



## **CITY OF WEST KELOWNA REGULAR COUNCIL AGENDA**

Tuesday, July 8, 2025, 1:30 P.M.

COUNCIL CHAMBERS

3731 OLD OKANAGAN HWY, WEST KELOWNA, BC

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**Pages**

**1. CALL TO ORDER**

It is acknowledged that this meeting is being held on the traditional territory of the Syilx/Okanagan Peoples.

This meeting is open to the public. All representations to Council form part of the public record. This meeting is being webcast live and will be archived on the City's website.

**2. INTRODUCTION OF LATE ITEMS**

No items.

**3. ADOPTION OF AGENDA**

Recommendation:

**THAT** the July 8, 2025 regular Council agenda be adopted as presented.

**4. ADOPTION OF MINUTES**

**4.1 June 24, 2025 Special and Regular Council Minutes**

**5**

Recommendation:

**THAT** the June 24, 2025 special and regular Council minutes be adopted.

**5. MAYOR AND COUNCILLORS' REPORTS**

An opportunity for Mayor and Council to provide verbal reports.

**6. PRESENTATIONS**

No items.

**7. DELEGATIONS**

No items.

**8. UNFINISHED BUSINESS**

No items.

## 9. DIVISION REPORTS

### 9.1 Appointment of Acting Chief Financial Officer

Recommendation:

**THAT** the appointment of Warren Everton to the position of Chief Financial Officer for the City of West Kelowna be rescinded;

**AND THAT** Lisa Siavashi be appointed to the position of Acting Chief Financial Officer for the City of West Kelowna in accordance with Section 149 of the *Community Charter*.

### 9.2 Active Living Enterprises and Johnson Bentley Memorial 2024 Surplus

14

Recommendation:

**THAT** a portion of the 2024 surplus of Johnson Bentley Memorial Aquatic Centre be shared with Active Living Enterprises Ltd. to a maximum amount of \$10,000.

### 9.3 City of West Kelowna Zoning Amendment Bylaw No. 0320.02, 2025

24

*This bylaw received first, second, and third reading at the June 24, 2025 regular Council meeting. It was approved by the Ministry of Transportation and Transit on July 2, 2025; Council may consider bylaw adoption.*

Recommendation:

**THAT** Council adopt "City of West Kelowna Zoning Amendment Bylaw No. 0320.02, 2025".

### 9.4 Gellatly Road Corridor Speeds

26

*Presentation to be provided.*

Recommendation:

**THAT** the Regulatory speed limit of 50 km/h along the Gellatly Road corridor from Boucherie Road to Gellatly Road South, be reduced to a Regulatory speed limit of 40 km/h.

### 9.5 Waterfront Licenses of Occupation

38

Recommendation:

**THAT** Council rescind resolution C072/25 as passed at the March 25, 2025, regular Council meeting.

Recommendation:

**THAT** Council agree to acquire a License of Occupation for a term of 30 years for the purpose of public swimming areas and boat ramp for the following properties:

- All that unsurveyed Crown foreshore being part of the bed of

Okanagan Lake fronting on that part of District Lot 487, Osoyoos Division Yale District, shown as Park and Road on Plan 35335, containing 0.150 hectares, more or less (Pebble Beach Park);

- All that unsurveyed Crown foreshore being part of the bed of Okanagan Lake fronting on that part of District Lot 487, Osoyoos Division Yale District, shown as Park on Plan 18840, containing 0.30 hectares, more or less (Marina Park);
- All that unsurveyed Crown foreshore being part of the bed of Okanagan Lake fronting on that part of District Lot 485, Osoyoos Division Yale District, shown as Park and Road on Plan 42401, containing 0.13 hectares, more or less (Casa Rio Park);
- All that unsurveyed Crown foreshore being part of the bed of Okanagan Lake fronting on District Lots 521 and 485, Osoyoos Division Yale District, containing 0.23 hectares, more or less (Casa Loma Beach, Dupuis Boat Launch, Casa Loma Dock and Casa Loma Waterfront Access).

**AND THAT** Council agree to acquire a License of Occupation for a term of 30 years for public recreation and park purposes for the lands located at:

- All that unsurveyed Crown foreshore being part of the bed of Okanagan Lake fronting on Gellatly Bay, Osoyoos Division Yale District, containing 47.90 hectares, more or less (Gellatly Bay).

#### **9.6 Proposed Park Names for Three New Parks**

50

Recommendation:

**THAT** Council name the acquired park, located at Plan EPP89446 Lot 2 District Lot 2600 and Lot B Plan EPP80014 District Lot 2601 Osoyoos Division of Yale District, Shannon Lake North Park;

**AND THAT** Council name the acquired park, located at Lot 83 District Lot 4227 Osoyoos Division of Yale District Plan EPP100539, Cabernet Park;

**AND THAT** Council name the utility lot being managed as a park located between 3284 and 3298 Vineyard View Drive, Rhyolite Park;

**AND THAT** Council name the acquired park, located at Lot 2, District Lot 486 Osoyoos Division of Yale District Plan EPP49260, Gossett Park.

#### **10. CORRESPONDENCE AND INFORMATION ITEMS**

No items.

#### **11. NOTICE OF MOTION**

No items.

#### **12. ADJOURNMENT**

The next Council meeting is scheduled for Tuesday, July 22, 2025.





## **CITY OF WEST KELOWNA**

### **SPECIAL COUNCIL MINUTES**

Tuesday, June 24, 2025  
COUNCIL CHAMBERS  
3731 OLD OKANAGAN HWY, WEST KELOWNA, BC

**MEMBERS PRESENT:** Mayor Gord Milsom  
Councillor Rick de Jong  
Councillor Jason Friesen (via electronic communication facilities)  
Councillor Stephen Johnston  
Councillor Garrett Millsap

**MEMBERS ABSENT:** Councillor Tasha Da Silva  
Councillor Carol Zanon

**Staff Present:** Ron Bowles, Chief Administrative Officer  
Mark Panneton, Director of Legislative & Legal Services/Corporate Officer  
Rob Hillis, Acting Director of Engineering & Operations  
Warren Everton, Director of Finance/Chief Financial Officer  
Jason Brolund, Fire Chief/General Manager of Protective Services  
Brent Magnan, General Manager of Community Development  
Karla Campbell, General Manager of Corporate Services  
Lisa Siavashi, Financial Services Manager/Deputy Chief Financial Officer  
Polly Palmer, Legislative Services Manager/Deputy Corporate Officer  
Rebecca Narinesingh, Deputy Corporate Officer

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#### **1. CALL TO ORDER**

The meeting was called to order at 4:05 p.m.

It was acknowledged that this meeting was held on the traditional territory of the Syilx/Okanagan Peoples.

This meeting was open to the public. All representations to Council form part of the public record.

## 2. ADDITIONS OR CHANGES TO PROCEDURAL MOTION

Staff informed that, due to the withdrawal of a closed meeting item, sections 90(1)(f) & (j) were no longer required for the procedural motion to close the meeting.

## 3. ADOPTION OF AGENDA

It was moved and seconded

Resolution No. C145/25

**THAT** the June 24, 2025 special Council agenda be adopted as amended by:

- removing sections 90(1)(f) & (j) from the procedural motion to close the meeting;

**AND THAT** the June 24, 2025 special Council agenda be adopted as amended.

CARRIED UNANIMOUSLY

## 4. PROCEDURAL MOTION

It was moved and seconded

Resolution No. C146/25

**THAT** Council close the meeting in accordance with Section 90(1) of the *Community Charter* for:

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(g) litigation or potential litigation affecting the municipality;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

**AND THAT** Council close the meeting in accordance with Section 90(2) of the *Community Charter* for:

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal

government or both, or between a provincial government or the federal government or both and a third party.

CARRIED UNANIMOUSLY

Council then proceeded with the closed session.

**5. ADJOURNMENT**

The meeting adjourned at 8:17 p.m.

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MAYOR

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DIRECTOR OF LEGISLATIVE & LEGAL SERVICES/  
CORPORATE OFFICER



## **CITY OF WEST KELOWNA**

### **REGULAR COUNCIL MINUTES**

Tuesday, June 24, 2025  
COUNCIL CHAMBERS  
3731 OLD OKANAGAN HWY, WEST KELOWNA, BC

**MEMBERS PRESENT:** Mayor Gord Milsom  
Councillor Rick de Jong  
Councillor Stephen Johnston  
Councillor Garrett Millsap

**MEMBERS ABSENT:** Councillor Tasha Da Silva  
Councillor Jason Friesen  
Councillor Carol Zanon

**Staff Present:** Ron Bowles, Chief Administrative Officer  
Mark Panneton, Director of Legislative & Legal Services/Corporate Officer  
Rob Hillis, Acting Director of Engineering & Operations  
Warren Everton, Director of Finance/Chief Financial Officer  
Jason Brolund, Fire Chief/General Manager of Protective Services  
Brent Magnan, General Manager of Community Development  
Karla Campbell, General Manager of Corporate Services  
Lisa Siavashi, Financial Services Manager/Deputy Chief Financial Officer  
Chris Oliver, Planning Manager  
Polly Palmer, Legislative Services Manager/Deputy Corporate Officer  
William Scott, Bylaw Manager  
Kandice Brzezynski, Building & Licensing Supervisor  
Melissa Hunt-Anderson, Community & Social Development Coordinator

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#### **1. CALL TO ORDER**

The meeting was called to order at 6:07 p.m.

It was acknowledged that this meeting was held on the traditional territory of the Syilx/Okanagan Peoples.

This meeting was open to the public. All representations to Council form part of the public record. This meeting was webcast live and archived on the City's website.

## **2. INTRODUCTION OF LATE ITEMS**

**2.1 Replacement Page 50 for Strata Conversion - 2742 Riffington Place (PRSTR 2025-0231) (item 9.2)**

**2.2 Replacement Pages 58-131 for the 2024 Annual Report (item 9.4)**

## **3. ADOPTION OF AGENDA**

It was moved and seconded

Resolution No. C147/25

**THAT** the June 24, 2025 regular Council agenda be adopted as amended by:

- for item 9.2, replacing the applicant rationale for Strata Conversion - 2742 Riffington Place (PRSTR 2025-0231); and
- for item 9.4, replacing the 2024 Annual Report with an updated 2024 Annual Report;

**AND THAT** the June 24, 2025 regular Council agenda be adopted as amended.

CARRIED UNANIMOUSLY

## **4. ADOPTION OF MINUTES**

**4.1 June 9, 2025 Special Council Minutes**

It was moved and seconded

Resolution No. C148/25

**THAT** the June 9, 2025 special Council minutes be adopted.

CARRIED UNANIMOUSLY

**4.2 June 10, 2025 Special and Regular Council Minutes**

It was moved and seconded

Resolution No. C149/25

**THAT** the June 10, 2025 special and regular Council minutes be adopted.

CARRIED UNANIMOUSLY

## **5. MAYOR AND COUNCILLORS' REPORTS**

Mayor Milsom informed that:

- Council expressed deepest sympathies to family, friends, colleagues and acquaintances of Rusty Ensign, who served as a West Kelowna City Councillor from 2014 to 2018. Since July 2023, Mr. Ensign has also chaired the City's Accessibility and Inclusion Committee. Rusty has also previously served as a trustee of the former Lakeview Irrigation District, founding director of the Shannon Lake Neighbourhood Association, member of the Mt. Boucherie Expansion Society, past president of the Westbank and District Chamber of Commerce (now Greater Westside Board of Trade), fundraising director for the Westside Ringette Association, founding director of the Westside Minor Fastball Association, organizer of the annual Ensign Cup Benefit Rugby Game, and as a leader in the Kinsmen Club of Westbank, which helped build sports fields that continue to benefit our community today.
- Council invites the public to join West Kelowna events happening at Annette Beaudreau Amphitheatre in Memorial Park at 3737 Old Okanagan Highway including:
  - Music in the Park;
  - Multiculturalism Day;
  - Canada Day; and
  - Westside Daze.

### **5.1 Regional District of Central Okanagan - Highlights from the June 19, 2025 Regional Board Meeting**

## **6. PRESENTATIONS**

No items.

## **7. DELEGATIONS**

No items.

## **8. UNFINISHED BUSINESS**

No items.

## **9. DIVISION REPORTS**

### **9.1 Z 25-01 - Zoning Bylaw Amendment (First to Third Reading) 3885 Woodell Road**

Staff provided a presentation and responded to Council's questions.

It was moved and seconded

Resolution No. C150/25

**THAT** Council give first, second and third reading for Zoning Amendment Bylaw No. 320.02;

**AND THAT** Council direct staff to schedule Zoning Bylaw Amendment No. 0320.02, 2025 for adoption following approval of the bylaw by the Ministry of Transportation and Infrastructure.

CARRIED UNANIMOUSLY

## **9.2 Strata Conversion – 2742 Riffington Place (PRSTR 2025-0231)**

Staff provided a presentation and responded to Council's questions. Brad Bredin (applicant) spoke relative to the staff recommendation to deny the application.

It was moved and seconded

Resolution No. C151/25

**THAT** Council approve the conversion of a freehold four-unit townhouse, located at 2742 Riffington Place, into four strata titled units subject to the required items outlined in the June 6, 2025 Building Inspection Report.

CARRIED; Councillor de Jong voted in the negative.

## **9.3 Municipal Security Issuing Resolution for Rose Valley Water Treatment Plant Fall Borrowing**

It was moved and seconded

Resolution No. C152/25

**THAT** Council approves borrowing from the Municipal Finance Authority of British Columbia (MFA), as part of their 2025 Fall Borrowing Session, \$21,597,000 as authorized through the City of West Kelowna Loan Authorization Bylaw No. 281, 2020;

**AND THAT** Regional District Central Okanagan (RDCO) be requested to consent to the City borrowing \$21,597,000 over a 25-year term and include the borrowing in their next security issuing bylaw;

**AND FURTHER THAT** Council approves applying the \$21,597,000 proceeds obtained through the RDCO's Security Issuing Bylaw along with \$1,903,000

in commuted value payments received from the Rose Valley Water Treatment Plant service users to offset the \$23,500,000 in MFA funds already received by the City through the City of West Kelowna Temporary Borrowing Bylaw No. 0289, 2021.

CARRIED UNANIMOUSLY

#### **9.4 2024 Annual Report**

Staff provided a presentation, noted written submission received in response to the public notice, and responded to Council's questions. Mayor Milsom queried whether there were any members of the public who wished to comment on the Annual Report, and there was no response.

It was moved and seconded

Resolution No. C153/25

**THAT** Council receives the 2024 Annual Report as presented.

CARRIED UNANIMOUSLY

#### **9.5 2024 SOFI Report**

It was moved and seconded

Resolution No. C154/25

**THAT** Council approve the 2024 DRAFT Statement of Financial Information report for the City of West Kelowna.

CARRIED UNANIMOUSLY

#### **9.6 2024 Westside Unique Identifier Count (UIC) Report**

Jen Kanters (Consultant, Henluck Consulting Ltd.) provided a presentation and responded to Council's questions.

It was moved and seconded

Resolution No. C155/25

**THAT** Council receive the "2024 Westside Unique Identifier Count (UIC) Report" from Henluck Consulting, dated June 24, 2025, for information.

CARRIED UNANIMOUSLY



## **9.7 Roadmap to Bear Smart**

It was moved and seconded

Resolution No. C156/25

**THAT** staff be directed to proceed with next steps in the Bear Smart Community Program, including the submission of a funding request for the Human-Bear Conflict Management Plan as part of the 2026 budget process.

CARRIED UNANIMOUSLY

## **10. CORRESPONDENCE AND INFORMATION ITEMS**

No items.

## **11. NOTICE OF MOTION**

No items.

## **12. ADJOURNMENT**

The meeting adjourned at 8:01 p.m.

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MAYOR

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DIRECTOR OF LEGISLATIVE & LEGAL SERVICES/  
CORPORATE OFFICER



## COUNCIL REPORT

To: Mayor and Council

Date: July 8, 2025

From: Ron Bowles, Chief Administrative Officer

Subject: **Active Living Enterprises and Johnson Bentley Memorial 2024 Surplus**

Prepared by: Lisa Siavashi, Financial Services Manager, Deputy CFO

Reviewed by: Warren Everton, Chief Financial Officer

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### RECOMMENDATION:

**THAT** a portion of the 2024 surplus of Johnson Bentley Memorial Aquatic Centre be shared with Active Living Enterprises Ltd. to a maximum amount of \$10,000.

### STRATEGIC AREA(S) OF FOCUS

**Invest in Infrastructure** – We will invest in building, improving and maintaining infrastructure to meet the needs of, and to provide a high quality of life for, current and future generations.

**Pursue Economic Growth and Prosperity** – We will work with stakeholders throughout the region to advocate for and support efforts aimed at helping West Kelowna businesses prosper. With a focus on the future, we will advance opportunities to expand our economy, increase employment, and develop the community in ways that contribute towards prosperity for all.

### BACKGROUND

Active Living Enterprises (ALE) first took over the operation of Johnson Bentley Memorial Aquatic Centre (JBMAC) in January 1997. ALE provides management of the daily operations of the pool and recreation centre at JBMAC. The City of West Kelowna took over this agreement from the Regional District of Central Okanagan in 2008, and the last agreement was signed in 2021 and expires in 2029. ALE has successfully managed JBMAC over the years and have saved the organization substantial operating expenses when compared to the cost of running the facility under the municipality's cost structure.

### DISCUSSION

Active Living Enterprises had a surplus of \$35,115 in the operating financial statements of Johnson Bentley Aquatic Centre in 2024. Clause 9 of the agreement (attached)

discusses surpluses and shortfalls. In the event of a shortfall (deficit), the City is responsible for funding the shortfall. In the event of a surplus, the surplus would be paid to the City and then clause 16 would apply. Clause 16 stipulates the process for ALE to request sharing in the annual surplus. The clause allows the City to conduct a review of the service provided during the fiscal period to which the surplus relates to ensure that the level and quality of the service has not diminished or decreased from previous years. The surplus may be shared up to 50% of the total, not being more than \$10,000. Staff recommendations are then made for council to deliberate on.

The Recreation and Culture Manager remains confident that ALE is maintaining a very good level of service. Over the past several years, during the COVID closures and restrictions, the City supplemented the pool with funds from the COVID Restart grant as needed (2022-2023) and any surpluses were returned to the City. 2024 was the first year without the supplement, and the pool appears to have returned to its full capacity.

## **FINANCIAL IMPLICATIONS**

The annual budget for Johnson Bentley is set each year. While a surplus is not budgeted for, neither were the deficits that have occurred. The annual surplus or deficit from JBMAC becomes part of the annual surplus or deficit of the City's. These amounts do not include the operating costs of the facility (building maintenance, utilities, facility operator wages, contract expenses) that are funded by annual property taxes.

### **Alternate Recommendation:**

**THAT** Council share another determined amount of the 2024 JBMAC surplus with ALE.

PowerPoint: Yes ☐ No ☒

### **Attachments:**

1. Letter from ALE including 2024 Financial Statements for Johnson Bentley Aquatic Centre
2. JBMAC Contract (2021-2026) – FINAL Pages 9-11

February 13, 2025

Erin Goodwin

Parks & Recreation Dept.

City of West Kelowna

I am writing to inform you that our accounting firm, (Numis Chartered Professional Accounting) of West Kelowna, has recently completed the official year-end financial report for the Johnson-Bentley Memorial Aquatic Centre ending Dec. 31, 2024. (Please see report enclosed).

We are pleased to report that due to an increase in enrollment in all program areas, we were able to complete the year with a net operating surplus of **\$34,115.00.** (See cheque attached).

Our staff have worked extremely hard to provide the best programs possible with high demand in all areas, particularly in swim lessons, general programs and fitness classes.

I'd also like to express our gratitude for the exceptional relationship and cooperation we have received from CWK staff, especially with our outdoor Green Thumbs program and the extra assistance we've received from the Facilities department, when requested.

I am also writing with regards to our "Contract Agreement" specifically Clauses 16.0 – 16.4 which provides for an opportunity for Active Living Ent. Ltd. to share up to 50% of the operating surplus for the recent year end.

I'd appreciate your support in this regard and I look forward to hearing from you in the near future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Violette Stedham', followed by a long horizontal line extending to the right.

Violette Stedham, President.

c.c. Lisa Siavashi

**JOHNSON BENTLEY MEMORIAL AQUATIC CENTRE**

**COMPILED FINANCIAL INFORMATION**

**YEAR ENDED DECEMBER 31, 2024**

**ACTIVE LIVING ENTREPRISES LTD.**  
**INDEX TO COMPILED FINANCIAL INFORMATION**  
**YEAR ENDED DECEMBER 31, 2024**

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<b>COMPILED FINANCIAL INFORMATION</b>	
Statement of Revenue and Expenditures ( <i>For Johnson Bentley Memorial Aquatic Centre</i> )	2

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## COMPILATION ENGAGEMENT REPORT

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To the Management of Active Living Enterprises Ltd.

On the basis of information provided by management, we have compiled the statement of revenues and expenditures for Johnson Bentley Memorial Aquatic Centre (a division of Active Living Enterprises Ltd.) for the year ended December 31, 2023. This statement is a schedule within the company's financial statements for the year ended December 31, 2023, on which I issued a compilation engagement report dated February 12, 2025.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

*NUMIS CPAs Inc.*

West Kelowna, British Columbia  
February 12, 2025

CHARTERED PROFESSIONAL ACCOUNTANTS

**ACTIVE LIVING ENTREPRISES LTD.**  
**STATEMENT OF REVENUE AND EXPENDITURES**  
**(FOR JOHNSON BENTLEY MEMORIAL AQUATIC CENTRE)**  
**YEAR ENDED DECEMBER 31, 2024**

	2024	2023
	\$	\$
<b>REVENUES</b>		
Administration fees	790,527	817,733
Program fees	897,958	775,105
	<b>1,688,485</b>	<b>1,592,838</b>
<b>EXPENSES</b>		
Program Expenses		
Affiliation Fees	2,470	2,320
Program Supplies	31,430	32,349
Rent	2,039	1,909
Salaries, benefits, and subcontract	916,299	843,368
Training	1,888	9,381
Total Program Expenses	954,126	889,327
Marketing and Customer Service		
Advertising	14,198	14,748
Merchandise	2,716	3,019
Miscellaneous	1,836	2,103
Salaries, benefits and subcontract	159,178	157,668
Total Marketing and Customer Service	177,928	177,538
Administration Expenses		
Accounting and payroll fees	17,717	19,152
Bank charges	34,002	29,650
Cash over/short	1	(21)
Communication	2,197	1,238
Liability and other insurance	34,268	29,115
Office expense	16,160	16,581
Salaries, benefits and subcontract	73,223	72,039
Training	40	100
Total Administration Expenses	177,608	167,854
Facility and Building Expenses		
Maintenance and repairs	46,657	38,824
Management fee percentage	130,716	127,267
Salaries, benefits and subcontract	109,299	103,506
Supplies	58,037	62,619
Total Facility and Building Expenses	344,709	332,216
Repayment to (recovery from) City of West Kelowna	34,115	25,904
	<b>1,688,486</b>	<b>1,592,839</b>
<b>DEFICIENCY OF REVENUES OVER EXPENSES</b>	<b>(1)</b>	<b>(1)</b>



4.26 Pay all expenses and cost which may be incurred by reason of liens for nonpayment of labour and materials orders by ALE, Workers' Compensation Board, Unemployment Insurance and Revenue Canada concerning Federal or Provincial Employee Tax Remittances and General Services and Sales Taxes in connection with the operation of the Centre.

4.27 ALE shall make every reasonable effort to screen all existing and new staff/volunteers that are, or may be, working with children and youth to safeguard against any abuse. ALE shall require all staff and volunteers working with or near children and vulnerable adults to submit to a Criminal Records Check.

#### 5. CONDITIONS OF PREMISES

ALE agrees that, upon termination of this Agreement pursuant to clauses 2 and 22, ALE shall leave the Centre in the same or like condition as it was on December 31, 2021, following inspection, subject to normal wear and usage.

#### 6. LICENSES/PERMITS

ALE agrees that any licenses/permits obtained for the operation of the Centre shall be in the name of the CITY, unless otherwise required by law to be in the name of ALE.

#### 7. DISCRIMINATION AND RESPECTFUL WORKPLACE

ALE acknowledges that the Centre shall be for all members of the community regardless of race, creed, gender, spiritual belief, or physical ability and ALE shall not discriminate against any members of the community on any of these grounds with the exception of those members of the community whose use of the Centre may pose a legitimate health or safety risk to themselves or others.

ALE also acknowledges that the CITY expects that the Centre operation will fulfil requirements and policies for a Respectful Workplace and Anti Bullying.

#### 8. FUNDING

The CITY agrees that in consideration for the Service, the CITY shall pay by equal monthly installments, on the first business day of each month, commencing January 1st, 2022 one-twelfth (1/12) of the total of the Annual Contribution including the Annual Management Fee.

#### 9. SURPLUS/SHORTFALL

9.1 If, at the end of any Fiscal Period, the total revenue of the Centre, including any

amounts paid by the CITY to ALE other than the Annual Management Fee, exceeds ALE's total expenses of providing the Service during the Fiscal Period, then the excess revenue (the "Surplus") shall be paid by ALE to the CITY, in which case Clause 16.0 shall apply.

- 9.2 If, at the end of any Fiscal Period, the total revenue of the Centre, including any amounts paid by the City to ALE other than the Annual Management Fee, does not exceed ALE's total expenses of providing the Service during the Fiscal Period, then any shortfall shall be the responsibility of the CITY.

#### 10. EXPENSES

It will be the responsibility of ALE to control expenses within those budgeted and submitted to the City annually. In the event of unforeseen circumstances resulting in an unbudgeted expense, or resulting in a discrepancy between the actual financial performance of the Centre and the budget, ALE shall promptly notify the City who shall be responsible for the unbudgeted expense or the discrepancy or both.

#### 11. DISPLAY LOGO

The CITY agrees that ALE may display its logo and other materials to identify ALE at the Centre and in publications.

#### 12. INDEPENDENT CONTRACTOR

The relationship between the CITY and ALE shall be that of an independent contractor. The parties agree that nothing contained herein shall be construed to deem ALE to be the agent of the CITY and that ALE has no authority to bind the CITY nor incur any expense or liability on the CITY's behalf.

#### 13. EXTERIOR GROUNDS MAINTENANCE

Unless otherwise specifically stated herein, the CITY is responsible for the exterior grounds maintenance of the property, including parking lot repairs, snow removal, and playground and skate park repairs.

#### 14. BANKING

ALE shall maintain a separate bank account for the operation of the Centre. All monies from time to time received on account of the operation of the Centre and the provision of the Service shall be deposited immediately in such account in the same drafts, cheques, bills or cash in which the same are received and all disbursements on account of the operation of the Centre

shall be made by cheque drawn on such account.

15. USE OF CITY MONIES

All monies received by ALE from the CITY under this Agreement other than under clause 17 shall be used only for the purpose of providing the Service.

16. SHARING THE SURPLUS

The CITY may share the Surplus, if any, with ALE in accordance with the following procedure:

- 16.1 ALE must submit in writing a request to share in the Surplus of a Fiscal Period by the last business day of February of the year following the Fiscal Period to which the Surplus relates.
- 16.2 CITY staff shall conduct a complete review of the Service provided during the Fiscal Period to which the Surplus relates to ensure that the level and quality of the Service has not diminished or decreased from previous years, but has continued to be enhanced. CITY staff shall utilize the Performance Measures and any other material or records to aid in their decision.
- 16.3 Based on the review conducted under clause 16.2, CITY staff may recommend, or may not recommend, that ALE share up to 50% of the Surplus, not more than \$10,000. CITY staff shall provide the recommendation with supporting rationale in a report to Council for the CITY within six months of receipt of a request under clause 16.1.
- 16.4 Upon receipt and consideration of a report under clause 16.3, Council for the CITY may decide to share the Surplus with ALE. Council for the CITY's decision shall be final.

17. MANAGEMENT FEE

ALE shall receive a direct management fee of \$123,500 in 2022 and in subsequent years of the Term a direct management fee equal to that of the previous years with an annual increase equal to the CPI or as otherwise mutually agreed upon (the "Annual Management Fee").

18. STRUCTURAL CHANGES

ALE shall not undertake any structural changes or additions to the Centre without prior approval from the CITY. Replacement or repairs of building structures, facilities or equipment, which are unbudgeted shall be undertaken only with prior approval of the CITY.

19. TECHNOLOGY

All computer hardware, software, point of sale terminals, telephone systems and other technology

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**CITY OF WEST KELOWNA**

**BYLAW NO. 0320.02**

**A BYLAW TO AMEND "ZONING BYLAW NO. 0320"**

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WHEREAS the Council of the City of West Kelowna desires to amend "CITY OF WEST KELOWNA ZONING BYLAW NO. 0320" under the provisions of the *Local Government Act*.

THEREFORE BE IT RESOLVED that the Council of the City of West Kelowna, in open meeting assembled, hereby enacts as follows:

1. Title

This Bylaw may be cited as "CITY OF WEST KELOWNA ZONING AMENDMENT BYLAW NO. 0320.02, 2025".

2. Amendments

"City of West Kelowna Zoning Bylaw No. 0320" is hereby amended as follows:

- 2.1 By changing the zoning on PLAN KAP21512 LOT 29 DISTRICT LOT 3188 OSOYOOS DIV OF YALE DISTRICT, as shown on Schedule 'A' attached to and forming part of this bylaw, from Manufactured Home Residential Zone to Single Detached and Duplex Residential Zone.
- 2.2 By depicting the change on "City of West Kelowna Zoning Bylaw No. 0320 Schedule B" (Zoning Bylaw Map).

READ A FIRST, SECOND AND THIRD TIME THIS 24<sup>TH</sup> DAY OF JUNE, 2025

APPROVED BY THE MINISTRY OF TRANSPORTATION & TRANSIT THIS 2<sup>ND</sup> DAY OF JULY, 2025  
ADOPTED

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MAYOR

---

CORPORATE OFFICER





## COUNCIL REPORT

To: Mayor and Council

Date: July 8, 2025

From: Ron Bowles, CAO

File No: 5460-02-03-2025

Subject: **Gellatly Road Corridor Speeds**

Prepared by: Dana R. Graves, Senior Design & Inspection Technologist

Reviewed by: Brent Magnan, General Manager of Community Development

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### RECOMMENDATION:

**THAT** the Regulatory speed limit of 50 km/h along the Gellatly Road corridor from Boucherie Road to Gellatly Road South, be reduced to a Regulatory speed limit of 40 km/h.

### STRATEGIC AREA(S) OF FOCUS

**Invest in Infrastructure** – We will invest in building, improving and maintaining infrastructure to meet the needs of, and to provide a high quality of life for, current and future generations.

**Foster Safety and Well-Being** – We will pursue through direct action, advocacy, and collaboration with local and regional service providers, investments in community health, needs-based housing, emergency preparedness, policing, and other services that foster safety and well-being in West Kelowna.

### BACKGROUND

Gellatly Road is a transportation corridor providing residents of West Kelowna with access to a variety of amenities including public waterfront beach, trail network, several parks, a boat launch, playgrounds, bicycle routes, CNR Wharf and multiple parking locations. Seasonal changes present multiple constraints along the corridor due to the number of users present during peak use, however these constraints remain year-round. The 50km/hr. speed limit for this roadway does not align with the function of the corridor.

The Gellatly Road Corridor is classified as an arterial road that typically would not provide on-street parking. In this case, on-street parking is essential to provide public access to the waterfront and the many amenities adjacent to Okanagan Lake. Currently, the road has an assigned speed limit of 50 km/h. Playground area signs with yellow Advisory Signage (unenforceable by the RCMP) indicating 30 km/h are installed on the southbound approach to the angled parking area and northbound along Gellatly Road South.

The Gellatly Road corridor was reviewed by a third-party traffic consultant and observations were made identifying that speeds along playground zones are currently not enforceable per the guidelines described within the *Transportation Association of Canada (TAC) School and Playground Areas and Zones: Guidelines for Application and Implementation*. The guidelines discourage playground zones situated along arterial roadways. Playground zone speed limits are also only in effect from dawn to dusk according to the *BC Motor Vehicle Act*.

With the TAC guidelines discouraging playground zones along arterial roadways, reduction in speeds along Gellatly Road should be managed and enforced with standard regulatory posted speed limit signs. Traffic calming measures are limited on arterial roadways, and enforcement remains an important measure for speed compliance. The third-party review recommended reducing the speed limit for the corridor to 40km/hr. for the entirety of the corridor and removing the advisory speed signage. This would provide safer passage for all transportation modes along the corridor. If authorized to proceed, the new regulatory changes would be installed and in effect for the remainder of 2025.

The City of West Kelowna has traditionally used Advisory Speed tab signs for playground zones. It is recommended that the advisory signage be amended to regulatory tab signs (black on white) to be enforceable for additional parks in West Kelowna. Staff will be reviewing the parks with advisory signage and recommending enforceable signage in the future. These changes will be brought to Council for approval at a future meeting, as per the Traffic Bylaw's requirement of speed limit changes needing Council direction.

## **FINANCIAL IMPLICATIONS**

To update the current signage, approximately \$10,000 will be allocated from the City of West Kelowna's current signage budget.

Powerpoint: Yes ☒ No ☐

Attachments:

Attachment A - Gellatly Road Corridor Speeds Memorandum March 11, 2025

# Memorandum

<b>Attention:</b>	Rob Hillis	<b>File No.:</b>	A25-018
<b>Organization:</b>	City of West Kelowna	<b>Project:</b>	Gellatly Road Corridor Speeds
<b>Phone:</b>		<b>Date:</b>	March 11, 2025
<b>Email:</b>	<a href="mailto:Rob.Hillis@westkelownacity.ca">Rob.Hillis@westkelownacity.ca</a>	<b>Revision:</b>	0
<b>cc:</b>	Nilton Praticante, Dana Graves		

**RE: Gellatly Road Corridor Speeds**

## 1 Introduction

Align Engineering Ltd. (ALIGN) was retained by the City of West Kelowna to conduct an evaluation and provide recommendations for speed limits in the Gellatly Road corridor from Boucherie Road to Gellatly Road South and considerations for Gellatly Road South from Gellatly Road to the Heritage Park.

### 1.1 Background

Gellatly Road is classified as an arterial road and connects to Boucherie Road and Gellatly Road South to form a southeast parallel route to Highway 97. These arterial functions are constrained by the aesthetics of the area, tourism, and recreational waterfront access. Arterial roads are intended to provide mobility and limited access. They typically do not provide on-street parking. In the case of Gellatly Road, on-street parking and access are essential to provide public access to the waterfront and the many parks along the roadway making Gellatly Road a through route and a destination.

Currently, the road is posted for 50 km/h. Playground Area signs with yellow Advisory Speed (30 km/h) tab signs are installed on the southbound approach to the angled parking area and northbound north of Gellatly Road South. The City of West Kelowna has traditionally used Advisory Speed tab signs for playground zones, however these should be regulatory tab signs (black on white) to be enforceable. The use of the playground zones can also be contested as they need to meet certain criteria as per the Transportation Association of Canada (TAC) *School and Playground Areas and Zones: Guidelines for Application and Implementation*. This includes discouraging playground zones on arterial roads, where fully fenced, and where located greater than 50 metres from an intersection. Playground zone speeds are also only in effect from dawn to dusk as per the BC Motor Vehicle Act below:

#### 147 Schools and playgrounds

(2) A person driving a vehicle on a highway must drive the vehicle at a rate of speed not exceeding 30 km/h when approaching or passing, between dawn and dusk, a public playground for children where signs are displayed stating a speed limit of 30 km/h, or on which the numerals "30" are prominently shown.

Gellatly Road South provides other dynamics with vehicle speeds due to constrained road geometry between Gellatly Road and the Gellatly Heritage Regional Park.



The Gellatly Road and Gellatly Road South segments are characterised below and are labeled on **FIGURE 1**. These are discussed further in the following subsections.



Figure 1: Gellatly Road Segments

## 2 Gellatly Road Characteristics

Gellatly Road from Boucherie Road to Gellatly Road South typically has 3.3-m travel lanes and 1.2-m shoulders. The 3.3-m travel lanes should encourage slower vehicle speeds. The 1.2-m shoulders are signed with a Bike Route sign from Boucherie Road. This is less than the constrained bike lane width of 1.5 m. The 1.2-m bike lane width is the absolute minimum width of a curbside bicycle bike lane that should not extend past 100 metres in constrained areas as per the BC Active Transportation Design Guide.

## 2.1 Boucherie Road to CNR Wharf

The segment of Gellatly Road from Boucherie Road to CNR Wharf includes an auxiliary lane and transition for a northbound left-turn lane to the intersection with Boucherie Road then narrowing down to the typical cross-section. There is an informal perpendicular parking area that has formed adjacent to the Boucherie Road intersection in a shallow ditch (**FIGURE 2**). There is adjacent No Parking signage south of where the curb forms, but could be added to this location to restrict parking near the intersection. The parking may be problematic with pedestrian travel to/from the beach if they are crossing the road midblock where drivers do not expect them to cross. This condition will eventually be removed with the future roundabout and can be managed with No Parking signage in the interim.



**Figure 2: Informal Parking Area in Ditch Beside Boucherie Rd intersection**

Image Source: Google Street View, July 2023

## 2.2 CNR Wharf

The CNR Wharf provides perpendicular parking on the lake side requiring leaving or arriving vehicles to reverse into the roadway. This format supports parking from vehicles approaching from either the north or the south. Curb letdowns are provided on either side and at two accessible parking stalls in between. The shoulder has a 1.2 m offset from the painted parking stalls which are 7.0-m deep to the curb. Loading activities at the rear of vehicles and backing movements into Gellatly Road present potential for conflicts with through traffic.

## 2.3 CNR Wharf to Angle Parking

The CNR Wharf to the angle parking area of Gellatly Road returns to the typical cross-section. There are generally limited conflicts in here except between motor vehicles and cyclists. A retaining wall on the south end west side of the road through a horizontal curve restricts southbound sightlines (see **FIGURE 3**) to a 40 km/h stopping sight distance entering the angle parking area. Northbound sightlines still achieve a 50 km/h stopping sight distance.





**Figure 3: Southbound Sightline Constraint Entering Angle Parking Segment**

Image Source: Google Street View, July 2023

## 2.4 Angle Parking to Angus Dr

The angle parking section is located along the east side (lake side) of the road ending to the south at the Angus Drive intersection. This parking area supports parking northbound traffic. Angle parking also creates backing movements onto Gellatly Road and there is a 1.2-m offset from the shoulder line to the parking lines which are about 6.4-m deep to facilitate a 7.5-m angled parking stall. The additional depth provides more space for loading and unloading than what is available at the CNR Wharf, however this also presents a potential for conflicts with through traffic. There is a curb drop on the south end with by the two parallel parking accessible stalls. On the west side there is one private driveway accessing Gellatly Road and Kent Park at the south end.

## 2.5 Gellatly Rd & Angus Dr

The Gellatly Road & Angus Drive intersection returns Gellatly Road to its typical cross-section and features a marked and signed pedestrian crosswalk on the south leg of Gellatly Road. The horizontal curvature of the road and aboveground utilities on the east side of the road obscure southbound sightlines to the east side of the pedestrian crosswalk (see **FIGURE 4**). Reduced posted speeds would improve the sightline. Should pedestrian traffic crossing volumes be substantial enough, then the City should consider rapid rectangular flashing beacons.



Figure 4: Crosswalk Obscured on Left Southbound Approach

## 2.6 Angus Dr to Bridge

The section of Gellatly Road from Angus Drive south to the Powers Creek bridge supports east side parallel parking fronting the lake and open access to Willow Beach (no fencing). This allows pedestrians to move freely between the beach and roadside. On the west side there is an access for boat storage and rentals and an access to a gated subdivision at the Flying Horse Drive intersection. The boat storage site (4058 & 4066 Gellatly Road) has a redevelopment application [Water Colours proposed development) that has proposed 250 multi-family units with 16,800 square feet of commercial that could attract pedestrian traffic from the multi-use pathway and beachfront. A crosswalk at Flying Horse Drive has also been recommended to be provided with this proposed development. Vehicle access would be from the Flying Horse Drive intersection.

The cross-section changes around here toward the Powers Creek bridge pinching the northbound shoulder to 0.8 m and widening the travel lanes to 3.5-3.6 m. The pinch in the shoulder width and parking lane north of the bridge is shown in **FIGURE 5**. Adjusting pavement markings to maintain a consistent 3.2-m travel lane can give more space to the shoulder and reduce the risk of bike collisions from the narrowed shoulder.

Due to the open Willow Beach area, crossing opportunities, shoulder pinch point, and potential for pedestrian traffic to grow with development; this segment is considered higher risk and speeds should be managed.





Figure 5: Shoulder & Parking Stall Alignment @ Powers Creek Bridge

## 2.7 Bridge to Boat Launch

The Gellatly Road Boat Launch section has the activity of the vehicle aligning and reversing boat trailers and exiting to the north and south for the launch and yacht club. The maneuvers typically do not cross in and out of the roadway until exiting the boat launch.

## 2.8 Boat Launch to Gellatly Road South

The segment of Gellatly Road from south of the boat launch to Gellatly Road South has on-street parking on the west side of the roadway supporting parking for vehicles with boat trailers existing from the boat launch. The entrance to the Yacht Club and boat launch are to the south of the boat launch exit. At the north side of Marina Park is a midblock marked and signed crosswalk complete with pedestrian activated rectangular rapid flashing beacons (RRFBs). Persons parked on the west side need to use the 1.2-m shoulder to walk to the crossing point. Many persons will not walk out of their way to a crossing if they have to back track unless there is heavy traffic without sufficient gap. Marina Park has some angle parking fronting the lakeside with a 1.2-m clear shoulder from the back of the parking stalls. South of Marina Park, there are numerous residential driveways along the east side of the roadway creating backing maneuvers over Gellatly Road and the Gellatly Bay Recreational Corridor.



### 3 Gellatly Road South

Gellatly Road South between Gellatly Road and the Heritage Park consists of three (3) sections outlined below.

#### 3.1 Gellatly Rd to Whitworth Rd

The segment of Gellatly Road South from Gellatly Road to Whitworth Road features two travel lanes with parallel parking on the south side with boulevard and sidewalk. The north side has power poles located in the roadway shoulder abutted by agricultural property. The parallel parking supports traffic calming for eastbound traffic. The power poles present a collision risk to westbound traffic and should be marked with TAC WA-36R Object Marker Right signs.



#### 3.2 Whitworth Rd to Glen Canyon Regional Park

The section of Gellatly Road South from Whitworth Road to Glen Canyon Regional Park is narrow and winding along Power's Creek to the north. Power poles shift to the south side of the road and remain in the roadway shoulder and clear zone. Poles can be marked with Object Marker signs while they remain a hazard. The winding road has a 30 km/h advisory sign and the City has introduced barriers and checkerboard signage at the most adverse curve between the creek and the Byland Nursery. In the eastbound direction, the initial curve warning sign is placed far back from the curve (~80m). This is too far away and should be located approximately 40 m from the curve. The sign is also aged and needs to be replaced to ensure required retroreflectivity levels are met.



Figure 6: Curve Warning with Advisory Speed Located Far from Curve

### 3.3 Glen Canyon Regional Park to Gellatly Heritage Regional Park

Gellatly Road South widens to provide bike lanes and a north side sidewalk from Glen Canyon Regional Park to the Gellatly Heritage Regional Park. The horizontal curve has a radius of about 73 m with a 2% crossfall not meeting TAC requirements for a 50 km/h road and should have a Curve Warning sign (WA-3R/L) as it is only sufficient to 40 km/h. Since tangents between curves exceed 120 m, the curve warning sign should be installed on either side of the curve 25 m in advance of the curve.



## 4 Collision Data

ICBC collision data from 2019 to 2023 is summarized in **TABLE 1**. The intersection of Gellatly Road & Boucherie Road has a high proportion of casualty collisions. There was one casualty collision between Boucherie Road and Angus Drive, but the details of which are not available at the time of this review. There were no collisions in the winding road section of Gellatly Road South adjacent to Powers Creek.

**Table 1: ICBC 2019 to 2023 Collision Data**

Location	Collisions		
	PDO	Casualty	Total
Gellatly Rd & Boucherie Rd	18	20	38
Gellatly Rd Segment 2.3 Wharf to Angular Parking	0	1	1
Gellatly Rd Segment 2.5 Angus Dr to Bridge	2	0	2
Gellatly Rd Segment 2.8 Boat Launch to Gellatly Road S	1	0	1
Gellatly Rd & Gellatly Rd S	1	0	1
Gellatly Rd S & Whitworth Rd	1	0	1

Note: PDO – Property Damage Only collision

## 5 Signage Approach

Playground areas and zones should be implemented as per the TAC Guide. Playground zones (requiring a reduction in speed) must have regulatory tab signs (black on white) to be enforceable. The TAC Guide does not account for amenities like beaches and will typically not warrant a playground zone along an arterial roadway. Therefore, any reduction in speed along Gellatly Road, should be managed with a standard regulatory posted speed limit sign.

Reducing the speed too much may not ensure compliance. Consider focusing on highest risk areas and expanding from there. Road users also expect Gellatly Road to fulfill an arterial connection, but its adjacent land uses, built form, and operations justify a lower speed limit. There are limited tools to traffic calm arterial roads and speed enforcement remains an important tool for speed compliance. The Goat's Peak development traffic will be attracted to travel through this area, particularly outside of peak recreation times.

Sections with parked vehicles and higher presence of road user activity should typically calm traffic. This is supported by relatively narrow vehicle lanes. Repeated posted speed limit signage, driver feedback signs, and enforcement should be used to reinforce the speed limit.

Potential for densification on west side of lake and bottom floor commercial to evolve in the area overtime. This could generate more pedestrian demand including midblock crossings.

## 6 Summary & Recommendations

A review of the Gellatly Road corridor from Boucherie Road to Gellatly Road South is summarized into the following points:

- The 1.2-m shoulder along Gellatly Road is insufficiently wide to support cycling or pedestrian activity. Due to the constraints in width, it is not expected for this to get wider or substantially change.
- Existing sightlines are constrained for 50 km/h in certain areas, however they meet a 40 km/h posted speed limit.
- Reducing the posted speed limit on Gellatly Road would support:
  - Narrow shoulders used for biking, pedestrians (in some areas), and loading activities from parked vehicles.
  - Reversing manoeuvres from parking stalls and driveways.
  - Pedestrian crosswalks.
  - Uncontrolled midblock pedestrian crossings between west side parking stalls and water front.
  - Gellatly boat launch activity.
  - Restricted sight lines by Angus Drive and the retaining wall north of the angle parking.
  - Future higher density and commercial development on the far side of the lake.
- The future roundabout at Boucherie Road & Gellatly Road would provide a traffic calmed gateway into the Gellatly Road corridor, further supporting reduced speeds entering the road segment.

The review of Gellatly Road South from Gellatly Road to the Gellatly Heritage Regional Park is summarized into the following points:

- Power poles by the road side should signed with retroreflective WA-36R object markers. Some of these are inline with the vehicle path through the winding alignment.
- The tight horizontal curve between by the Glen Canyon Regional Park access should relocate and replace the initial eastbound Curve Warning and Advisory Speed tab closer to the curve.
- The horizontal curve between Glen Canyon Regional Park and Gellatly Heritage Regional Park needs a Curve Warning sign as it's horizontal radius is not sufficient to 50 km/h.

It is recommended that the City:

- 1) Reduce posted speed limits to 40 km/h on Gellatly Road from Boucherie Road to Gellatly Road South.
- 2) If considering lower speed sections on Gellatly Road of 30 km/h, prioritize the following based on risk and activity:
  - a) Boat Launch to Gellatly Road S due to midblock pedestrian movements, driveways, Marina Park, etc.
  - b) Angus Drive to Boat Launch considering open Willow Beach access to roadside. Consider supplemental markings of 30 km/h similar to Peachland Beach Avenue.
- 3) Repeat posted speed limits north and south of Angus Drive by Willow Beach.
- 4) Restrict parking in informal area adjacent to Boucherie Road intersection.

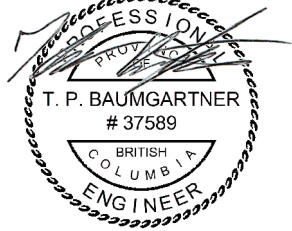


- 5) Repaint longitudinal lines in the vicinity of the Powers Creek bridge to narrow the travel lanes to be consistent with the 3.2-m lanes throughout and add width to shoulders to maintain the minimum of 1.2-m provided throughout.
- 6) Install WA-36R Object Marker signs on Gellatly Road South power poles
- 7) Replace eastbound Gellatly Road South Curve Warning (WA-3R/L) and Advisory Speed (WA-7S [30]) tab sign approaching the tight horizontal curve after the Glen Canyon Regional Park access about 40 m from the start of the curve.
- 8) Install Curve Warning (WA-3R/L) signs on Gellatly Road South for the horizontal curve between Glen Canyon Regional Park and Gellatly Heritage Regional Park.

Please contact me at 250-870-3865 if there are any questions or comments. Thank you.

Sincerely,

**Align Engineering Ltd**



2025-03-11  
Tom Baumgartner, MSc, P.Eng., RSP<sub>i</sub>  
Senior Transportation Engineer | Principal  
Permit to Practice Number: 1000340



## COUNCIL REPORT

To: Mayor and Council

Date: July 8, 2025

From: Ron Bowles, Chief Administrative Officer

Subject: **Waterfront Licenses of Occupation**

Prepared by: Mark Roberts, Parks Manager

Reviewed by: Rob Hillis, Acting Director of Engineering and Operations

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### **RECOMMENDATION:**

**THAT** Council rescind resolution C072/25 as passed at the March 25, 2025, regular Council meeting.

### **RECOMMENDATION:**

**THAT** Council agree to acquire a License of Occupation for a term of 30 years for the purpose of public swimming areas and boat ramp for the following properties:

- All that unsurveyed Crown foreshore being part of the bed of Okanagan Lake fronting on that part of District Lot 487, Osoyoos Division Yale District, shown as Park and Road on Plan 35335, containing 0.150 hectares, more or less (Pebble Beach Park);
- All that unsurveyed Crown foreshore being part of the bed of Okanagan Lake fronting on that part of District Lot 487, Osoyoos Division Yale District, shown as Park on Plan 18840, containing 0.30 hectares, more or less (Marina Park);
- All that unsurveyed Crown foreshore being part of the bed of Okanagan Lake fronting on that part of District Lot 485, Osoyoos Division Yale District, shown as Park and Road on Plan 42401, containing 0.13 hectares, more or less (Casa Rio Park);
- All that unsurveyed Crown foreshore being part of the bed of Okanagan Lake fronting on District Lots 521 and 485, Osoyoos Division Yale District, containing 0.23 hectares, more or less (Casa Loma Beach, Dupuis Boat Launch, Casa Loma Dock and Casa Loma Waterfront Access).

**AND THAT** Council agree to acquire a License of Occupation for a term of 30 years for public recreation and park purposes for the lands located at:

- All that unsurveyed Crown foreshore being part of the bed of Okanagan Lake fronting on Gellatly Bay, Osoyoos Division Yale District, containing 47.90 hectares, more or less (Gellatly Bay).

## **STRATEGIC AREA(S) OF FOCUS**

**Invest in Infrastructure** – We will invest in building, improving and maintaining infrastructure to meet the needs of, and to provide a high quality of life for, current and future generations.

## **BACKGROUND**

Council approved a previous set of resolutions that included the description of the areas where the City's tenure has expired, however the wrong legal descriptions had been provided by the Province, namely, to do with the recommendation of Pritchard Park which is dealt with in a different Licence of Occupation. This amendment has been removed from this new Resolution.

## **DISCUSSION**

The legal descriptions have been updated and are presented for Council's consideration.

## **FINANCIAL IMPLICATIONS**

No new costs, however, Council is committing to the ongoing costs of maintenance and operations at each of those Waterfront Parks for the next 30 years.

## **COUNCIL REPORT / RESOLUTION HISTORY**

<b>Date</b>	<b>Report Topic / Resolution</b>	<b>Resolution No.</b>
March 25, 2025	<b>THAT</b> Council agree to acquire a License of Occupation for a term of 30 years for the purposes of public swimming and a boat ramp for the following properties: <ul style="list-style-type: none"><li>• All that unsurveyed Crown foreshore being part of the bed of Okanagan Lake fronting on that part of District Lot 487, Osoyoos Division Yale District, shown as Park and Road on</li></ul>	<b>C072/25</b>

Plan 35335, containing 0.150 hectares, more or less (Pebble Beach Park);

- All that unsurveyed Crown foreshore being part of the bed of Okanagan Lake fronting on that part of District Lot 487, Osoyoos Division Yale District, shown as Park on Plan 18840, containing 0.30 hectares, more or less (Marina Park);
- All the unsurveyed Crown Foreshore being part of the bed of Okanagan Lake and fronting on that part of DL434, shown as Road on Plan 16444, ODYD, containing 0.70ha, more or less (Pritchard Park);
- All that unsurveyed Crown foreshore being part of the bed of Okanagan Lake fronting on that part of District Lot 485, Osoyoos Division Yale District, shown as Park and Road on Plan 42401, containing 0.13 hectares, more or less (Casa Rio Park);
- All that unsurveyed Crown foreshore being part of the bed of Okanagan Lake fronting on District Lots 521 and 485, Osoyoos Division Yale District, containing 0.23 hectares, more or less (Casa Loma Beach, Dupuis Boat Launch, Casa Loma Dock and Casa Loma Waterfront Access).

**AND THAT** Council agree to acquire a License of Occupation for a term of 30 years for public recreation and park purposes for the lands located at:

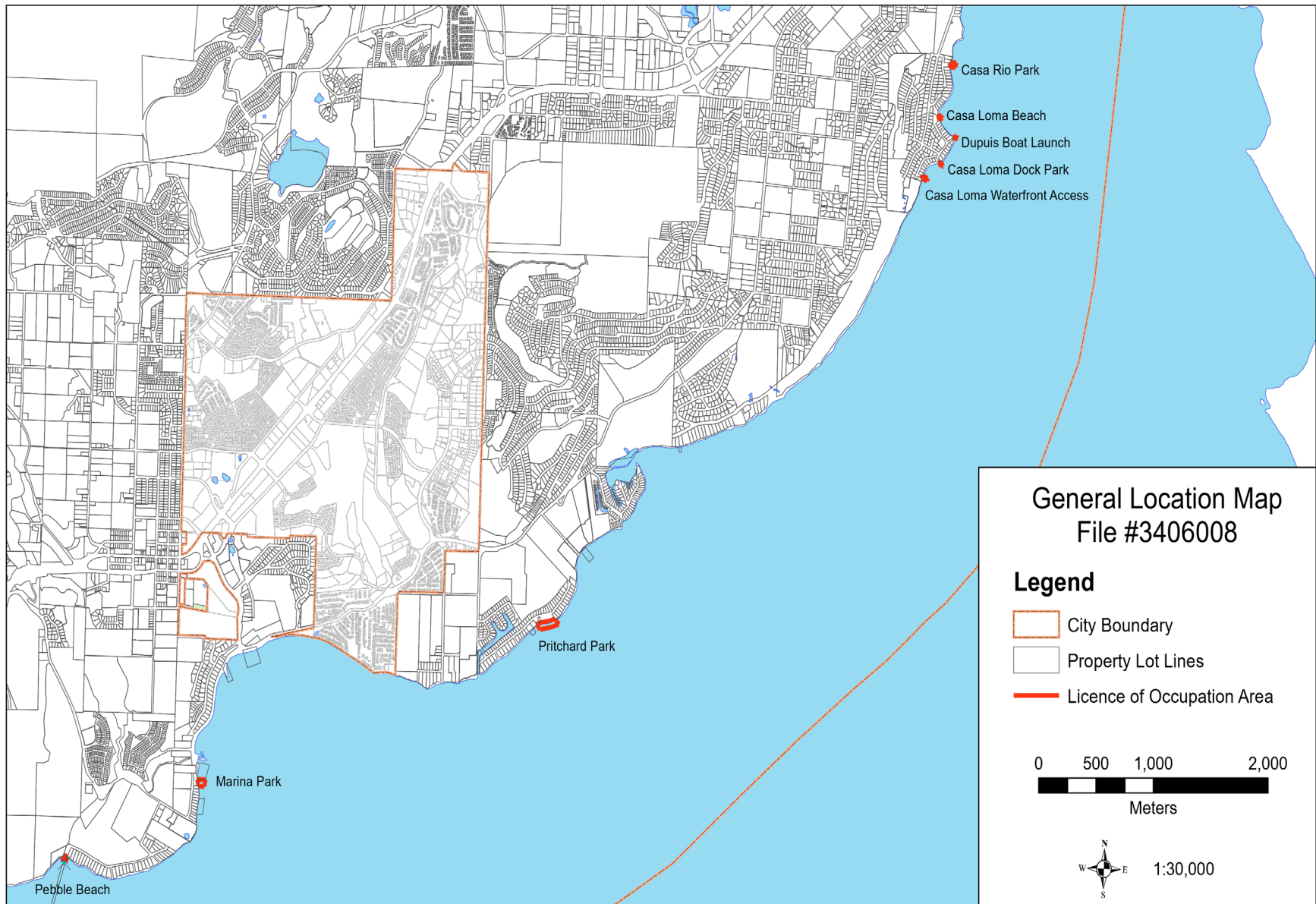
- All that unsurveyed Crown foreshore being part of the bed of Okanagan Lake fronting on Gellatly Bay, Osoyoos Division Yale District, containing 47.90 hectares, more or less (Gellatly Bay).

PowerPoint: Yes ☐ No ☒

Attachments:

Attachment 1- Location Maps

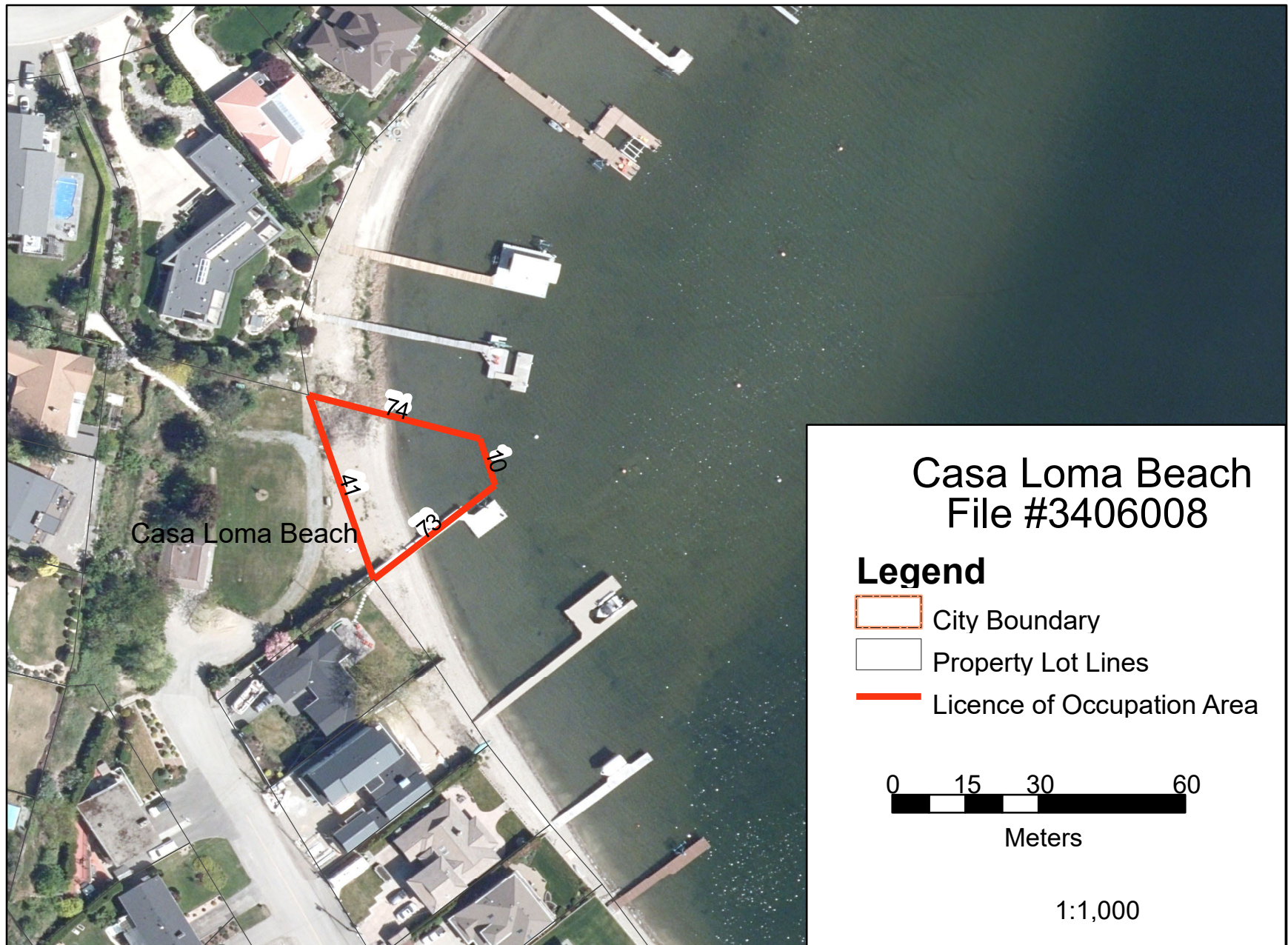
Attachment 2- Gellatly Bay



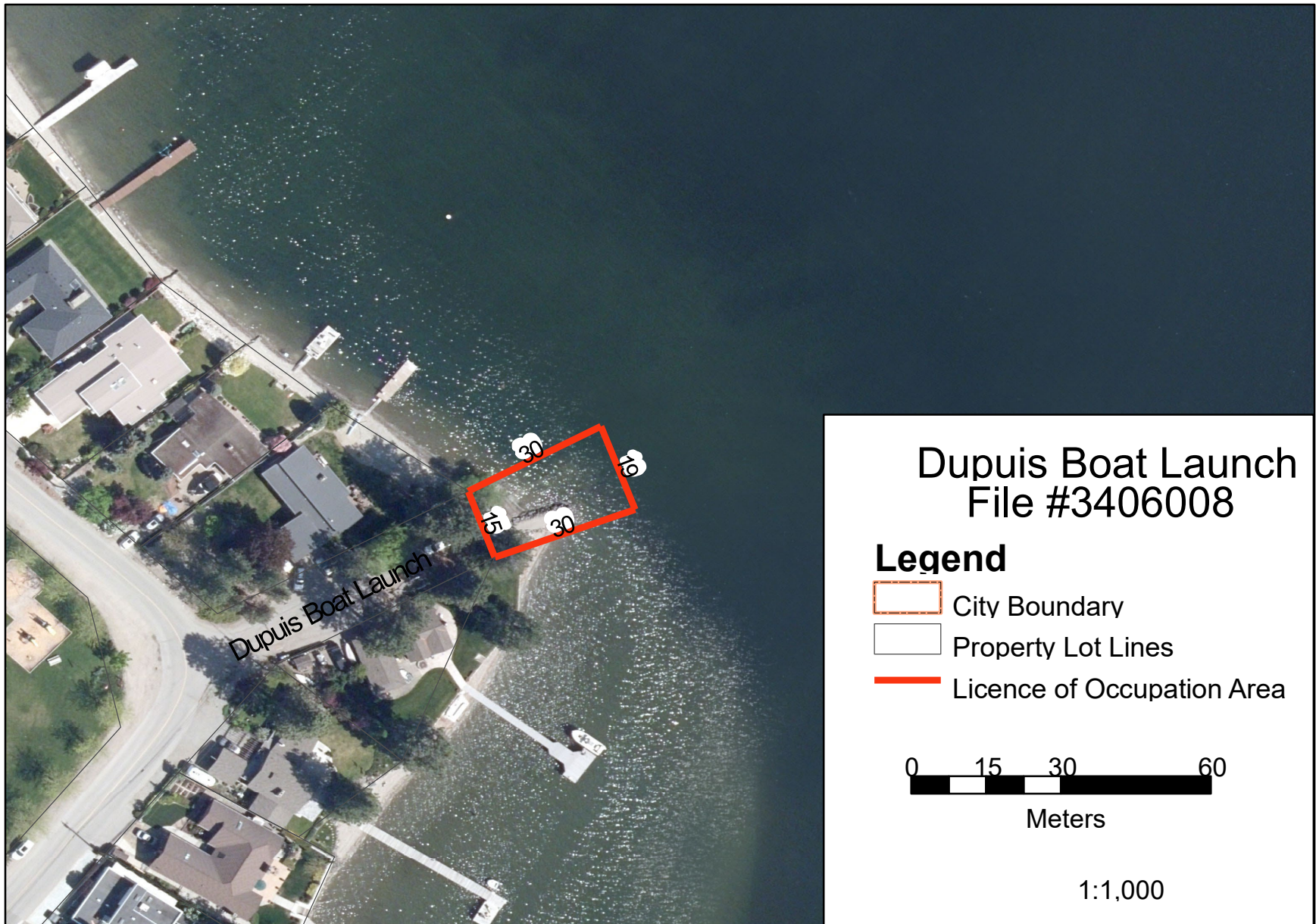












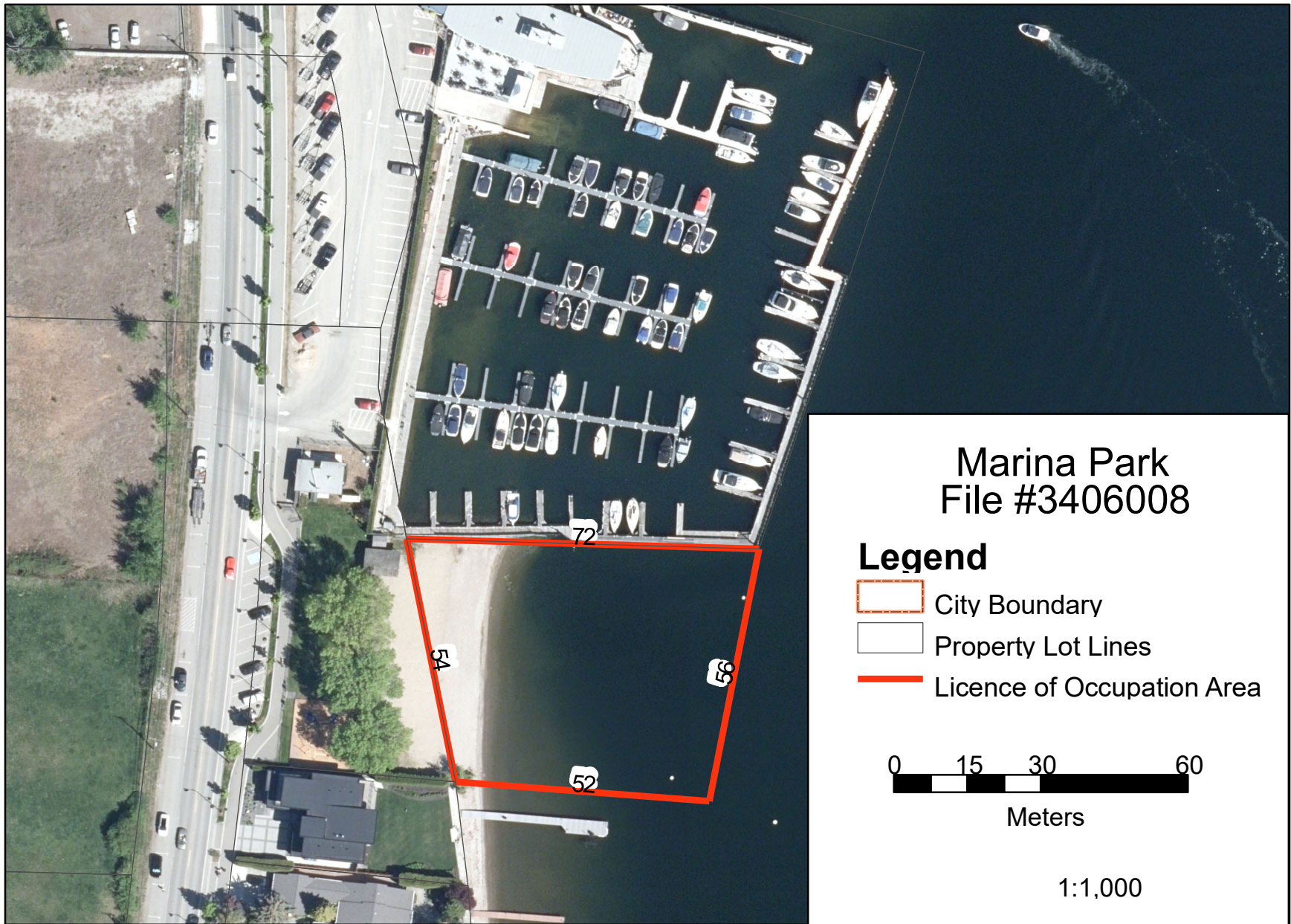








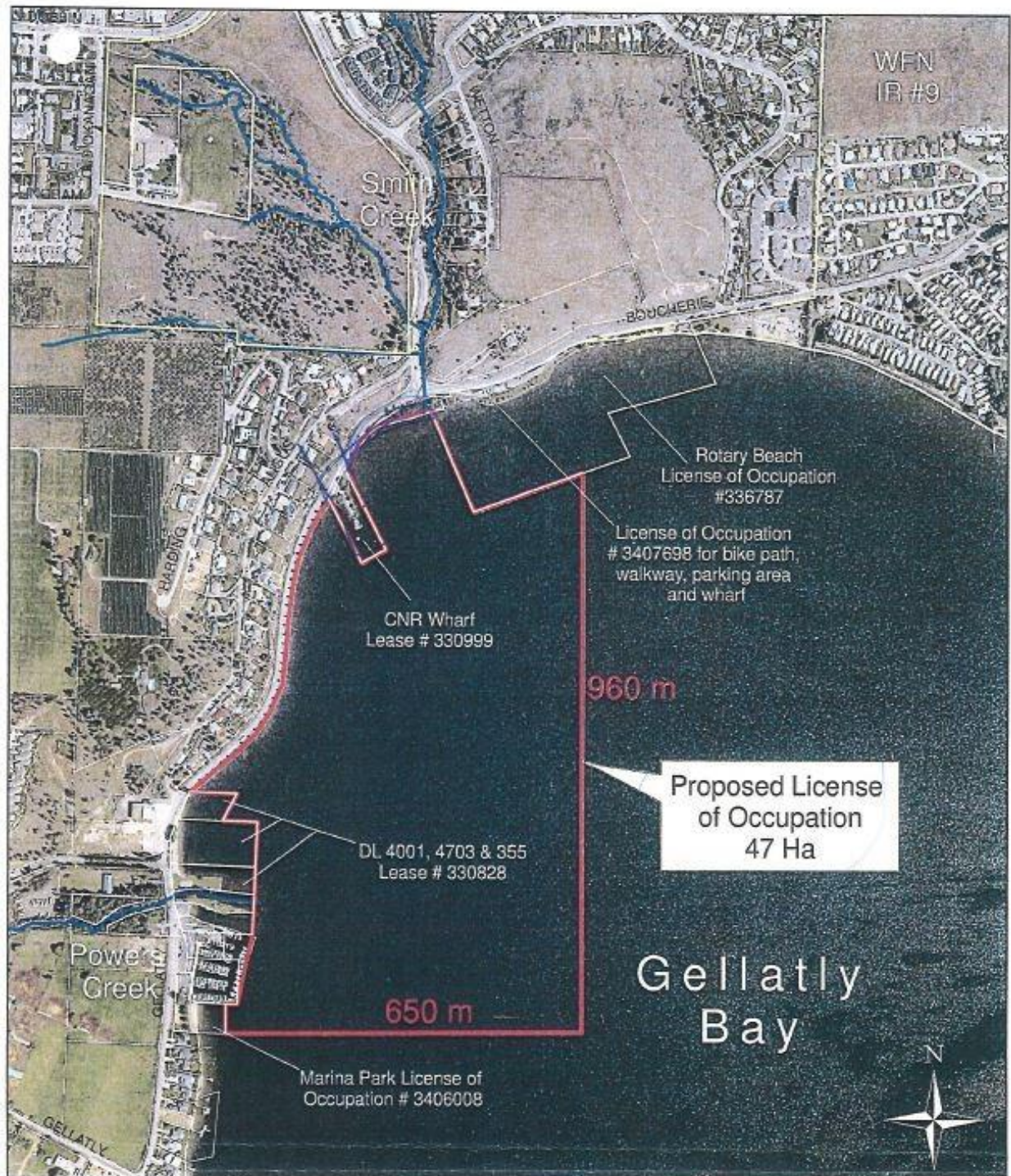














## COUNCIL REPORT

To: Mayor and Council

Date: July 8, 2025

From: Ron Bowles, Chief Administrative Officer

Subject: **New Parks – Proposed Names**

Prepared by: Jamie England, Parks Planner

Reviewed by: Rob Hillis, Acting Director of Engineering and Operations

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### **RECOMMENDATION:**

**THAT** Council name the acquired park, located at Plan EPP89446 Lot 2 District Lot 2600 and Lot B Plan EPP80014 District Lot 2601 Osoyoos Division of Yale District, Shannon Lake North Park;

**AND THAT** Council name the acquired park, located at Lot 83 District Lot 4227 Osoyoos Division of Yale District Plan EPP100539, Cabernet Park;

**AND THAT** Council name the utility lot being managed as a park located between 3284 and 3298 Vineyard View Drive, Rhyolite Park;

**AND THAT** Council name the acquired park, located at Lot 2, District Lot 486 Osoyoos Division of Yale District Plan EPP49260, Gossett Park.

### **STRATEGIC AREA(S) OF FOCUS**

**Invest in Infrastructure** – We will invest in building, improving and maintaining infrastructure to meet the needs of, and to provide a high quality of life for, current and future generations.

**Strengthen Our Community** – We will provide opportunities for the residents of West Kelowna to build connections, celebrate successes, embrace the community's strengths and diversity, address shared needs, and contribute to shaping the community's future.

## BACKGROUND & DISCUSSION

### Park 1: Proposed Name - Shannon Lake North Park

The City acquired 0.82 hectares on the north side of Shannon Lake for park purposes (Attachment 1 – Map 1). This acquisition was the result of the rezoning of two properties (Z 16-09 & Z 18-04). The park is currently under construction in accordance with approved park plans. Park features include a parking lot, landscaping, fencing, benches, picnic tables, lake side trails, and a fishing dock (pending Provincial approval).

In accordance with the criteria outlined in the Parks Naming Policy (Attachment 2), it is recommended that the acquired park at Plan EPP89446 Lot 2 District Lot 2600 and Lot B Plan EPP80014 District Lot 2601 Osoyoos Division of Yale District be named as “Shannon Lake North Park”.

The Parks Naming Policy states that *when selecting a Park or park feature name, consider the following in order of priority:*

*a. use of a constant physical reference, such as a geographical feature*

This park is located on the north shore of Shannon Lake, the recommended name was chosen to orient visitors to the north side of the lake and to avoid confusion with Shannon Lake Regional Park located on the south shore of Shannon Lake.

### Park 2: Proposed Name - Cabernet Park

The City has also acquired 2.27 hectares on the south side of Mount Boucherie for park purposes (Attachment 1 – Map 2). This acquisition is the result of the subdivision of Phase V of the Victor Projects Uplands development (Sub 17-19). As part of a larger trail and park network outlined in the South Mount Boucherie Concept Development Plan, this park includes a trail head staging area and parking lot for public access.

In accordance with the criteria outlined in the Parks Naming Policy (Attachment 2), it is recommended that the acquired park at Lot 83 District Lot 4227 Osoyoos Division Yale District Plan EPP100539 be named as “Cabernet Park”.

The Parks Naming Policy states that *when selecting a Park or park feature name, consider the following in order of priority:*

*a. use of a constant physical reference, such as [an] adjacent street*

This park is located on Cabernet Way, the recommended name was chosen to help guide visitors to the park.

### Park 3: Proposed Name - Rhyolite Park

The City has a utility lot on Vineyard View Drive (Attachment 1 – Map 3) that has recently been enhanced to serve a dual purpose: utility use and as a neighborhood park. Modest

improvements such as the addition of trees, a bench, upgraded irrigation, have transformed the lot, supporting its inclusion into the City's parks inventory. As such, it will be maintained at a basic service level, focused on seasonal upkeep, rather than the higher standards associated with fully developed parks.

In accordance with the criteria outlined in the Parks Naming Policy (Attachment 2), it is recommended that the utility lot being managed as park, located between 3284 and 3298 Vineyard View Drive, be named as "Rhyolite Park".

The Parks Naming Policy states that *when selecting a Park or park feature name, consider the following in order of priority:*

*b. historical or cultural association with the site*

The park is located on Vineyard View Drive, however, there is already a Vineyard View Park close by. The recommended name was chosen to avoid confusion with the existing park and to highlight the natural history of Mount Boucherie as an extinct volcano. Rhyolite is one of two major volcanic rock forms that dominate the geology of the area (Roed, 2004).<sup>1</sup>

#### Park 4: Proposed Name – Gossett Park

The City acquired this lot in Westbank Centre for park purposes (Attachment 1 – Map 4). While the park's primary purpose is still being determined, naming the park at this time will support its integration into the City's parks inventory and assist with future planning.

The Parks Naming Policy states that *when selecting a Park or park feature name, consider the following in order of priority:*

*a. use of a constant physical reference, such as [an] adjacent street*

This park is located on the corner of Gossett Road and Elliott Road. The recommended name was chosen to direct users to the park.

## **CONCLUSION**

The recommended names for the new parks have been made in accordance with the Parks Naming Policy to reduce confusion, aid wayfinding, and highlight the City's unique natural history and geography.

PowerPoint: Yes ☐ No ☒

Attachments:

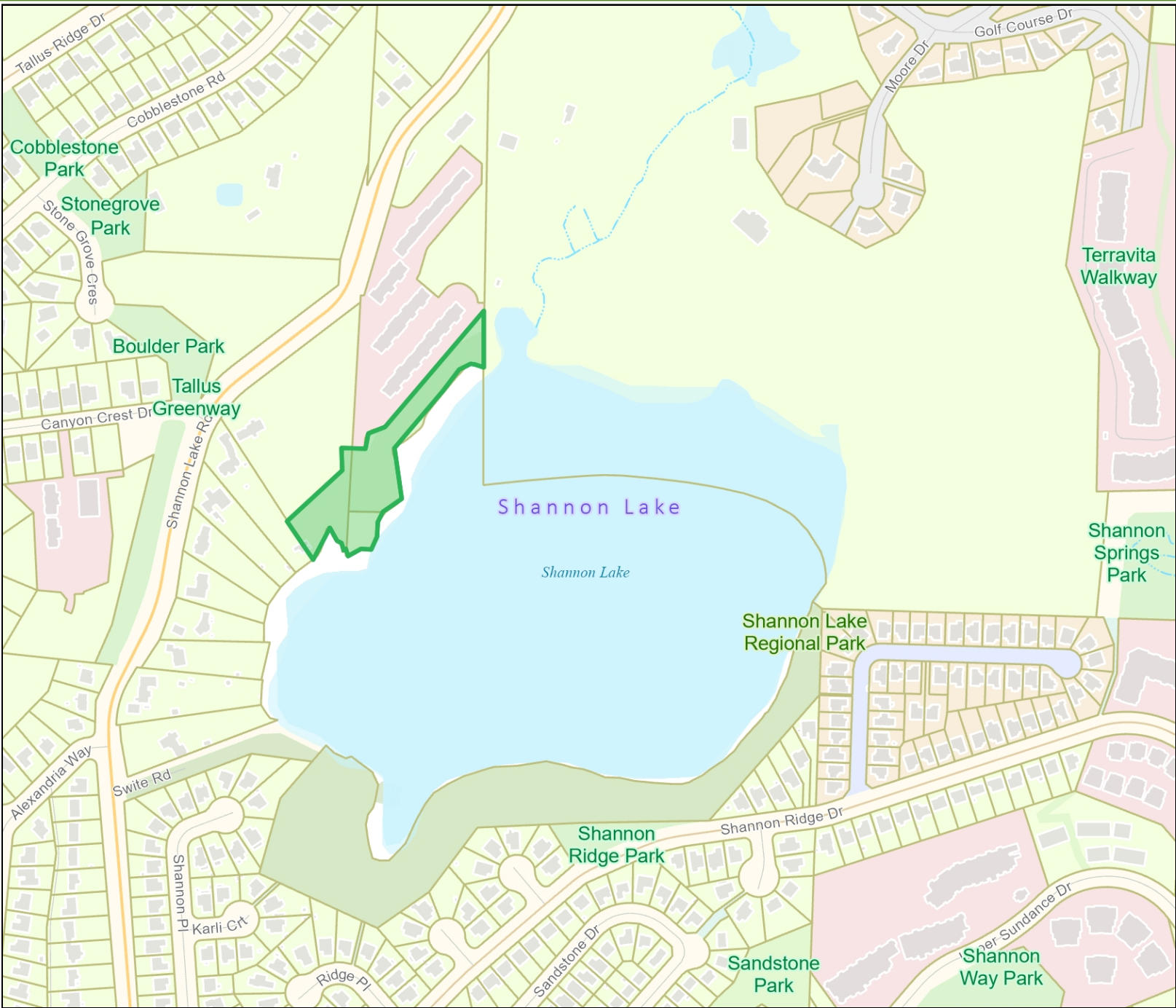
- 1) Park Location Maps
- 2) Parks Naming Policy

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<sup>1</sup> Roed, M.A. (2004). Okanagan Geology. Kelowna: Kelowna Geology Committee



Attachment 1 - Map 1



**Legend**

Community Facility

- Amphitheatre
- Arena
- Boat Launch
- Cemetery
- City Hall
- Community Centre
- Disposal Centre
- Fire Hall/House
- Information Centre
- Municipal Office
- Museum
- Playground
- RCMP
- School
- Skatepark
- Ski Recreation Area
- Spray Park
- Waste Treatment Plant

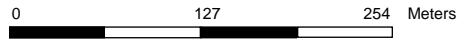
Basemap Parcel Type

Ownership	Lease
Land Strata	Park
Building Strata	Road Right-Of-Way
Common Property	Walkway
Crown Land	Common Access



**Scale** 1 : 5,000

**Notes**  
Park 1 - Proposed Name - Shannon Lake North Park (shown in solid green)



Map Projection: NAD\_1983\_UTM\_Zone\_11N  
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Map Produced on: 6/16/2025 8:00:03 AM





















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# Attachment 1 - Map 2

## Legend

### Community Facility

-  Amphitheatre
-  Arena
-  Boat Launch
-  Cemetery
-  City Hall
-  Community Centre
-  Disposal Centre
-  Fire Hall/House
-  Information Centre
-  Municipal Office
-  Museum
-  Playground
-  RCMP
-  School
-  Skatepark
-  Ski Recreation Area
-  Spray Park
-  Waste Treatment Plant

### Basemap Parcel Type

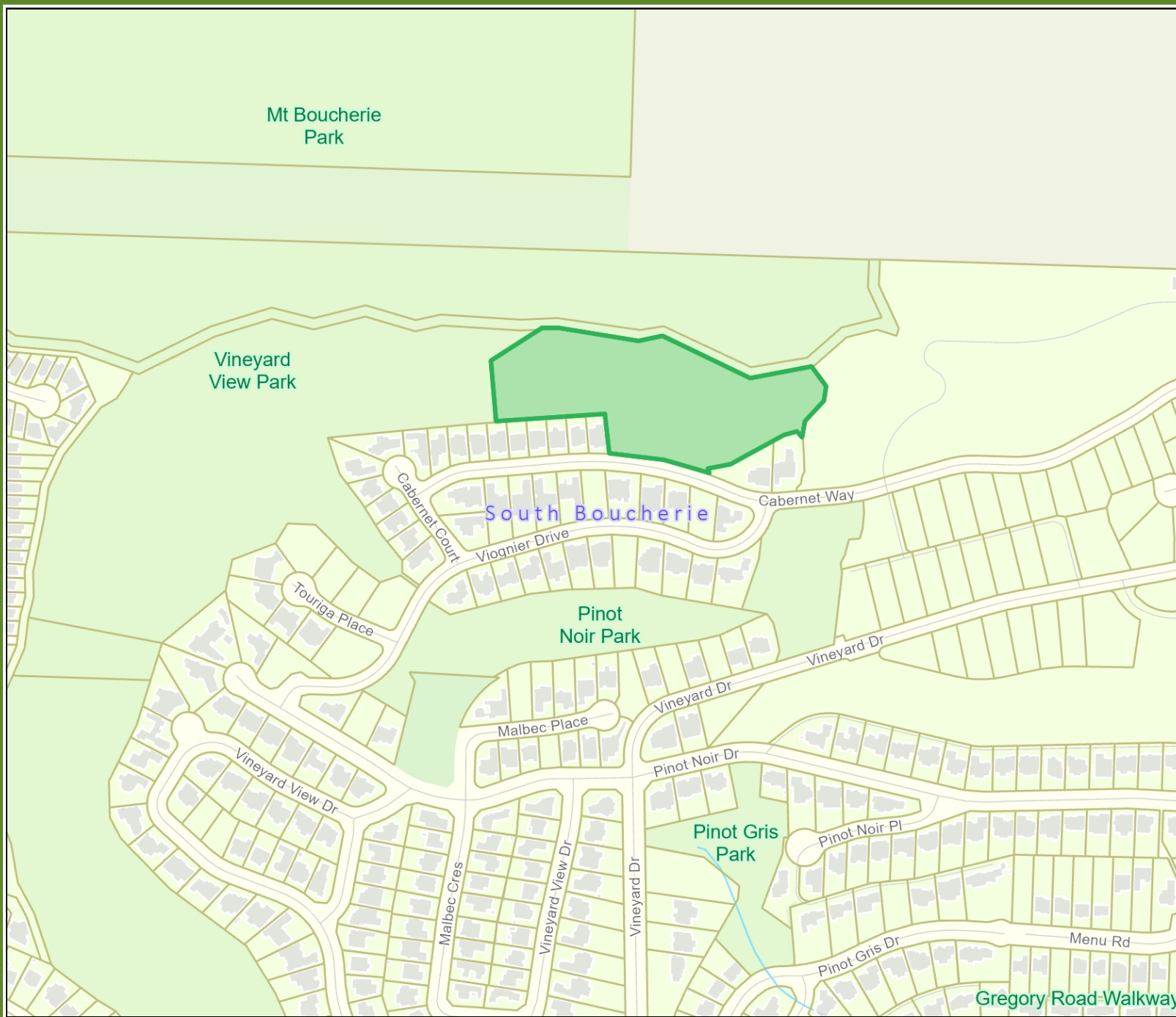
- |   |  |
|---|--|
|  Ownership         |  Lease              |
|  Land Strata       |  Park               |
|  Building Strata  |  Road Right-Of-Way |
|  Common Property |  Walkway          |
|  Crown Land      |  Common Access    |



Scale 1 : 5,000

## Notes

Park 2 - Proposed Name - Cabernet Park  
(shown in solid green)



0 127 254 Meters

Map Projection: NAD\_1983\_UTM\_Zone\_11N

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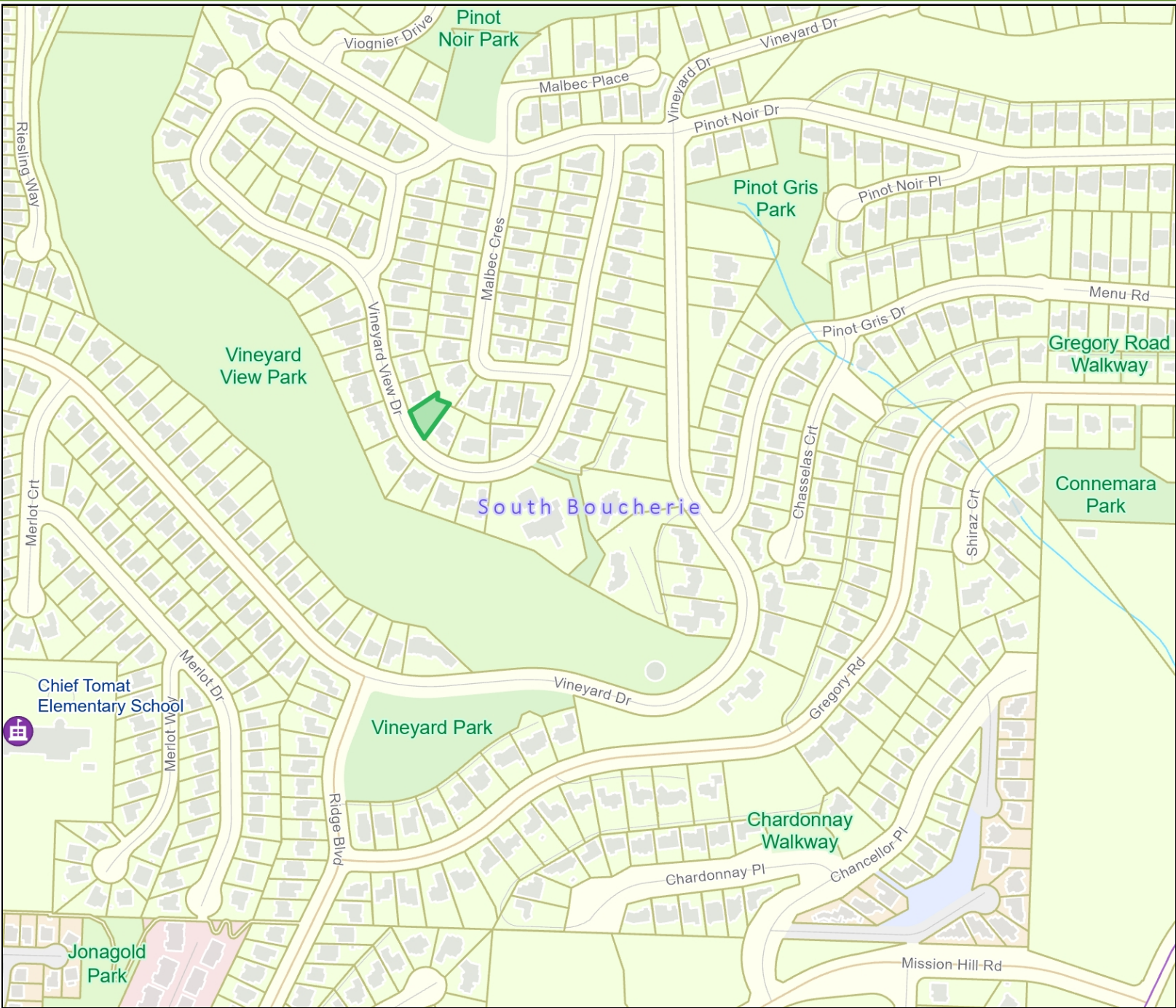
Map Produced on: 6/16/2025 8:04:42 AM



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Attachment 1 - Map 3



**Legend**

**Community Facility**

- Amphitheatre
- Arena
- Boat Launch
- Cemetery
- City Hall
- Community Centre
- Disposal Centre
- Fire Hall/House
- Information Centre
- Municipal Office
- Museum
- Playground
- RCMP
- School
- Skatepark
- Ski Recreation Area
- Spray Park
- Waste Treatment Plant

**Basemap Parcel Type**

Ownership	Lease
Land Strata	Park
Building Strata	Road Right-Of-Way
Common Property	Walkway
Crown Land	Common Access



Scale 1 : 5,000

**Notes**  
Park 3 - Proposed Name - Rhyolite Park  
(shown in solid green)


0 127 254 Meters  
Map Projection: NAD\_1983\_UTM\_Zone\_11N  
© City of West Kelowna Map Produced on: 6/16/2025 8:07:28 AM



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# Attachment 1 - Map 4

## Legend

 Tax Parcels

## Basemap Parcel Type

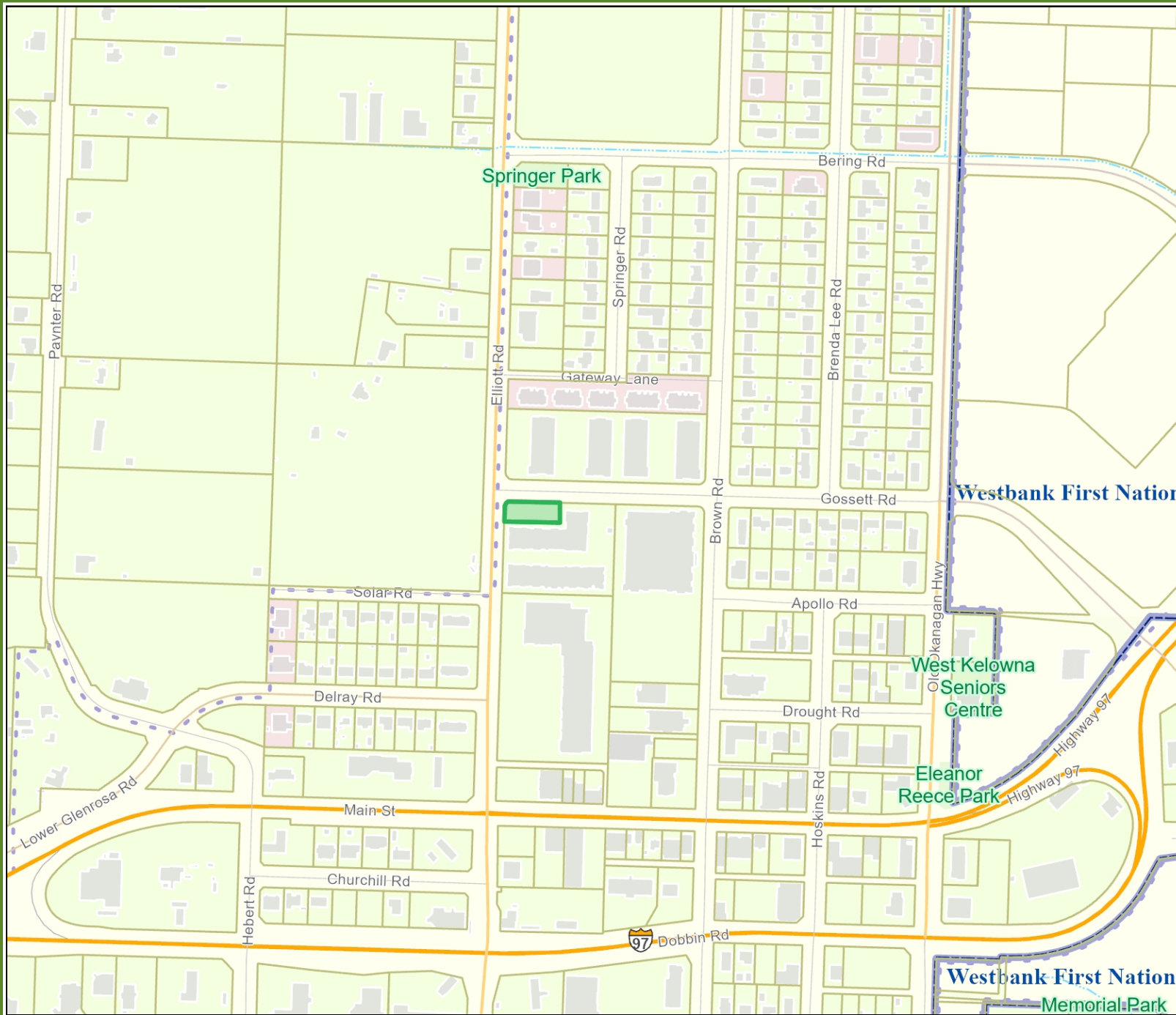
 Ownership	 Lease
 Land Strata	 Park
 Building Strata	 Road Right-Of-Way
 Common Property	 Walkway
 Crown Land	 Common Access



Scale 1 : 5,000

## Notes

Park 4 - Proposed Name - Gossett Park (shown in solid green)



0 127 254 Meters

Map Projection: NAD\_1983\_UTM\_Zone\_11N

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Map Produced on: 6/23/2025 9:20:29 AM



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# DISTRICT OF WEST KELOWNA

## COUNCIL POLICY MANUAL

Pages: 1 of 3

Approval Date: October 25, 2011

<b>DEPARTMENT:</b>	<b>PLANNING DEPARTMENT</b>
<b>SUBJECT:</b>	<b>Parks Naming Policy</b>

### **Purpose:**

To establish clear principles for the naming of parks within the District of West Kelowna.

### **Policy:**

1. In selecting the name for a Park and/or park feature, primary consideration will be given to local geography, history and tradition, natural features and persons of historical significance and community heroes.
2. Park features within an otherwise named Park, such as a fountain, building, shelter, playfield, pavilion, or playground, may be named separately from the designated Park name.
3. Naming shall begin early in the development and/or acquisition and be complete prior to official opening.
4. When selecting a Park or park feature name, consider the following in order of priority:
  - a. Use of a constant physical reference, such as a geographical feature, adjacent street or subdivision name, excluding real estate and development company names:
    - i. good examples: Pebble Beach Park, Willow Beach, Sunview Park;
  - b. Historical or cultural association with the site (ex. Gellatly Nut Farm, Wildfire Commemorative Park);
  - c. Significant or predominant plant or animal indigenous to the park (ex. Aspen Park, Timothy Park);
  - d. Person of historical significance or community hero (ex. Spring Park, Marjorie Prtichard Park).
5. Where acknowledgment of donations or significant individual contributions to District Parks is desired, recognition could be in a form such as a plaque, or other parks feature should be used.
6. The donation of land, facilities or funds for the acquisition, renovation or maintenance of land or facilities, shall not constitute an obligation by the District to name the land and/or facility or any portion thereof after an individual, family or organization.



- a. Naming of parkland after people may be considered when that person (or next of kin) has donated the land for park purposes and when the donor (or next of kin) specifically requests that the park be named as such.
7. The honouring of special persons by the naming of a park, or significant feature, should take into account the following criteria:
  - a. Have strong community support;
  - b. Information is provided that the individual contributed in a tangible way to the area where the park or feature is located or to the District generally (i.e. monetary, public service, etc.);
  - c. If deceased, three years should have passed since the death of the individual, except in the case of bequeathing of parkland.
8. Notwithstanding the above, if a personal name – of either a living or deceased person – is in a common or local use by the general public, the name may be considered for official adoption.
9. The names of individuals or groups involved in controversial enterprises or activities, such as those that would be detrimental to the image or mission of the District of West Kelowna should be avoided.
10. Generally existing parks that are already officially named should not be renamed, unless confusion of park names already existis or otherwise recommended by Council.
11. Other unique proposals should be considered in special circumstances that do not necessarily follow these guidelines (i.e. naming after a special use or theme that the park was designed for).

#### Corporate Sponsorship

1. The sale of corporate naming rights of parks infrastructure will only be permitted for interior and exterior components of facilities and infrastructure in District of West Kelowna Parks designated as Athletic Park by the Parks and Recreation Master Plan. This includes infrastructure such as dugouts, fence panels, field names, field buildings, parking lots, etc., but does not include infrastructure such as playgrounds, picnic facilities, trails, etc. that may be located within an athletic park.
2. Corporate naming of Athletic Parks will not be permitted.
3. Corporate naming rights of parks infrastructure will be determined based on a contract established at time of signing, however must have a maximum lifespan of 10 years before consideration for renewal.

#### Procedure

1. As part of any public park consultation, consideration towards the name of the park shall be presented for public input and suggestion. It should be noted that public park consultation may not be warranted for every park naming opportunity. In all cases, the Public may provide suggestions to staff for future park names.

2. When selecting a name for a new Park and/or park feature, or considering renaming of existing Park, Parks Planning, Recreation and Culture and Operations staff shall consider all appropriate names and provide the historical or other supportive information to justify the recommendation to the Director of Planning, who will bring forward the recommended name for consideration at a regularly scheduled Council Meeting.
3. When selecting a name for a new Park and/or park feature, or considering renaming of existing Facility, Recreation and Culture and Facilities staff shall consider all appropriate names and provide the historical or other supportive information to justify the recommendation to the Director of Building and Regulatory Services, who will bring forward the recommended name for consideration at a regularly scheduled Council Meeting.

Previous Revision/s: none