however, provide a resident with an opportunity to park in excess of posted time-limited parking restrictions within the area - up to a maximum of 24 Hours. Residential Permits and Visitor Permits are NOT available to residents in Pay Parking Zones.

Application

This policy applies to on-street parking in residential areas.

Definitions

The following is a list of definitions not found in the City of Kelowna Zoning Bylaw No. 12375 or the Traffic Bylaw No. 8120. (Refer to Bylaw No. 12375 and Bylaw No. 8120 for all definitions).

"High Parking Generator" means an event, business, multi-family development or institution that generates a substantial volume of transient parking.

"Pay Parking Zone" means an area where parking meters, pay stations, or other revenue control devices are installed; or where a virtual parking payment option is available.

"Residential Permit Zone" means an area within the city where a Residential Area Parking Restriction has been implemented.

"Residential Permit Eligible Dwelling" means One, Two, Three, Four, Five or Six Dwelling Housing.

"Resident" means a person who owns or occupies a Residential Permit Eligible Dwelling unit within an area where a Residential Area Parking Restriction has been implemented and produces proof of that occupancy.

"Residential Area Parking Restriction" means a primarily residential area where a posted parking restriction is in effect. (e.g., 1- or 2-hour maximum time limit or "Resident Only" parking)

"Transient Parking" means the short-term parking of vehicles that would not normally be located in any given area.

Policy Statements

Criteria for Residential Area Parking Restriction

1. Residential Area Parking Restrictions may be imposed by the Parking Services Manager, Transportation Engineering Manager, Parking Services Supervisor, Traffic Operations Supervisor, Parking Operations Coordinator, or their designate as deemed necessary. The residents of an area may also request a restriction.
2. When requested by the residents of an area, the minimum level of support from residents of Residential Permit Eligible Dwelling units in the proposed area must be no less than 70 percent (80% support required to request a Resident Parking Only restriction). The residents shall request the parking restriction in the form of a petition.
3. Only one resident per Residential Permit Eligible Dwelling unit is eligible to sign the petition.
4. For developments with seven (7) or more dwelling units, one resident "vote" per fourteen (14) meters of street frontage (where parking is permitted) may be considered. This support/non-support must be obtained from a strata council executive or building manager/owner.
5. For the purposes of petition evaluation, properties addressed on an adjacent street that have at least one frontage on the block that is the subject of the petition may be included or excluded. If any adjoining properties are counted, they must all be included.

6. The details of the parking restriction, in terms of time and day restrictions will be determined by the Parking Services Manager, Transportation Engineering Manager, Parking Services Supervisor, Traffic Operations Supervisor, Parking Operations Coordinator or their designate.
7. Residential Parking Only zones, in which the parking is reserved exclusively for residents, will not be considered unless all other parking management measures have first been exhausted and the following criteria are met:
 - a) A petition is completed showing support from a minimum of 80% of Residential Permit Eligible Dwelling units on both sides of a block (between two intersecting streets).
 - b) The subject block must have insufficient off-street parking. The total number of off-street parking spaces for all residences in a block must be less than the total number required as per Zoning Bylaw No. 12375.
 - c) With a 1-hour maximum time limit in effect, occupancy levels during peak periods must exceed 90%, with a minimum of 50% transient parking.
 - d) Unless a Resident Parking Only zone is approved as part of an area parking plan approved by Council, implementation may be limited to one-side or 50% of a block, to be determined by the Parking Services Manager, Transportation Engineering Manager, Parking Services Supervisor, Traffic Operations Supervisor, or Parking Operations Coordinator.
 - e) The block must be located within five hundred (500) meters of a High Parking Generator. Peak operating hours for the High Parking Generator will be used to establish the new restriction (i.e., daytime, overnight, or full-time).
8. A request for changes to a residential area parking restriction will not be considered if any modifications have been made to the area within the preceding 24-month period.

Criteria for Residential Permits

9. Permits are available to residents of Residential Permit Eligible Dwellings where on-street parking is affected by a Residential Area Parking Restriction. Residential Permits will not be issued to residents of developments that contain seven (7) or more dwelling units.
10. Only vehicles driven daily are eligible for a Residential Permit. Boats, RV's, trailers, and stored vehicles are not eligible for a Residential Permit.
11. No vehicle may remain parked on any city street for a continuous period exceeding 24 Hours or be parked at any time in a posted "No Parking" or "No Stopping" zone. Residential Permits do not exempt vehicles from any section of the Traffic Bylaw, except for sections dealing with overtime parking.
12. If a licence plate/vehicle has outstanding bylaw offence notices attached to its record, the issuance of a Residential Permit &/or Visitor Permit may be denied until the outstanding fines are paid in full.

Permit Fees

13. Permit fees for the Residential Permit Program are identified in Schedule "A," "Fees," of the City of Kelowna, Traffic Bylaw No. 8120.
14. In cases where a property was developed without onsite parking in compliance with the Zoning Bylaw in effect at the time of construction, or where a resident cannot park on their property due to physical restrictions to access their property, the Building Inspection and Licensing Manager, Parking Services Manager, Parking Services Supervisor, Parking Operations Coordinator, or their designate may, on a case-by-case basis, waive the fees associated with the issuance of a Residential Permit. All exemptions are subject to review and revocation at any time without notice. The total number of permits issued may not exceed the maximum identified under the "Maximum Number of Permits" section in this policy.
15. No refunds will be provided for any permits issued under this program.

Acquiring Permits

16. Permits are available at the Building and Permitting Branch, Application Centre, at Kelowna City Hall, during regular business hours.

Proof of Residency/Vehicle Ownership

17. A Resident must provide a minimum of two pieces of documentation which proves they live in a Residential Permit Eligible Dwelling within a Residential Permit zone, and that they own or operate a motor vehicle that is parked at their place of residence. The primary piece of documentation of this proof is a vehicle registration document. This is sufficient to prove vehicle ownership; however, an additional piece of documentation is required to confirm the

resident's address. The following is a list of acceptable pieces of documentation to show proof of residency:

- a) driver's license showing the permit address
- b) phone, utility, or cable TV bill
- c) property tax receipt
- d) bank, or credit card statement
- e) tenancy agreement
- f) vehicle insurance/registration document (showing the permit location as the current address)
- g) change of address registered with the post office

18. In instances where the resident is not the registered owner of the vehicle or the vehicle is not registered to the permit address (i.e., company vehicle), the resident must provide proof of residency at the permit address. All documentation is subject to verification by the Parking Services or Building and Permitting Branch.

Maximum Number of Permits (See below for additional details)

| Dwelling Type | Maximum Number of Residential Permits per Dwelling Unit | Maximum Number of Visitor Permits per Dwelling Unit |
|-------------------------|---|---|
| One Dwelling | 2 | 1 ^{1,2} |
| Two Dwelling | 1 | 1 ^{1,2} |
| Three Dwelling | 1 | 1 ^{1,2} |
| Four Dwellings | 1 ³ | 1 ^{2,3} |
| Five or Six Dwellings | Not Available | 1 ² |
| Seven or more Dwellings | Not Available | 1 per 7m (per property) ¹ |

1. The total number of Visitor Permits may not exceed one permit per seven metres of frontage where parking is permitted.

2. One short-term Visitor Permit may be issued in the case of a family emergency (i.e., illness), where an additional on-street parking space is required. This permit will be valid for one-month period. Approval will be on a case-by-case basis by the Building Inspection and Licensing Manager, Parking Services Manager, Parking Services Supervisor, Parking Operations Coordinator, or their designate.

3. Residents of each Four Dwelling unit must choose EITHER 1 Residential Permit OR 1 Visitor Permit.

Residential Permits

19. Residential Permits will only be issued to residents of Residential Permit Eligible Dwelling units. Permits will NOT be issued to residents of developments with seven (7) or more dwelling units. Illegal suites are NOT considered additional dwelling units, and the entire dwelling will be considered as one unit for the purposes of this policy.
20. Out of town students residing in a Residential Permit Eligible Dwelling with four dwellings or less may be issued a residential permit for a maximum period of 9 months. (Or length of the school term, whichever is less). A rental agreement for the permit address and proof of current registration as a student is required. (Valid student identification card or registration documents from an accredited college or university will be accepted). Permit limits for the type of property and full annual Residential Permit fees will apply.
21. Visitor Permits may be issued/used by residents moving from out of British Columbia with proof of residency. These permits may be used for up to one month while vehicle registration/insurance is changed to BC licence plates.

Visitor Permits

22. Visitor Permits will be issued upon request by an owner or resident of a Residential Permit Eligible Dwelling unit within an area where a Residential Area Parking Restriction has been implemented. **These permits are for the exclusive use of visitors to the residence. These permits may not be used on a vehicle registered to the resident or permit holder or any vehicle registered to an address within the zone where the permit is valid.** Misuse of any Visitor Permit will result in cancellation of ALL permits for a period of one (1) year, and future issuance of Visitor Permits for that residence will be reviewed and may be denied.
23. Developments with seven (7) or more dwelling units may receive one Visitor Permit per seven (7) metres of street frontage where parking is permitted. These permits are for the exclusive use of visitors to the property and will only be issued to the building or strata manager, who will be responsible for administration and distribution within the development. If the development is located within a Pay Parking Zone, Visitor Permits will not be issued.

24. Construction vehicles, while working at an unoccupied Residential Permit Eligible Dwelling, may be issued Visitor Permits valid for a period not greater than four (4) months. A valid building permit must be in place for the subject property and the number of passes issued may not exceed the available street frontage (one permit per seven (7) metres), where parking is permitted. These permits are available only if the residence is unoccupied and there are no other valid Visitor Permits for the address. These permits shall have "CONSTRUCTION" written on the face and are void once the building permit is closed. Permits are valid between 7:00 a.m. and 10:00 p.m. daily, and only while active construction is underway.

Disposal of Vehicle, Change of License Plates

25. If a resident sells their vehicle and no longer requires Residential Permit(s), the permit(s) must be returned to the Building and Permitting Branch, Application Centre, located on the second floor of City Hall.
26. If a resident changes license plates, they must return their old permit to the Building and Permitting Branch and show documentation as outlined in "Proof of Residency/Vehicle Ownership" above. This is to prove that vehicle ownership remains the same, but the plate number is different. A new Residential Permit will be issued, and the "Residential Permit Replacement Fee" will apply. The new permit retains the same expiry date as the permit being replaced.

Resident Moves

27. The following are the two possible scenarios:
 - a) The Resident moves to another Residential Permit Eligible Dwelling unit, also affected by Residential Area Parking Restrictions. In this case, the resident must notify the Building and Permitting Branch of their change of address and provide proof of the new location.
 - b) The Resident moves to a non-Residential Permit Eligible Dwelling. The resident is required to return their permit(s) to the Building and Permitting Branch. No refund will be issued. Failure to return permits may result in the new tenant/owner at the old address being denied permits until all outstanding permits expire.

Lost or Stolen Permits

28. A resident who loses or has their permit stolen may apply for a new permit at the Building and Permitting Branch. The resident may be required to show proof of a theft, such as an insurance claim. A fee for replacement of lost or stolen permits may apply. In the case of a lost or stolen Visitor Permit, if proof of a theft is not provided, a replacement will not be issued until after the expiry date of the original lost/stolen permit.

Renewal

29. Residential and Visitor Permits are valid for a period of one year with the expiry date indicated on the permit. All permits expire on the last day of the expiry month shown.
30. Residents are responsible for re-applying for their Residential Permit and will not be notified by the City of Kelowna before the Permit expires.
31. Residents re-apply for Residential Permit(s) at the Building and Permitting Branch. The re-application procedure is the same as the initial application for a permit, where the applicant must provide proof of residency and vehicle ownership.

Information Displayed on Permits

32. The following information may be displayed on Residential Permits (varies with style of permit):
 - a) License plate number
 - b) Residential address
 - c) Permit number
 - d) Expiry date
 - e) Residential Permit Zone
33. A permit will be a placard that must be displayed from the rear-view mirror, or a decal affixed to the lower left hand side rear window (drivers' side) on the vehicle it was issued for. Permits displayed incorrectly are invalid.

Planned Transition from Physical to Virtual Permits

34. The Residential Permit Program is transitioning from physical permits, such as decals for Residential Permits and hang tags for Visitor Permits, to virtual permits. During this transition, the term "permits" in this policy will be updated to reflect the move to virtual permits, where the license plate of the resident, visitor, or temporary guest vehicle will serve as the permit. Visitor Permits will be replaced with a process to register a plate for up to 14 days.

Enforcement

35. Once a Residential Area Parking Restriction has been established and residents have been issued permits, enforcement of the zone will commence. Enforcement will be conducted by Traffic Officers, as time and resources permit.
36. The penalty for misuse of Residential or Visitor Permits is the revocation of all permits issued to the address or permit holder for a period of one year. Any vehicle found displaying a misused permit will be treated as if no permit were in use and may be ticketed and/or towed. Future issuance of permits for the Resident may be denied.

Offences

37. The following constitutes "misuse" of a Residential or Visitor Permit:
 - a) Visitor Permits are for the exclusive use of visitors to the residence shown on the permit and may not be used on a vehicle that is registered to an address within the permit zone. Visitors must always be present at the registered address while the permit is in use.
 - b) The sale, trade, rental, give away or disposal of a permit contrary to this policy or allowing use of a permit by a non-visitor to the permit address are grounds for immediate revocation of the permit.
 - c) Residential Permits are assigned to a specific licence plate number and are not transferrable.
 - d) Permits may not be altered or tampered with in any manner.
 - e) Residential and Visitor Permits are valid within 250 meters or two blocks (whichever is greater) from the registered address and may not be used outside of the Residential Permit Zone indicated on the permit.

Amendments

Last Revised:

Replacing: R0711/22/09/26, R695/19/07/15, R945/16/12/05, R019/13/01/14, Council Policy 107



Council Policy

Neighbour Notification & Information For Development Applications

ESTABLISHED February 18, 2013

Contact Department: Development Planning

Guiding Principle

Development can have an effect on the community and notification will be provided through an approach that is consistent and appropriate for each type and scale of application while adhering to City bylaws and Provincial regulations.

Purpose

To establish standards and procedures for applicant neighbour notification responsibilities regarding development applications.

Application

This policy applies to a development application for an Official Community Plan (OCP) amendment, a Zoning Bylaw amendment, an OCP or Zoning Bylaw Text Amendment (TA), a Development Permit (DP), a Development Variance Permit (DVP), a Temporary Use Permit (TUP), a Heritage Alteration Permit (HAP), a Heritage Revitalization Agreement (HRA), a Heritage Designation (HD), an Agricultural Land Reserve (ALR) Exclusion application, or Temporary Farm Worker Housing (TFWH).

Policy Statements

1. Responsibility:

- a) All costs associated with the notification required under this policy are the sole responsibility of the applicant.
- b) Fulfilling the requirements of this policy does not relieve the applicant of the responsibility to comply with applicable regulations and bylaws of the City, and any other requirements from other agencies having jurisdiction over the land.
- c) Failure to undertake the forms of notification in this policy will result in postponement of consideration of the application. Any costs associated with re-advertising a meeting of Council is the responsibility of the applicant.

2. Requirements:

An applicant who submits a development application must undertake the forms of neighbour notification identified in **Table 1 – Forms of Neighbour Notification** on Page 2 of this policy, and in accordance with the [Development Application and Heritage Procedures Bylaw No. 12310](#).

| Table 1 - Forms of Neighbour Notification | | | |
|---|--------------------------------------|----------------------------------|-------------------------|
| Application Type | Applicant Public Information Session | Applicant Neighbour Notification | Development Notice Sign |
| OCP Amendment | ✓ | ✓ | ✓ |
| Zoning Inconsistent with OCP | ✓ | ✓ | ✓ |
| Zoning Non-Residential & consistent with OCP | ✗ | ✓ | ✓ |
| Zoning Residential & consistent with OCP | ✗ | ✓ | ✓ |
| Development Permit - Council | ✗ | ✗ | ✗ |
| Development Permit - Direct Delegated | ✗ | ✗ | ✗ |
| DVP - Council | ✗ | ✓ | ✓ |
| DVP - Delegated Minor | ✗ | ✓ | ✗ |
| Temporary Use Permit | ✗ | ✓ | ✓ |
| Text Amendment Non-Residential | ✗ | ✓ | ✓ |
| Text Amendment Residential | ✗ | ✓ | ✓ |
| Heritage Alteration Permit (no variances) | ✗ | ✗ | ✗ |
| Heritage Alteration Permit (with variances) | ✗ | ✓ | ✗ |
| HRA (change in use/density) | ✗ | ✓ | ✓ |
| HRA (no change in use/density) | ✗ | ✓ | ✓ |
| Heritage Designation | ✗ | ✓ | ✓ |
| ALR Exclusion | ✗ | ✓ | ✓ |
| Temporary Farm Worker Housing - Council (more than 8 workers) | ✗ | ✗ | ✗ |
| ✓ = required. ✗ = not required. | | | |

3. Public Information Session:

For Official Community Plan (OCP) amendments to the OCP Future Land Use Designations [Map 3.1](#), and/or Zoning Bylaw amendment applications that are inconsistent with the OCP ([Council Policy No. 365 Official Community Plan Consistency](#)) a Public Information Session is required.

When an applicant is planning their Public Information Session, the [Bulletin: Public Information Session Guidelines](#) may be used to help plan a successful Session.

Date, Time, Duration, Location:

- a) The Session must occur a minimum of 45 days prior to Council initial consideration. The date must be reviewed by Staff prior to advertising.
- b) Details including the date, time, duration, and location may be determined by the applicant using the guidelines found in Bulletin: Public Information Session Guidelines. The details must be reviewed by Staff prior to advertising.

Advertising:

- a) The Session must be advertised by mail out to properties within a minimum 100 m buffer, which may be increased at the discretion of Department Manager, Development Planning based on scale and complexity of the application. An increase in the buffer could include providing notification to a block end rather than stopping mid-block, or capturing nearby high-density residential areas that could be impacted.
- b) The Session must be advertised by mail out to properties at least 14 days in advance of the session. Additional promotional efforts such as newspaper advertisements or development websites are recommended, but not required.

- c) The Session requires a City of Kelowna Development Sign to be installed on the site at least 14 days prior to the session.
- d) The mail outs must be reviewed by Staff prior to advertising and must include the following:
 - i. Location of the development site
 - ii. Detailed description of the proposal including specific changes proposed
 - iii. Visual rendering or site plan of the proposal (if available)
 - iv. Website for the proposal (if available)
 - v. Contact information for the applicant
 - vi. Contact information for Staff

Summary Report:

A Public Information Session summary report must be submitted to Staff within 10 days following the session. The summary report will be included in the Council report and must not contain any personal details of attendees such as first and last names, addresses, phone numbers, etc. The summary report must include the following information in the following order:

- i. Date, time, duration, and location of the Public Information Session.
- ii. Methods of notification, timing, and copies of any mail outs.
- iii. Names of applicant in attendance.
- iv. Number of attendees.
- v. Details of types of information that was provided (drawings, display boards, power point, etc.)
- vi. Identify key themes raised by the public.
- vii. Outline how the input from the public was addressed in the project, and any changes to the project resulting from public input.

The requirement for a Public Information Session may be waived by the Department Manager, Development Planning for minor OCP amendments or Zoning Bylaw amendments such as mapping boundary adjustments or environmental and parkland dedication.

4. Applicant Neighbour Notification:

The requirement for applicant initiated neighbour notification is outlined in **Table 1 – Forms of Neighbour Notification** on Page 2 of this Policy. Any mail outs or advertising must be reviewed by Staff prior to being sent out.

Notification Buffer Area:

For all development sites within the Permanent Growth Boundary as indicated on [OCP Map 3.1](#), properties within 50 m must be notified. For all development sites outside of the Permanent Growth Boundary as indicated on [OCP Map 3.1](#), all properties within 300 m must be notified. Staff will generate a buffer map and list of properties for the applicant. Mail outs are required, and where possible, direct face-to-face conversations with immediate neighbours are encouraged.

Neighbour Notification Content:

The Neighbour Notification will clearly state that this notification is from the applicant, and not from the City. The following items must be included in the mail out or face-to-face notification:

- a) Location of the development site
- b) Detailed description of the proposal including specific changes proposed
- c) Visual rendering or site plan of the proposal (if available)
- d) Website for the proposal (if available)
- e) Contact information for the applicant
- f) Contact information for Staff
- g) For Development Variance Permits – Delegated Minor, the neighbour notification must include details on how to provide feedback to Staff by a deadline that is at least 14 days after the notification is sent out.

Summary of Neighbour Notification:

A summary of neighbour notification efforts, feedback, and responses must be provided to Staff before the application can be scheduled for Council consideration. The summary report will be included in the Council report and must not contain any personal details of attendees such as first and last names, addresses, phone numbers, etc. The summary must include the following information in the following order:

- a) Date the mail outs or face-to-face notification was completed

- b) Methods of notification (mail out, face-to-face, website, etc.)
- c) List of all addresses notified
- d) Details of the types of information provided
- e) Any feedback or key issues received from the neighbours
- f) Outline any changes to the project resulting from neighbour notification

5. Development Notice Signage:

Where an application type requires a Development Notice Sign (Table 1 above) the sign must be sited, installed, and timed as per the Development Application and Heritage Procedures Bylaw No. 12310. Staff will coordinate with the applicant to order signs in a timely fashion to meet the requirements of Bylaw No. 12310, any costs associated with the production and installation of signage is the responsibility of the applicant and/or owner.

For sites with more than one frontage, a sign is required on each frontage. A sign is required for each 150 m of frontage, provided no more than three signs are required on any one site. Photographic evidence of the installation of the signs is required to be provided to Staff prior to Council consideration.

Large Format Development Notice Signs (8' x 4')

Large Format Development Notice Signs are required for Public Information Sessions, OCP Amendments, Zonings that are inconsistent with the OCP, and for projects with greater than 100 units of residential or 4,500 m² of industrial, commercial, or institutional. The following information must be included:

- a) Detailed description of proposal including address and file number
- b) Visual rendering and/or site plan illustrating the proposal
- c) Contact information for the applicant
- d) Project website (if any)
- e) Contact information for Staff

Medium Format Development Notice Signs (4' x 4')

Medium Format Development Notice Signs are required for all medium sized proposals that have project images, and as determined by Staff. The following information must be included:

- a) Detailed description of proposal including address and file number
- b) Visual rendering and/or site plan illustrating the proposal
- c) Contact information for the applicant
- d) Contact information for Staff

Regular Format Development Notice Signs (4' x 2')

Regular Format Development Notice Signs are required for small sized proposals that do not have project images or complex project details.

- a) Detailed description of proposal including address and file number
- b) Contact information for the applicant
- c) Contact information for Staff

Amendments

Last Revised:

Replacing: 23/05/08, R090/13/02/18, R102/14/02/17 – changes reflect development sign upgrades, R0711/22/09/26



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Council Policy

Circulation of Correspondence to Council

ESTABLISHED September 9, 2013

Contact Department: Office of the City Clerk

Guiding Principle

Council may receive correspondence from the public on various community issues regarding a wide variety of topics, including those related to a public hearing, Council meeting, or legislated forms of petitioning. The *Community Charter* regulates the alternative approval process, business improvement area, local area service as well as petition requirements. The *Local Government Act* and Council Procedure Bylaw No. 9200 regulate public hearing correspondence.

Purpose

To define the processes related to the circulation of correspondence to Council.

Application

This policy applies to all correspondence to Council, including items that are a part of a specific public process or regular contact with Council on various community issues.

Definitions

"Correspondence" means any written communication, including a petition, letter, email, fax, or another form of written expression, intended for Mayor or Council.

Policy Statements

1. Correspondence received is subject to the *Freedom of Information and Protection of Privacy Act*.
2. Council is provided with correspondence in a timely manner. Correspondence received as a result of Public Notification for Council Meeting or from statutory or informal notice will be provided as a part of a Council agenda package.
3. A petition under *Community Charter* s. 82 must include the full name and residential address of each petitioner. All other correspondence must include at least the sender's name and municipality or area of residence.
4. Non-Development Correspondence
 - a) A member of the public may submit written correspondence for Council information or consideration directly through the Mayor's office or mayorandcouncil@kelowna.ca
 - i. Correspondence received will be acknowledged, when applicable, and circulated to Council through the Mayor and Council Correspondence system.
 - ii. Updates or additional correspondence will be added to the correspondence file if further action is required.
 - b) A general petition must include
 - i. a statement that explains the specific area of interest for the petition and the position or request;
 - ii. the petition organizer and a contact phone number and email address; and
 - iii. a space for each petitioner to include the information outlined in Section 3, plus their printed name, signature, and date the petition was signed.
5. Development Correspondence
 - a) The Office of the City Clerk will give public notification according to Development Application and Heritage Procedures Bylaw No. 12310.
 - b) For an application being considered at a Tuesday meeting or a public hearing, the Office of the City Clerk will circulate to Council and make available to the public at the meeting any written comments that were received during the public notification period, including
 - i. correspondence from an individual that only outlines the writer's position;

- ii. correspondence from a group, including an association, that outlines the group's position, reports the number of members in the group, the date of the meeting at which the position was discussed, and the number of members in attendance at the meeting; or
 - iii. correspondence, whether individual or group, that purports to contain third-party information or is commentary in nature.
6. Alternative Approval Process (AAP) or Business Improvement Area (BIA) Petition Submission
- a) A petition form will be accepted in paper, fax or electronic format and must
 - i. be submitted on the Council-approved petition form;
 - ii. follow the requirement of the legislation as outlined on the petition form; and
 - iii. be received at the Office of the City Clerk no later than the closing date and time approved by Council.
 - b) A result during the open petitioning period will not be provided to staff, Council or a member of the public until the Corporate Officer has deemed the final total to be true and accurate in a report to Council.
 - c) Once a petition is submitted, the petition or a signature cannot be removed.
7. Local Area Service Petition Submission
- a) A petition form will be accepted in paper, fax or electronic format and must
 - i. be submitted on the petition form created by City staff;
 - ii. follow the requirement of the legislation as outlined on the petition form; and
 - iii. be received at the Office of the City Clerk no later than the closing date and time approved by Council.
 - b) A result during the open petitioning period will not be provided to staff, Council or a member of the public until the Corporate Officer has deemed the final total to be true and accurate in a report to Council.
 - c) Once a petition is submitted, the petition or a signature cannot be removed.

Amendments

Last Revised:
Replacing: R596/13/09/09