



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

Tuesday, April 7, 2020, 1:30 P.M.

LIONS COMMUNITY CENTRE  
2466 MAIN STREET, WEST KELOWNA, BC

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### **Pages**

#### **1. CALL THE REGULAR COUNCIL MEETING TO ORDER**

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

In response to the COVID-19 pandemic, the orders of the Provincial Health Officer and the Province of BC Ministerial Order No. M083 (Emergency Program Act), the Council meeting space is not open to the public. The meeting is however available to the public via a live webcast which will be archived on the City's website.

Additionally, in accordance with the Province of BC Ministerial Order No. M083 (Emergency Program Act), the Council of the City of West Kelowna is attending the meeting by electronic means.

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

#### **3. ADOPTION OF AGENDA**

#### **4. ADOPTION OF MINUTES**

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#### **5. MAYOR AND COUNCILLOR'S REPORTS**

##### **5.1 Mayor Milsom**

##### **5.1.1 Covid-19 Update**

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#### **6. DELEGATIONS**

#### **7. UNFINISHED BUSINESS**

## 8. DIVISION REPORTS

### 8.1 CHIEF ADMINISTRATIVE OFFICER

- 8.1.1 **CAO COVID-19 Status Update** 14  
Information Report from the CAO

### 8.2 FINANCIAL SERVICES

- 8.2.1 **Revenue Anticipation Borrowing Bylaw No. 0275, 2020** 16  
Recommended Motion:  
**THAT** Council give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings to the “City of West Kelowna Revenue Anticipation Borrowing Bylaw 0275, 2020”.
- 8.2.2 **Adoption of Water Rates Bylaw No. 0028.66, 2020**  
*Council Report to be distributed as a Late Item.*
- 8.2.3 **Adoption of 2020 - 2024 Financial Plan**  
*Council Report to be distributed as a Late Item.*

### 8.3 DEVELOPMENT SERVICES

- 8.3.1 **Z 18-08; Official Community Plan Amendment Bylaw No. 0100.55 and Zoning Amendment Bylaw No. 0154.74; 2377 Thacker Drive** 19  
Recommended Motion:  
**THAT** Council rescind first and second reading of Official Community Plan Amendment Bylaw No. 0100.55, 2019;  
  
**THAT** Council rescind second reading of City of West Kelowna Zoning Amendment Bylaw No. 0154.74, 2019 and re-read a second reading as amended; and  
  
**THAT** Council direct staff to waive the Public Hearing for the proposed Zoning Amendment Bylaw.
- 8.3.2 **Corporate Climate Action Update** 35  
Information Report from the Planner II
- 8.3.3 **Central Okanagan Wellness and Poverty Strategy Grant Application** 50  
Recommended Motion:  
**THAT** Council support the collaborative application to the Union of B.C. Municipalities for the development of a Central Okanagan Wellness and Poverty Strategy of \$149,000 in partnership with the

District of Lake Country, City of West Kelowna, District of Peachland, City of Kelowna, and the Regional District of the Central Okanagan with the Regional District of the Central Okanagan being the primary applicant to apply for, receive and manage the grant funding for the Central Okanagan Wellness and Poverty Strategy; and

**THAT** Council appoint a staff liaison for the duration of the project (approximately one year).

#### **8.4 ENGINEERING / PUBLIC WORKS / PARKS**

##### **8.4.1 Willow Park Shoreline Recovery Works – Contract Award**

55

Recommended Motion:

**THAT** Council award the construction contract for the Willow Park Shoreline Recovery Works to Landmark Solutions Ltd., for a total value of \$471,314.50 excluding taxes.

#### **8.5 FIRE RESCUE SERVICES**

#### **8.6 CORPORATE INITIATIVES**

#### **8.7 CORPORATE SERVICES / RECREATION AND CULTURE**

### **9. CORRESPONDENCE AND INFORMATION ITEMS**

### **10. NOTICE OF MOTION**

### **11. ADJOURNMENT OF THE REGULAR MEETING**

The next Council meeting is scheduled for 6:00 p.m., Tuesday, April 21, 2020.



**CITY OF WEST KELOWNA**  
**MINUTES OF THE SPECIAL MEETING OF COUNCIL**

Tuesday, March 24, 2020  
LIONS COMMUNITY CENTRE  
2466 MAIN STREET, WEST KELOWNA, BC

MEMBERS PRESENT: Mayor Gord Milsom  
Councillor Rick de Jong  
Councillor Doug Findlater  
Councillor Jason Friesen  
Councillor Stephen Johnston (via phone)  
Councillor Carol Zanon  
Councillor Jayson Zilkie (via phone)

Paul Gipps, CAO  
Tracey Batten, Deputy CAO / Corporate Officer  
Sandy Webster, Director of Corporate Initiatives  
Mark Koch, Director of Development Services  
Michelle Reid, Director of Human Resources  
Lisa Siavashi, Finance Manager  
Jason Brolund, Fire Chief  
Duncan Dixon, S/Sgt., RCMP

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**1. CALL THE SPECIAL COUNCIL MEETING TO ORDER**

The Special Council meeting was called to order at 3:38 p.m.

In accordance with the City of West Kelowna Procedure Bylaw No. 258, Mayor Milsom authorized attendance by telephone for Councillors Zilkie and Johnston at today's meeting.

**2. ADDITIONS OR CHANGES TO PROCEDURAL MOTION**

**3. ADOPTION OF AGENDA**

It was moved and seconded

Resolution No. C085/20

**THAT** the agenda be adopted as presented.

CARRIED UNANIMOUSLY

4. **PROCEDURAL MOTION**

It was moved and seconded

Resolution No. C086/20

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

(c) labour relations or other employee relations;

(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

(g) litigation or potential litigation affecting the municipality; 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

5. **ADJOURNMENT OF THE SPECIAL COUNCIL MEETING**

The Special Council meeting adjourned at 5:34 p.m.

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MAYOR

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DEPUTY CAO/CORPORATE OFFICER



**CITY OF WEST KELOWNA**  
**MINUTES OF THE REGULAR MEETING OF COUNCIL**

Tuesday, March 24, 2020  
LIONS COMMUNITY CENTRE  
2466 MAIN STREET, WEST KELOWNA, BC

MEMBERS PRESENT: Mayor Gord Milsom  
Councillor Rick de Jong  
Councillor Doug Findlater  
Councillor Jason Friesen  
Councillor Stephen Johnston (via phone)  
Councillor Carol Zanon  
Councillor Jayson Zilkie (via phone)

Paul Gipps, CAO  
Tracey Batten, Deputy CAO / Corporate Officer  
Sandy Webster, Director of Corporate Initiatives  
Jason Brolund, Fire Chief  
Michelle Reid, Director of Human Resources  
Mark Koch, Director of Development Services  
Lisa Siavashi, Finance Manager  
Bob Dargatz, Development Services/Approving Officer  
Brent Magnan, Planning Manager  
Rob Hillis, Engineering Manager  
Brandon Mayne, Help Desk Assistant

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**1. CALL THE REGULAR COUNCIL MEETING TO ORDER**

The meeting was called to order at 6:02 p.m.

In accordance with the City of West Kelowna Procedure Bylaw No. 258, Mayor Milsom authorized attendance by telephone for Councillors Zilkie and Johnston at today's meeting.

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

This meeting was available to the public via the City's live streaming services so the public could see and hear the proceedings. This necessary measure to restrict all in person public access to the Council meeting including the media was based on the

recommendations and mandate from health authorities to prevent the spread of COVID-19. The webcast is archived on the City's website.

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

- 2.1 E-mail received from Jaime Crocker and Tyler Odegard, dated March 20, 2020, re DP 19-23, Multiple Residential Development Permit with Variances, 2750 Olalla Road (see Item 8.1.1 under Development Services)**
- 2.2 Letter received from Bev Guest, re DP 19-23, Multiple Residential Development Permit with Variances, 2750 Olalla Road (see Item 8.1.1 under Development Services)**
- 2.3 E-mail received from Arnold Nesdoly, dated March 23, 2020, re DP 19-23, Multiple Residential Development Permit with Variances, 2750 Olalla Road (see Item 8.1.1 under Development Services)**
- 2.4 Letter received from Jody Dozois re DP 19-23, Multiple Residential Development Permit with Variances, 2750 Olalla Road (see Item 8.1.1 under Development Services)**
- 2.5 Notice of Motion from Councillor de Jong (see Item 10.1 under Notice of Motion)**

## **3. ADOPTION OF AGENDA**

It was moved and seconded

Resolution No. C087/20

**THAT** the Agenda be adopted as amended.

CARRIED UNANIMOUSLY

## **4. ADOPTION OF MINUTES**

- 4.1 Minutes of the Special Council Meeting held Tuesday, March 10, 2020 in the City of West Kelowna Committee Room**

It was moved and seconded

Resolution No. C088/20

**THAT** the minutes of the Special Council Meeting held Tuesday, March 10, 2020 in the City of West Kelowna Committee Room be adopted.

CARRIED UNANIMOUSLY

- 4.2 Minutes of the Regular Council Meeting held Tuesday, March 10, 2020 in the City of West Kelowna Council Chambers**

It was moved and seconded

Resolution No. C089/20

**THAT** the minutes of the Regular Council Meeting held Tuesday, March 10, 2020 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

**5. MAYOR AND COUNCILLOR'S REPORTS**

**5.1 Regional District of Central Okanagan Highlights from the March 12, 2020 Regional Board Meeting**

**6. DELEGATIONS**

**7. UNFINISHED BUSINESS**

**8. DIVISION REPORTS**

**8.1 DEVELOPMENT SERVICES**

**8.1.1 DP 19-23; Multiple Residential Development Permit with Variances; 2750 Olalla**

It was moved and seconded

Resolution No. C090/20

**THAT** Council authorize the issuance of a Development Permit (DP 19-23) to construct 100 units in two buildings stepping from two to six storeys in height with underground parking located at 2750 Olalla Road, subject to the conditions outlined in the attached Development Permit; and

**THAT** Council authorize a variance to City of West Kelowna Zoning Bylaw No. 0154 in accordance with the attached Site Plans, as follows:

- I. Increase the maximum permitted number of stories for a rooftop access and storage area on Building 2 from 2 stories to 3 stories (CD9 S.4.2);
- II. Reduce the minimum setback distance for sixth floor deck spaces from 32m to 28.8m (CD9 S.4.2);
- III. Increase the maximum permitted height for the first two stories abutting an A1 Zone or ALR from 6.0m to 7.3m (CD9 S.4.6(v));
- IV. Reduce the minimum interior side parcel setback for buildings and structures from the north parcel boundary on Site 4 from 3.0m to 1.5m (CD9 S.4.3); and
- V. Reduce the number of required loading spaces from 5 to 3 (S.4.10.1).



**THAT** issuance of the Development Permit be withheld pending receipt of landscape security for the landscape plan in the amount of \$429,826.25; and

**THAT** if the Development Permit has not been issued within one year from the date of approval, the Permit shall be deemed to have been refused and the file closed.

CARRIED UNANIMOUSLY

**8.1.2 CDP 14-01 and OCP 20-01; Comprehensive Development Plan and Official Community Plan and Official Community Plan Amendment Bylaw No.0100.57; Smith Creek**

It was moved and seconded

Resolution No. C091/20

**THAT** Council rescind second reading of City of West Kelowna Official Community Plan Bylaw No. 0100.57, 2020 and re-read a second reading as amended; and

**THAT** Council direct staff to schedule the amendment bylaw for Public Hearing when and how appropriate.

CARRIED UNANIMOUSLY

**8.2 ENGINEERING / PUBLIC WORKS / PARKS**

**8.3 FIRE RESCUE SERVICES**

**8.4 CORPORATE INITIATIVES**

**8.5 FINANCIAL SERVICES**

**8.5.1 Adoption of Water Rates Bylaw No. 0028.66, 2020**

It was moved and seconded

Resolution No. C092/20

**THAT** Council postpone consideration of adoption of “City of West Kelowna Fees and Charges Amendment Bylaw No. 0028.66, 2020” (Schedule 8) until the next Council meeting.

CARRIED UNANIMOUSLY

**8.5.2 2020 Parcel Tax Roll Review Panel**

It was moved and seconded

Resolution No. C093/20

**THAT** Council appoint Councillors Findlater, de Jong and Zanon to form a Parcel Tax Roll Review Panel; and

**THAT** Council direct staff to schedule a meeting of the Parcel Tax Roll Review Panel for 5:45 pm on Tuesday, April 21<sup>st</sup>; and further

**THAT** Council direct staff to give notice of the meeting in accordance with Section 94 of the *Community Charter*.

CARRIED UNANIMOUSLY

**8.6 CORPORATE SERVICES / RECREATION AND CULTURE**

**8.7 CHIEF ADMINISTRATIVE OFFICER**

**8.7.1 Rose Valley Water Treatment Plant**

Information Report from the CAO

**9. CORRESPONDENCE AND INFORMATION ITEMS**

**10. NOTICE OF MOTION**

**10.1 Notice of Motion from Councillor de Jong**

It was moved and seconded

Resolution No. C094/20

**THAT** Council waive policy and consider Councillor de Jong's Notice of Motion at tonight's meeting.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C095/20

**THAT** in recognition of the hardships, financial and otherwise, created by COVID-19, Council direct staff to explore measures to help support local residents and businesses in the immediate future and the longer term, with a report coming back to Council.

CARRIED UNANIMOUSLY

**11. ADJOURNMENT OF THE REGULAR MEETING**

The meeting adjourned at 8:12 p.m.

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MAYOR

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DEPUTY CAO/CORPORATE OFFICER

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## Highlights of the Regional Board Meeting – March 23, 2020

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### 2020-2024 Financial Plan Adopted

The Regional Board has adopted its 2020 - 2024 Financial Plan bylaw. The budget was drafted prior to the current public health response to the COVID-19 virus and its approval will ensure delivery of RDCO services. In light of the evolving response to the challenges ahead, there may be a time in the coming year that will require the Board to revisit and adapt the Financial Plan to best respond to the needs of the region. The 2020 operating budget totals \$55.99-million compared with \$48.92-million in 2019. This year \$12.5-million will be spent on important capital and infrastructure projects. The details may be viewed online at: [rdco.com/budgets](http://rdco.com/budgets).

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### Community Works Fund Approval

The Regional Board has approved the use of Gas Tax Community Works Funds for new projects totalling \$301,700 in the electoral areas this year. \$203,000 will be used in the Central Okanagan West Electoral Area for a new picnic shelter in Killiney Beach Community Park, dog beach fencing, a comfort station at Fintry Access #2 and a Community Trail in Traders Cove. In the Central Okanagan East Electoral Area, \$98,700 will be used for signage and roof replacement at the Ellison Heritage Community Hall and for signage at the Joe Rich Community Hall.

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### Wastewater Treatment Plant Budget Update

The Regional Board has approved an increase in the budget for a major infrastructure project at the Westside Regional Wastewater Treatment Plant. Following a public tender request, submitted bids exceeded pretender estimates of \$1.4-million for construction of a new Thickened Waste Activated Sludge Vault. The Board has approved a new project budget of \$1.9-million which has been included in the 2020-2024 Financial Plan. Funds from the Development Cost Charge and Reserve accounts will be used to pay for the increased project costs.

### Non-farm Use ALC Application Supported

The Regional Board supports an application for a non-farm use to the Agricultural Land Commission (ALC) for an Ellison-area property within the Agricultural Land Reserve. The applicant is asking the ALC to allow construction of an additional cold storage building at 4381 Old Vernon Road in order to expand its existing cherry and apply production line. If the application is approved by the ALC, the owners would be required to apply for a RDCO building permit.

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### Regional Board Meetings

Regional District office – 1450 KLO Road, Kelowna (Woodhaven Boardroom).

- **Thursday, April 9** – following 8:30 am Governance and Services Committee
- **Monday, April 27** – 7:00 pm

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### Audio of the Regional Board meeting at:

[rdco.com/media/281856/Audio\\_20\\_03\\_23brd.mp3](http://rdco.com/media/281856/Audio_20_03_23brd.mp3)

### Regional Hospital District Budget Approved

The Central Okanagan Regional Hospital District Board has adopted its 2020 – 2024 Financial Plan. It was drafted before the current public health emergency on priorities identified by Interior Health. Depending on how the response unfolds, these priorities may require some flexibility and adjustments in the Financial Plan to meet the needs of Central Okanagan residents. In order to build financial reserves and reduce the potential need for debt financing for a possible \$55-65-million in capital projects over the next ten years, the Board has agreed to annual three per cent increases over the next five years. In 2020, the average residential home assessed at \$734,500 will pay \$188.86 towards capital improvements and new health equipment in the Central Okanagan. The 2020 budget includes \$10.5-million for health-related capital project funding.

## KLO Road Building Closure



### The health and safety of the public and staff is our top priority.

In-person services at the RDCO office have been suspended in support of health authorities efforts to reduce the spread of the COVID-19 virus.

Staff are available weekdays 8:00am - 4:00pm by phone or by email. Responses will be provided as quickly as possible during regular hours of operation. During this health emergency, the RDCO will continue to provide essential services such as garbage and recycling, water and fire services, dog control and the Westside Regional Wastewater Treatment Plant.

Courier and Canada Post deliveries are being accepted – please call our reception **250-763-4918**.

Here's how to reach the following agencies located in the KLO Road office:

<b>Regional District of Central Okanagan</b>		
Phone: 250-763-4918	email: <a href="mailto:info@rdco.com">info@rdco.com</a>	website: <a href="http://rdco.com">rdco.com</a>
<b>City of Kelowna KLO Community Policing Office</b>		
Phone: 250-470-0600		
<b>Okanagan Basin Water Board</b>		
Phone: 250-469-6270		
website: <a href="http://obwb.ca/contact">obwb.ca/contact</a>		
<b>Okanagan Collaborative Conservation Program</b>		
Phone: 250-718-4096	email: <a href="mailto:occp123@gmail.com">occp123@gmail.com</a>	website: <a href="http://okcp.ca">okcp.ca</a>
<b>Okanagan Film Commission</b>		
Phone: 250-717-0087	email: <a href="mailto:info@okanaganfilm.com">info@okanaganfilm.com</a>	website: <a href="http://okanaganfilm.com">okanaganfilm.com</a>
<b>Sterile Insect Release Program</b>		
Phone: 800-363-6684	email: <a href="mailto:sirinfo@oksir.org">sirinfo@oksir.org</a>	website: <a href="http://oksir.org">oksir.org</a>

The Regional District continues to follow the direction of public health experts for the safety of its staff and residents to reduce the impact on our community and our health system.

For updates on the RDCO response to COVID-19 visit [rdco.com/covid-19](http://rdco.com/covid-19).

## Composter & Rain Barrel Sale



To place your order visit  
[rdco.com/compostersale](http://rdco.com/compostersale)  
or call the Regional Waste  
Reduction Office at  
250-469-6250.



**Rain Barrels \$78**  
Only 200 available  
Limit two per household  
Collect naturally soft rain water for use  
in your garden  
**Green Cone Food Digester \$100**  
Limited quantity available  
Handles all kitchen and food waste  
Pet waste too!

**Backyard Composter \$35**  
Only 300 available Make your own great soil Reduce your waste

## Yard Waste Collection is back on!



Please check your cart to ensure it's only yard waste, no plastic or foreign matter.  
**Accepted Items:**  
Leaves  
Branches  
Prunings  
Needles  
Grass Clippings  
Fruit Droppings  
Size limitations apply

No flower pots, bags of any kind, pet waste, kitchen scraps, rocks, soil, or sod



The Board Report is published monthly after each regular meeting of the Board of the Regional District of Central Okanagan. The Regional Board meets twice a month in regular session in the Woodhaven Boardroom at the Regional District office, 1450 KLO Road. The public is welcome to attend.



INFORMATION ONLY COUNCIL REPORT  
Office of the CAO  
For the April 7, 2020 Council Meeting

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DATE: April 3, 2020  
TO: Mayor and Council  
FROM: Paul Gipps, CAO  
RE: CAO COVID-19 Status Update

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EXECUTIVE SUMMARY:

At the March 24, 2020 regular Council meeting, Council passed the following resolution: "THAT in recognition of the hardships, financial and otherwise, created by COVID-19, Council direct staff to explore measures to help support local residents and businesses in the immediate future and the longer term, with a report coming back to Council."

In the last 2 weeks, the Federal and Provincial Governments have introduced significant programs related to financial support for businesses and individuals that are impacted by COVID-19. The Province has also introduced changes to the way local government conducts its business and is looking at additional changes to our taxation laws that govern us. We anticipate that these additional changes will be announced in the coming days or within the next week. Since the last Council meeting on March 24, staff has identified a number of areas where financial relief could be given to the community and we are preparing those options for Council in the weeks ahead. Listed below are strategic areas we are working on to assist with the hardship of COVID-19 as it relates to city business

Staff are looking at reducing the financial burden through cost savings, penalty deferments and tax reductions. The 5-Year Financial Plan Water Rates Bylaw will be circulated at the next regular Council meeting on April 7, 2020, as staff would like to ensure that announcements by the Province between when our April 7 Council Agenda is posted and the Report to Council on April 7 doesn't impact the options we are preparing for Council's consideration.

The full impact of the COVID-19 pandemic is unknown and continues to change daily, therefore staff recommends remaining vigilant and flexible in the timing and recommendations to Council. At this time, staff has slowed some of the more complex major projects as we change our focus to maintain our core services where we can support the community strategize how to lessen the impact this current situation is putting our community through and look forward to what is next. We will continue to move forward with priority projects such as the Rose Valley Water Treatment Plant, Glenrosa Road upgrades, health and social housing files, and continuing to move forward some of our long overdue infrastructure files.

The strategy staff are working on is focused on three key areas:

- 1 - 3 months; What we can do immediately.
  - a. This strategy is focused on delivering services where we can maintain Provincial and Federal guidelines and orders.
  - b. Planning for essential services, including potential flooding and wildfire.
  - c. Reducing costs and identifying areas to defer financial impacts.
  - d. Supporting the residents and implementing new communication conduits.
  - e. Working with the Province to identify legislative changes to support the Community; Tax penalty deferrals, support for residents and local businesses.
  - f. Support local economic opportunities, such as ensuring development services continues and supporting Greater Westside businesses sustainability efforts.
- 2 - 4-6 months; What is coming.
  - a. This strategy is about looking forward and identifying areas to return services to the public where possible.
  - b. Work with local business to help stabilize and restart economic recovery strategies that integrate with regional efforts.
  - c. Continued local Greater Westside business support initiatives that fosters local-to-regional awareness and sustainability, including a Spotlight On Business initiative with sub-business campaigns such as "It's Time For Take-out."
  - d. Launching shelf ready projects that can qualify for provincial and federal funding to support local economic opportunities.
- 3 - Beyond 6 months; Supporting and restarting the economy and returning services to anticipated levels.
  - a. Work with the Province and Federal governments to roll out stimulus packages.
  - b. Opening recreation and expanding access to parks and facilities.
  - c. Continue to advance Council Priorities and day-to-day operations.

These are very uncertain times and the course we are on is changing daily during COVID-19. Staff will remain as flexible as we understand that the services we currently provide, how they are provided and the extent they are provided are subject to change on a moments notice. Staff remain at Council and the public's service and we are adapting our processes to help lessen the hardship to our community. More information about those measures will be brought forward to Council in stages beginning with the final recommendations that will be presented at the April 7, 2020 regular Council meeting.

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒





COUNCIL REPORT  
Financial Services  
For the April 7, 2020 Council Meeting

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DATE: March 25, 2020  
TO: Paul Gipps, CAO  
FROM: Warren Everton, Director of Finance/CFO  
RE: Revenue Anticipation Borrowing Bylaw No. 0275, 2020

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This bylaw is required to ensure the integrity of cash flow for the City of West Kelowna in any given year until tax is collected. This bylaw is especially important during the COVID-19 crisis in order to mitigate the potential for tax payment defaults.

**RECOMMENDED MOTION:**

**THAT** Council give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings to the “City of West Kelowna Revenue Anticipation Borrowing Bylaw 0275, 2020”.

**LEGISLATIVE REQUIREMENTS:**

Section 177 of the *Community Charter* provides for the borrowing of money that may be necessary to meet the current lawful expenditures of the City of West Kelowna and to pay amounts required to meet the City’s taxing obligations in relation to other local governments and public bodies. The borrowing must not exceed 75% of the revenue in the current year’s approved financial plan, if already adopted, otherwise it must not exceed 75% of the previous year’s financial plan revenue.

**BACKGROUND:**

The Revenue Anticipation Borrowing Bylaw No. 0275, 2020 would authorize temporary borrowing of up to \$6,000,000 to meet corporate cash flow requirements, if necessary, pending receipt of our 2020 tax and utility revenues. This proposed limit is based on the City’s past needs at various points in the operating year and takes into consideration the major projects included in the Five-year Financial Plan. The timing of tax revenues, major capital projects, receipt of debenture financing, and the receipt of grant funding all impact our bank account balance on a seasonal and yearly basis. As recently as 2016, Council authorized temporary borrowing of up to \$2 million, which has been in place with the City’s bank since. An operating line of credit increase to \$6 million would further build flexibility into the City’s revenue streams across the organization. Many cities in BC of similar size to West Kelowna already have a comparable level of temporary borrowing authorized in the event it is needed. The City’s bank has authorized the increased overdraft limit pending the adoption of the bylaw.

**COUNCIL REPORT/RESOLUTION HISTORY:**

Date	Report Topic/Resolution	Resolution No.
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Revenue Anticipation Borrowing Bylaw No. 0275, 2020  
Page 1 of 2



Feb 10, 2016	Revenue Anticipation Borrowing Bylaw	Bylaw No. 197
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**FINANCIAL IMPLICATIONS:**

In any given year the financial implications of ongoing operations and capital projects can put pressure on the City's cash flow. In the City's recent history borrowing in the form of bank overdraft has not been needed to support cash flow in the period leading up to tax season. Regardless, such borrowing can be an important relief valve and help to mitigate cash risk. In the event that borrowing is needed in 2020, interest costs should have only a small impact on the five-year financial plan. At this time borrowing rates are low at prime less 0.75% (current prime = 2.95%). Therefore, if the City requires borrowing from one to four months, the cost could range from a few thousand dollars upwards of \$40,000 depending on the level of overdraft.

**ALTERNATE MOTIONS(S):**

**THAT** Council give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings for an amended amount of the "City of West Kelowna Revenue Anticipation Borrowing Bylaw 0275, 2020"

**REVIEWED AND APPROVED BY:**

Tracey Batten, Deputy CAO/Corporate Officer  
Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒

Attachments:  
Bylaw 0275, Revenue Anticipation Borrowing

CITY OF WEST KELOWNA

BYLAW NO. 0275

A BYLAW TO PROVIDE FOR THE BORROWING OF MONEY IN ANTICIPATION OF  
REVENUE

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WHEREAS, as provided in Section 177 (1) of the *Community Charter*, the City of West Kelowna may, by bylaw, provide for the borrowing of money that may be necessary to meet the current lawful expenditures of the City and to pay amounts required to meet the City's taxing obligations in relation to another local government or other public body;

AND WHEREAS, as provided in Section 177 (1) of the *Community Charter*, the total debt outstanding must not exceed the sum of:

- a) The unpaid taxes for all purposes levied during the current year, or where the annual property tax bylaw for the current year has yet to be adopted, 75% of the taxes levied for all purposes in the immediately preceding year; and
- b) The money remaining due from other governments;

AND WHEREAS the maximum amount of liability that Council may incur is twenty four million, seven hundred fifty-six thousand, seven hundred ninety-four dollars (\$24,756,794), being 75% of the taxes levied for all purposes in the year 2019. No money is currently remaining due from other governments;

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

- 1. This Bylaw may be cited as the "CITY OF WEST KELOWNA REVENUE ANTICIPATION BORROWING BYLAW NO. 0275, 2020."
- 2. The Council is hereby empowered and authorized to borrow upon the credit of the City of West Kelowna from a financial institution, the sum of up to SIX MILLION DOLLARS (\$6,000,000).
- 3. The form of obligation to be given as acknowledgment of the liability shall be a promissory note or notes bearing the corporate seal and signed by the authorized Signing Officers.
- 4. That all taxes collected, including unpaid taxes from the year 2019 and taxes to be levied for the year 2020, be used to repay the money so borrowed.

READ A FIRST, SECOND AND THIRD TIME THIS      DAY OF,      2020  
ADOPTED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK



COUNCIL REPORT  
Development Services  
For the April 7, 2020 Council Meeting

---

DATE: March 30, 2020

TO: Paul Gipps, CAO

FROM: Chris Oliver

RE: Z 18-08; Official Community Plan Amendment Bylaw No. 0100.55 and Zoning Amendment Bylaw No. 0154.74; 2377 Thacker Drive  
Legal: LOT 108 DL 1118 ODYD PLAN 5381 EXCEPT PLAN 43347  
Owner: Lunelli Enterprises LTD., INC. No. BC022466  
Agent: Protech Consulting 2012 (Grant Maddock)

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This file is being brought forward with the intention of furthering the proposed land use approval process. As the public hearing has concluded, there is no opportunity for additional public comment or input into the process, and this report will provide further direction to the applicant on zoning approval requirements.

RECOMMENDED MOTION:

**THAT** Council rescind first and second reading of Official Community Plan Amendment Bylaw No. 0100.55, 2019;

**THAT** Council rescind second reading of City of West Kelowna Zoning Amendment Bylaw No. 0154.74, 2019 and re-read a second reading as amended; and

**THAT** Council direct staff to waive the Public Hearing for the proposed Zoning Amendment Bylaw.

RATIONALE:

The recommended motion would allow for the development of the upper, flat portion of the property that is accessible from Lakeview Heights and not allow for development of the single lower lot accessed from Casa Loma. The application would be brought back for 3<sup>rd</sup> reading of the bylaws and would include all requirements prior to adoption.

The recommended motion is based on the following considerations:

- The proposed use of the **upper** portion of the property (outside the OCP amendment area):
  - is consistent with the existing Single Family Residential land use designation included in the OCP;
  - can be supported from a servicing perspective with required improvements; and

- is consistent with the neighbourhood character which is predominately single family dwellings and has the ability to complement the type, form, scale, and character of adjacent buildings.
- The motion to rescind the OCP Amendment Bylaw and alter the rezoning of the **lower** portion:
  - it is an extremely steep area with significant technical challenges;
  - the anticipated area of disturbance is ~0.82ha(2ac) for only one single family dwelling;
  - the area has moderate ecological value (ESA-2); and
  - it is unlikely the lot can be developed in accordance with Development Permit guidelines.

#### LEGISLATIVE REQUIREMENTS:

Council has the authority under Part 14, s. 472 of the *Local Government Act (LGA)* to amend the Official Community Plan and s. 479 to create and amend the Zoning Bylaw.

#### **Waiving of Public Hearing**

The recommended motion includes rescinding and closing the OCP Amendment and rescinding and re-reading the Zoning Amendment Bylaw. With this recommended motion, the Zoning Bylaw will be changing after the Public Hearing. As required by the *LGA*, a Public Hearing must be held unless otherwise waived in accordance with the *LGA*.

The *Local Government Act* (s.464(2)) permits local governments to waive the holding of a public hearing on a proposed zoning bylaw amendment if there is an official community plan in effect for the area that is subject to the bylaw and the bylaw is consistent with the plan.

With the recommended motion, the proposal to rezone to Parks and Open Space as well as the upper portion to Single Family Residential would be consistent with the underlying OCP land use designations.

If Council chooses to follow the recommend motion, Council can waive the public hearing requirement and direct staff to schedule the proposed zoning bylaw amendment for third reading. Should Council choose to waive the public hearing, in accordance with section 467 of the *LGA*, the City will be required to give notice that it is waiving the public hearing and providing opportunity for the public to review the bylaw.

## BACKGROUND:

### **Proposal**

The applicant is seeking to rezone the entire parcel and amend the land use designation for a portion of the subject property to accommodate a 15 lot single family residential subdivision. The relatively large parcel features an existing single family home and an accessory home (permitted as an agricultural worker dwelling under Zoning Bylaw No. 871).

### **Location and Surrounding Uses**

The 6.5 ha (16.085 acres) subject property is centrally located in the Lakeview Heights neighbourhood; approximately 1km north of the intersection of Thacker Drive and Anders Road (Attachments 1 and 2). The property is currently zoned Rural Residential Large Parcel Zone (RU4) and is split designated as both Single Family Residential and Resource Lands. The property fronts both Thacker Drive and Casa Grande Drive in the Casa Loma Neighbourhood.

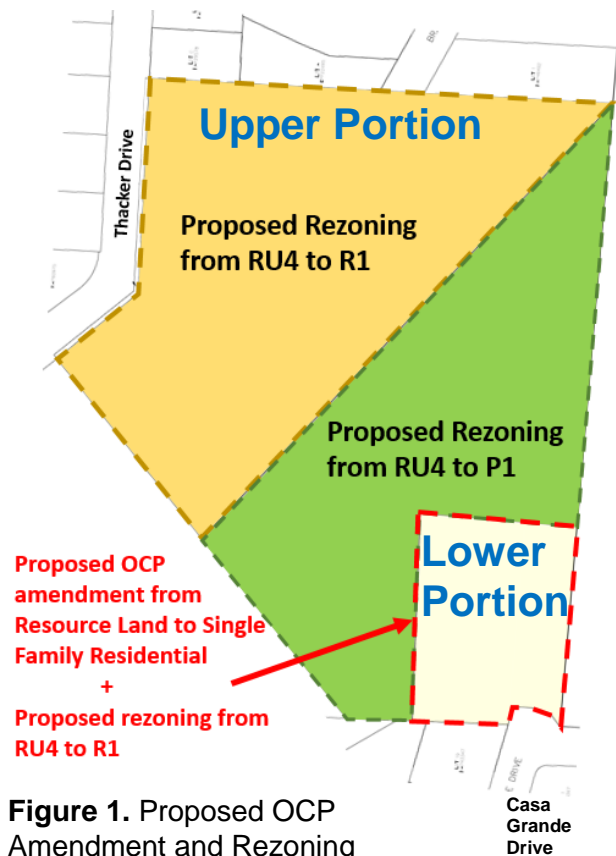
### **Policy and Bylaw Review**

#### Official Community Plan (OCP) No. 0100

##### Lower Portion

The applicant has applied for an OCP amendment and rezoning for the lower portion of the property. There are significant challenges with developing the lower portion. The proposed works to accommodate development in the lower portion (proposed Lot 7) are challenged by the following objectives and guidelines of the Hillside Development Permit area included in the OCP:

- Protect people and property from hazardous conditions in the natural environment.
- Prevent the creation of hazardous conditions resulting from development on hillsides.
- Protect the natural environment, its ecosystems and biological diversity on hillsides.
- Hillside development should be designed to fit the site, rather than alter the site to fit the development. This requires site planning that:
  - Minimizes the alteration of natural grades and the removal and/or disturbance of natural vegetation; and
  - Gives priority to limiting site disturbance over achieving maximum parcel yields.



**Figure 1.** Proposed OCP Amendment and Rezoning

The applicant has proven that this proposed lot can be serviced and has proven out a building platform and driveway that requires a large area of disturbance ~0.82ha (2.0ac), and multiple retaining walls (Figure 2).

As additional detailed rockfall review has taken place, it has been identified that the level of disturbance required to accommodate the development of the lower portion is larger than the proposed rezoning boundary. It is not typical that the required level of disturbance to an ESA 2 area for one single-family lot be permitted. It is therefore recommended to move forward with the upper development site only.



**Figure 2.** Disturbance Area and Size Comparison

## PUBLIC HEARING:

### **Overview of Public Hearing**

At the public hearing, which was held on January 28, 2020, the discussion was primarily focused on the rezoning of the lower portion and technical concerns (geotechnical, rockfall, NFPA, stormwater, and wildfire). Multiple members of the public that addressed Council at the Public Hearing spoke in opposition to the development of the lower area citing various concerns including:

- NFPA Standards for access out of Casa Loma;
- Preservation of ESA areas and protection of steep slopes;
- Active use of the wildlife corridor;
- Steep topography of the parcel and concern regarding the amount of disturbance for the hillside;
- Inconsistency with the City's Hillside Guidelines;
- Complete disregards for the loss of habitat, Development Permit Guidelines, City Bylaws through the unlawful removal of 250+ year old trees; and
- Concern regarding the level of disturbance required to complete wildfire mitigation works and a suggestion that an alternate method of access be considered (through the adjacent property).

Other more technical questions that were raised as part of the Public Hearing were related to a through road connection to Thacker Drive. Staff did consult with the City's traffic consultant and due to the characteristics of the fronting corner on Thacker Drive, a through access to Bridgeview is not recommended due to traffic safety concerns (i.e. sight lines).

Additional concerns were also raised by the public regarding stormwater management and drainage. As part of the development of the upper portion stormwater management infrastructure will be implemented as required by and in accordance with the Works and Services Bylaw. The applicant has prepared a preliminary plan that shows a mechanical detention system using drywells and perforated pipes, which will ensure storm water is captured rather than conveyed down the hillside.

### Wildfire Mitigation

Following the comments made by the applicant at the Public Hearing, the wildfire mitigation professional provided additional comments regarding the wildfire interface and treatment (Attachment 5). Generally, the wildfire mitigation professional indicated it is beneficial to have immediate access to reduce costs and create a more effective, safer post-treatment access. The professional also commented, that in general this area is a challenging area to treat and would be costly in a scenario with or without access.

If necessary, as part of the wildfire hazard mitigation works at subdivision, staff would work with the applicant to determine if a development permit is required for the proposed disturbance including an access. If the proposed works are not in accordance with the Hillside or Terrestrial Development Permit Guidelines, staff would bring the application for Council consideration. In an instance where the Guidelines are not being met, Council could require the applicant to apply less equipment intensive treatment methods or methods that create less of a disturbance prior to subdivision. The wildfire mitigation professional has indicated these types of treatment methods would be more costly.

### COUNCIL REPORT/RESOLUTION HISTORY:

Date	Report Topic/Resolution	Resolution No.
March 12, 2019	<b>THAT</b> Council <u>give</u> first and second readings to City of West Kelowna Zoning Amendment Bylaw No. 0154.74, 2019; and <b>THAT</b> Council <u>give</u> first and second readings to City of West Kelowna Official Community Plan Amendment Bylaw No. 0100.55, 2019.	C123/19
January 28, 2020	Public Hearing Held	N/A

### ALTERNATE MOTION:

**THAT** Council give third reading of Official Community Plan Amendment Bylaw No. 0100.55, 2019 and Zoning Amendment Bylaw No. 0154.74, 2019;

**THAT** Council direct staff to schedule the bylaws for consideration of adoption following registration of a covenant under s. 219 of the Land Title Act that requires the following items to be undertaken at subdivision:

- road dedication of approximately 392m<sup>2</sup> to bring the ROW width to 20m for the portion of the property fronting Thacker Drive;
- wildfire hazard mitigation works and covenant registration;
- registration of a no-build, no-disturb covenant for the remaining P1-zoned land based on geotechnical and environmental reporting recommendations;
- off-site improvements including:
  - an asphalt path connecting the frontage works to the Thacker – Crestview Pedestrian Connection

- a pedestrian crossing and streetlight across Thacker Drive;
- improvements to the Thacker – Crestview Pedestrian Connection; and
- a separate density restricting covenant limiting the lower Single Detached Residential zoned area to one dwelling.

**THAT** Council direct staff to schedule the bylaws for consideration of adoption following demolition of the existing agricultural worker dwelling located on the property (2377 Thacker Drive);

The alternate motion would allow the development of the lower portion of the property access from Casa Loma as well as the upper portion. The applicant has provided a rationale letter for the alternate motion (Attachment 6). Should Council choose the alternate motion, the applicant would be required to meet the conditions noted above prior to the application being brought forward for adoption.

**REVIEWED AND APPROVED BY:**

Brent Magnan, Planning Manager  
 Mark Koch, Director of Development Services  
 Tracey Batten, Deputy CAO/Corporate Officer  
 Paul Gipps, CAO

Powerpoint: Yes ☒ No ☐

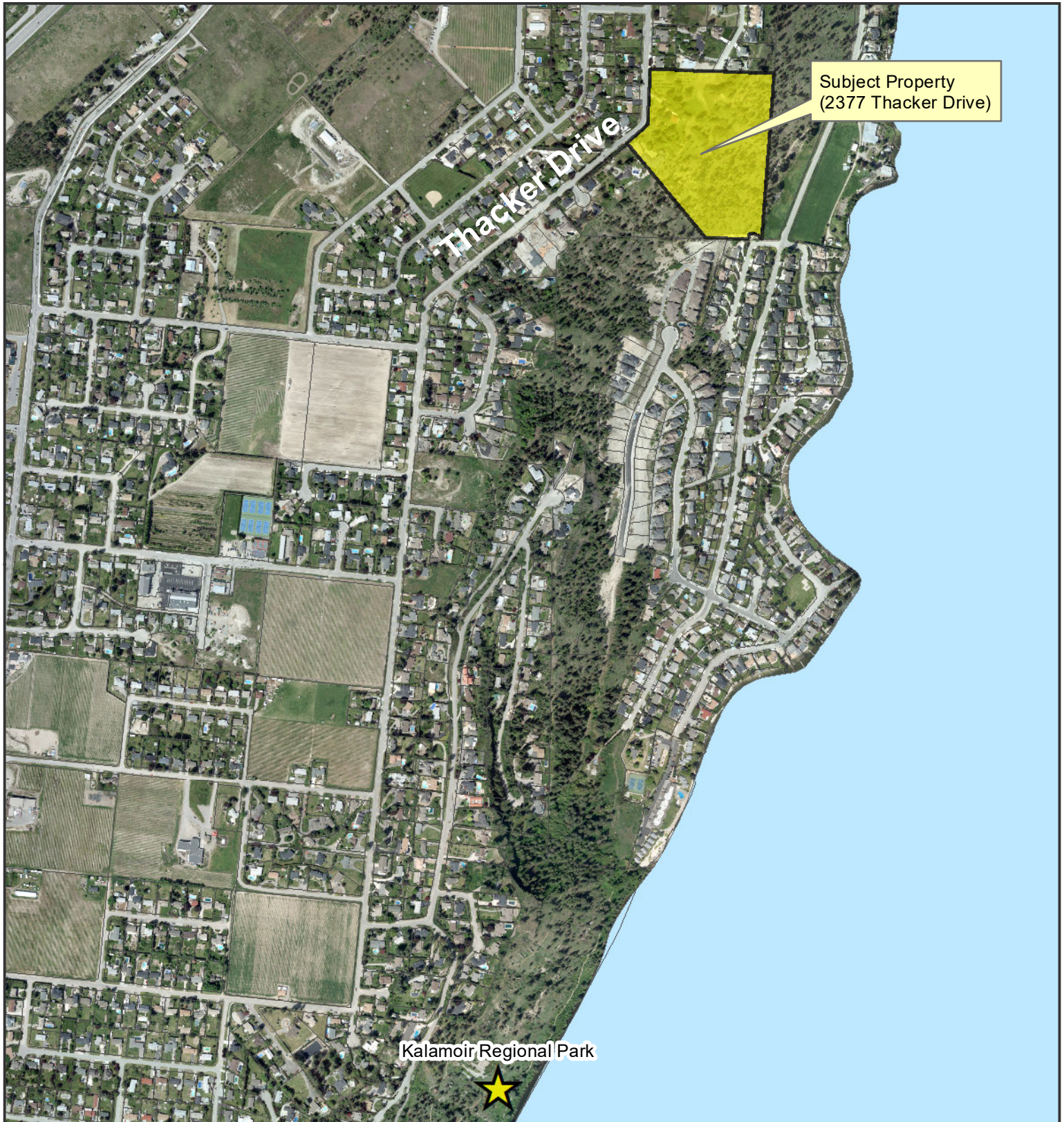
**Attachments:**

1. Zoning Amendment Bylaw No. 0154.74 (Re-read)
2. Official Community Plan Amendment Bylaw No. 0100.55 and Zoning Amendment Bylaw No. 0154.74 (Original)
3. Context Map
4. Subject Property Map
5. Updated Wildfire Hazard Comments
6. Applicant's Rationale Letter



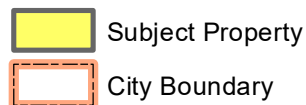


# CONTEXT MAP: Z 18-08



File: Z18-08

Legal Description: Lot 108, DL 1118, ODYD, Plan 5381  
Except Plan 43347



0 150 300 600  
Metres







# SUBJECT PROPERTY: Z 18-08



File: Z 18-08

Legal Description: Lot 108, DL 1118, ODYD, Plan 5381  
Except Plan 43347

## LEGEND

- Subject Property
- Zoning Boundary
- Parcels

0 35 70 140 Metres





## Chris Oliver

---

**To:** Grant Maddock  
**Subject:** RE: 2377/2401 Thacker Drive

**From:** R P <[REDACTED]>  
**Sent:** March 11, 2020 8:26 PM  
**To:** Grant Maddock <[REDACTED]>  
**Subject:** 2377/2401 Thacker Drive

Grant: In follow up to your enquiry, I reviewed the preliminary access road design for the lower elevation section of the Lunelli property – and the proposed access from Casa Grande Drive. A couple comments from a Wildfire Interface/Treatment perspective:

- Generally when wildfire mitigation works are undertaken, we( the contractor) tries to utilize any future road/trail access corridors for treatment access. On this particular parcel, that road would be paramount in impacting the treatment, as it would provide safe, reasonable and more cost effective access to some very difficult and challenging terrain. The distance from existing access points would make treatment very difficult.
- Over the last number of years open burning hand piles within the City(s) has become increasingly difficult – in that acquiring venting index and safe burning conditions on low elevation areas is almost impossible. It is not a feasible option, and would not ensure disposal – thus chipping would likely be the only reasonable option – and would only work if some form of access is available.
- The construction ( clearing) of the future access usually becomes the primary fireguard ( as it is the widest deforested strip) .
- Post treatment, the access provides access for emergency vehicles, and better/safer options for wildfire suppression crews.
- There is some continuity with adjacent forested areas with similar concerns, thus this access would also provide options for suppression/treatment of those areas.

Anyway, just some quick thoughts, this is a really tough chunk of ground to treat with the talus/large rocks and other significant limiting factors. Even with a road , it is still tough and expensive. Nothing is impossible, but an access corridor would definitely assist in a number of positive ways.

Rick Pasutto, RFT  
RJP Holdings Ltd.

# PROTECH

## CONSULTING 2012

#200 - 1461 ST. PAUL STREET, KELOWNA, B.C. V1Y 2E4  
TELEPHONE 250-860-1771 • FAX 250-860-1994  
www.protech-consulting.com

March 25, 2020  
Our File 17039

TO: City of West Kelowna – MAYOR AND COUNCIL

Re: Subdivision Application – Lot 108, Plan 5381 – 2377 Thacker Drive  
Z18-008

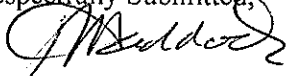
On behalf of the Owners:

Based on Planning's negative recommendation with respect to the proposed Lot 7 off of Casa Grande, I, as agent for the Owner, request Council give due consideration to approve the alternate recommendation to include proposed Lot 7 into the OCP and to rezone Lot 7 to R-1 with a Covenant restricting to one lot only. Our request is based on:

- Home Owner to provide access for Wildfire Mitigation
- Provide access for emergency response vehicle
- Provide a fire break to adjacent forested areas
- Construction and Maintenance of a rock fall berm
- Financial benefit to the City

BENEFIT TO THE CITY	Park & Open Space	R-1
Access for Wildfire Mitigation	No	Yes
Emergency Fire Access	No	Yes
Fire Break to Adjacent Forest Area	No	Yes
Construction & Maintenance Rock Fall Berm	No	Yes
Financial Benefit to City	None	Yes
DCC's	None	\$18,396.00
RDCO	None	\$3,752.00
School	None	\$756.00
	None	\$22,904.00
Annual Tax – Land - \$350,000.00	None	\$1,180.00
Building - \$850,000.00	None	\$2,860.00
		\$4,040.00

Respectfully Submitted,



PROTECH CONSULTING 2012  
H. Grant Maddock  
HGM/sam

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**CITY OF WEST KELOWNA**

**BYLAW NO. 0154.74**

**A BYLAW TO AMEND "ZONING BYLAW NO. 0154"**

---

WHEREAS the Council of the City of West Kelowna desires to amend "DISTRICT OF WEST KELOWNA ZONING BYLAW NO. 0154" 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. 0154.74, 2019".

2. Amendments

"Zoning Bylaw No. 0154" is hereby amended as follows:

2.1 By changing the zoning on a portion of LOT 108, DL 1118, ODYD PLAN 5381, EXCEPT PLAN 43347 from Rural Residential Large Parcel Zone (RU4) to Single Detached Residential (R1) and from Residential Large Parcel Zone (RU4) to Parks and Open Space Zone (P1).

2.2 By depicting the change on "Zoning Bylaw No. 0154 Schedule B" (Zoning Bylaw map).

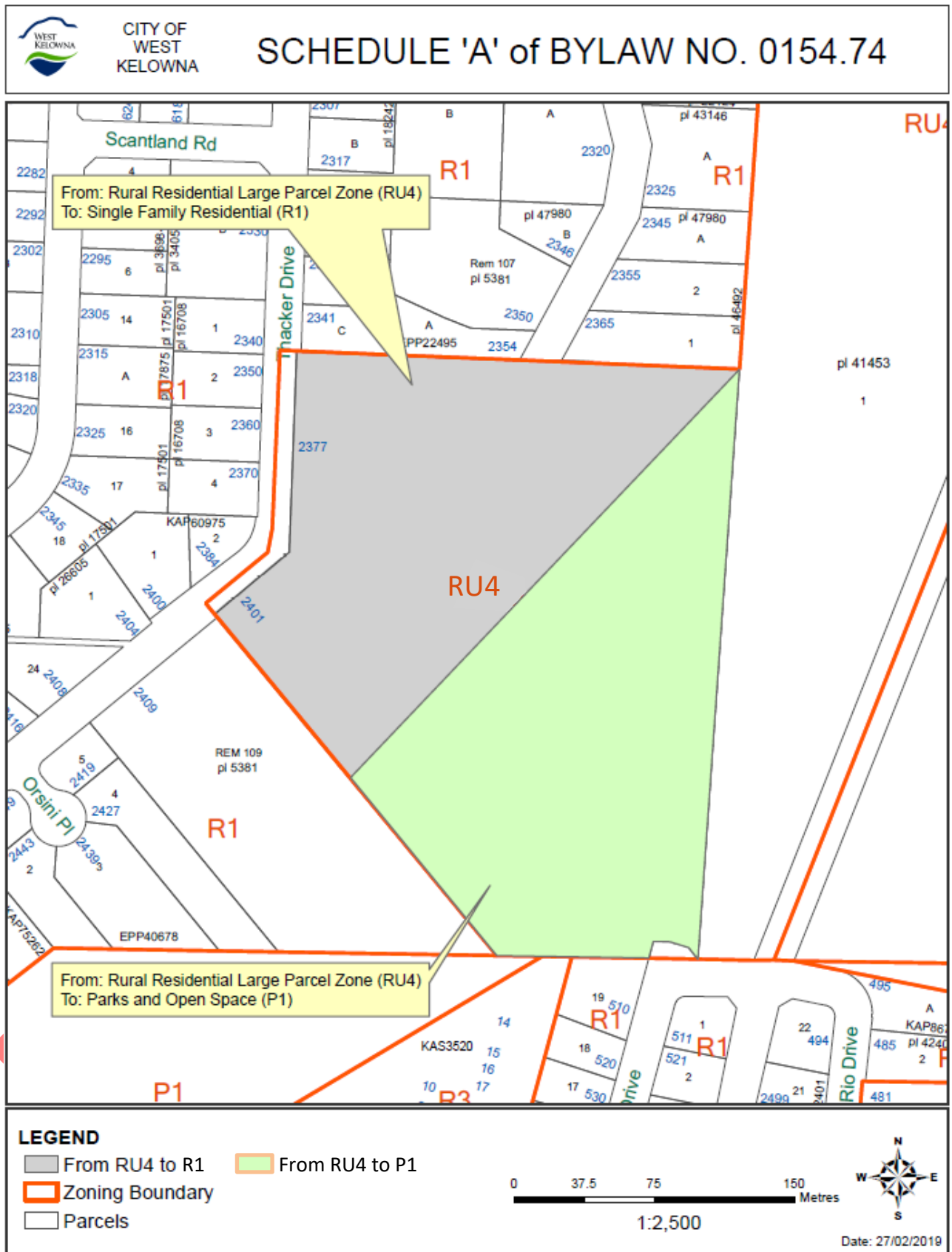
READ A FIRST AND SECOND TIME THIS 12<sup>TH</sup> DAY OF MARCH, 2019

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MAYOR

---

CITY CLERK



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**CITY OF WEST KELOWNA**

**BYLAW NO. 0154.74**

**A BYLAW TO AMEND "ZONING BYLAW NO. 0154"**

---

WHEREAS the Council of the City of West Kelowna desires to amend "DISTRICT OF WEST KELOWNA ZONING BYLAW NO. 0154" 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. 0154.74, 2019".

2. Amendments

"Zoning Bylaw No. 0154" is hereby amended as follows:

2.1 By changing the zoning on a portion of LOT 108, DL 1118, ODYD PLAN 5381, EXCEPT PLAN 43347 from Rural Residential Large Parcel Zone (RU4) to Single Detached Residential (R1) and from Residential Large Parcel Zone (RU4) to Parks and Open Space Zone (P1).

2.2 By depicting the change on "Zoning Bylaw No. 0154 Schedule B" (Zoning Bylaw map).

READ A FIRST AND SECOND TIME THIS 12<sup>TH</sup> DAY OF MARCH, 2019  
PUBLIC HEARING HELD THIS 28<sup>TH</sup> DAY OF JANUARY, 2020

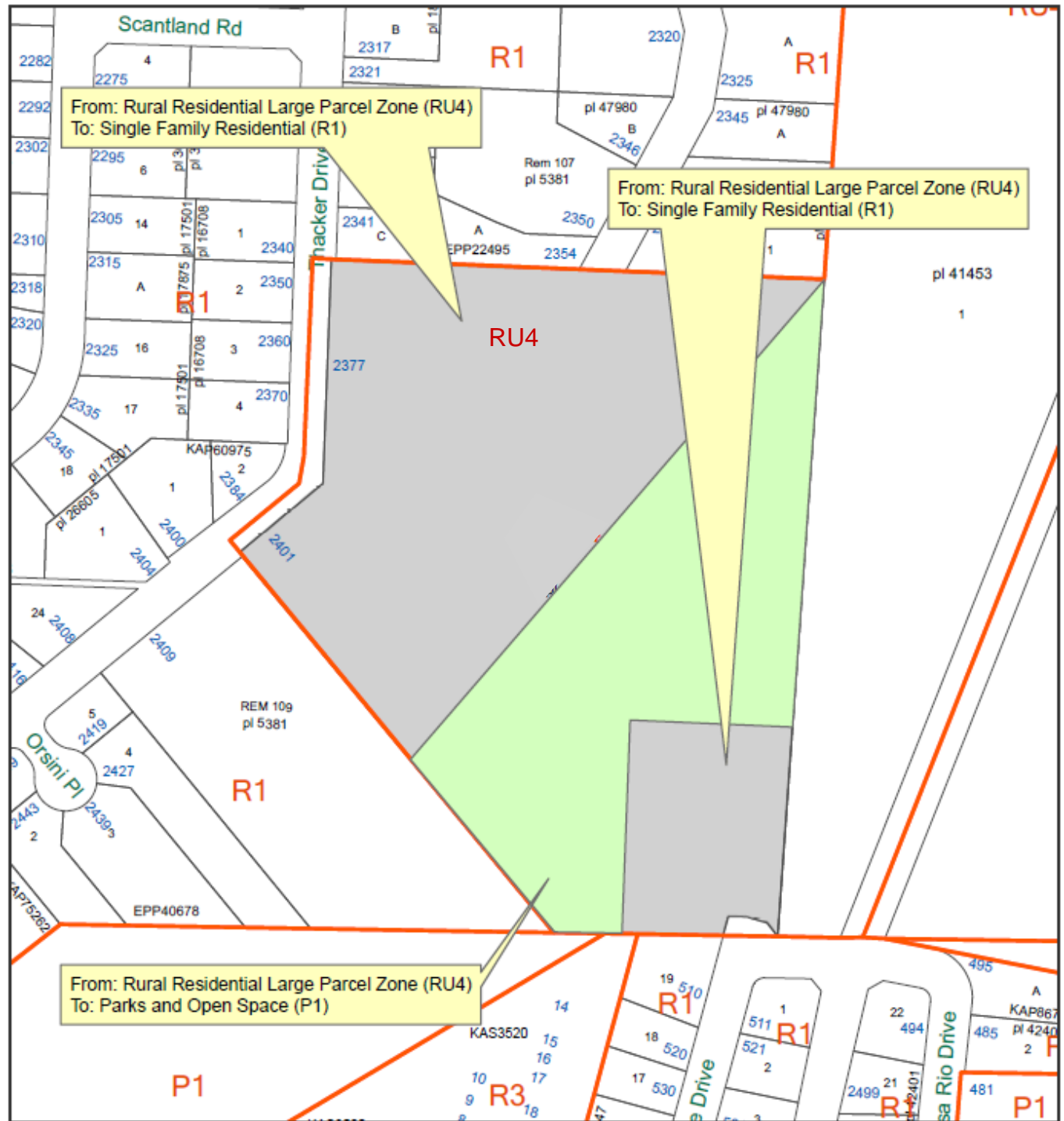
\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK



CITY OF  
WEST  
KELOWNA

# SCHEDULE 'A' of BYLAW NO. 0154.74



## LEGEND

- From RU4 to R1
- From RU4 to P1
- Zoning Boundary
- Parcels

0 37.5 75 150 Metres

1:2,500



Date: 27/02/2019



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**CITY OF WEST KELOWNA**

**BYLAW NO. 0100.55**

**A BYLAW TO AMEND “CITY OF WEST KELOWNA OFFICIAL COMMUNITY PLAN BYLAW NO. 0100”**

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WHEREAS the Council of the City of West Kelowna desires to amend “CITY OF WEST KELOWNA OFFICIAL COMMUNITY PLAN BYLAW NO. 0100” 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 OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW NO. 0100.55, 2019”.

2. Amendments

“City of West Kelowna Official Community Plan Bylaw No. 0100” is hereby amended as follows:

2.1 By changing the designation on a portion of LOT 108, DL 1118, ODYD PLAN 5381, EXCEPT PLAN 43347 from Resource Land (RL) to Single Family Residential (SFR).

2.2 By depicting the change on “City of West Kelowna Official Community Plan Bylaw No. 0100 Schedule B” (Land Use map).

READ A FIRST AND SECOND TIME THIS 12<sup>TH</sup> DAY OF MARCH, 2019  
PUBLIC HEARING HELD THIS 28<sup>TH</sup> DAY OF JANUARY, 2020

---

MAYOR

---

CITY CLERK



CITY OF  
WEST  
KELOWNA

# SCHEDULE 'A' of BYLAW NO. 0100.55



## LEGEND

- Subject Properties
- Parcels

0 37.5 75 150 Metres

1:2,500



Date: 27/02/2019



INFORMATION ONLY COUNCIL REPORT  
Development Services  
For the April 7, 2020 Council Meeting

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DATE: April 1, 2020  
TO: Paul Gipps, CAO  
FROM: Stirling Scory, Planner II  
RE: Corporate Climate Action Update

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This report is being brought forward as an information only report. The update was previously scheduled for a Committee of the Whole meeting, which has since been cancelled. Any future decisions will be brought forward at a later date for Council discussion, with consideration for public meeting access opportunities.

**EXECUTIVE SUMMARY:**

In 2007, the Intergovernmental Panel on Climate Change (IPCC) released a report that measured the affects of anthropogenic climate change and found that if left unchecked, the earth's climate would change to a point where ecosystems, persons, cities, and countries would be affected. Following the release of the report, British Columbia Premier, Gordon Campbell, announced the B.C. Climate Action Charter. The Charter would require all signatory municipalities to become corporate carbon neutral by 2012.

As of 2020 the City of West Kelowna has not yet reached the goal set out in the B.C. Climate Action Charter despite continued initiatives that have improved corporate and community sustainability to reduce greenhouse gas (GHG) emissions. As a requirement of the Charter municipal signatories are also required to report their annual initiatives and actions to reduce GHG emissions, as well as their total emissions and respective sources.

To understand how the City has responded to the Charter request, City staff have prepared Climate Action Revenue Incentive Program (CARIP) reports that include corporate and community initiatives, and corporate emissions. Findings from the report indicate that while the City has not become corporate carbon neutral, the joint Provincial-UBCM Green Communities Committee has provided the City with a Level 3 score which indicates that steps are being taken to become corporate carbon neutral (Level 4).

Recently, many municipalities around the world have declared a climate emergency. This is partly in response to changing global climactic and environmental conditions, and local impacts. As well, many municipalities have understood the potential long term affects of climate change on their community. A report released by the IPCC in 2018 reported that the earth's global average temperature will rise by 1.5°C, and that at our current pace would be achieved within the century. The report indicated that such a change would result in increased storm severity and frequency, rising sea levels, increased flooding, drought, and impact vulnerable persons, particularly those that have poor health.

The announcements of many of the municipalities has brought about a surge in climate action response and actions for many municipalities for the future. West Kelowna is poised to begin taking potential action through growth and development opportunities with the provision of new city infrastructure and facilities, including a potential new public works yard, municipal hall, water treatment plant, and fire hall. All of these facilities provide opportunities to reassess how the City attempts to reduce emissions and spending on energy sources.

A review of the City's corporate emissions and corporate initiatives is provided for Council's information in understanding where the City of West Kelowna stands in response to climate action and to the BC Climate Action Charter. This report also identifies for Council the source of and amount of emissions produced with respect to corporate operations. An important note, this report only covers the City's corporate initiatives. While staff understand that there are many initiatives taken at the community level, this is not relevant for the purpose of this information report.

## BACKGROUND:

The earliest global efforts to combat anthropogenic climate change, which is the release of green house gas emissions which causes change in the earth's climate from the action and intervention of the earth's natural environmental cycle, started as early as 1994 when the United Nations Framework Convention on Climate Change (UNFCCC) was announced. There, the countries that ratified the Convention became leaders on anthropogenic climate action with the singular aim of protecting human health and stabilizing anthropogenic GHG emissions, despite little scientific support that analyzed the effects of anthropogenic climate change. In 2007, the IPCC presented evidence on the earth's climate, and the measured effects that anthropogenic GHG emissions were having. The findings indicated that ultimately if left unchecked the earth's climate would continue to change, and would have the greatest impact on developing countries, earth's fragile ecosystems, coastal cities, and people that are either very young or old.

In 2007, British Columbia Premier, Gordon Campbell, announced that the Province would take decisive and aggressive action on anthropogenic caused climate change. These actions were set out in the *B.C. Climate Action Charter* (the Charter). The Charter is a non-binding, voluntary agreement between the Province and the Union of B.C. Municipalities and the local governments that became signatories to the Charter that share a common understanding of the effects of anthropogenic climate change and agree to become corporate carbon neutral by 2012. In 2008, the District of West Kelowna became a signatory on the Charter and committed to becoming corporate carbon neutral. In 2008, the B.C. Provincial government also released the Green Communities legislation (Bill 27) which amended the Local Government Act and Community Charter. The amendments required local and regional governments to adopt GHG emission reductions targets, actions, and policies for achieving the targets.

## DISCUSSION:

### **Official Community Plan**

The City of West Kelowna Official Community Plan (OCP) provides specific policy for climate action and emissions; however, there are limited policies that directly impact the corporate operations of the City and its emissions. In Section 3.7.4 (Energy and Emissions) of the OCP, the following policies may be considered as corporate steps to reduce corporate emissions:

2. Support and maintain an active staff-based Climate Action Committee.

5. Incorporate greenhouse gas reduction evaluation and pricing criteria in both modelling and procurement for all municipal infrastructure, including infrastructure which relates to waste management.
6. Encourage the investigation and development of renewable energy supply options, such as city energy, ground source heat pumps, solar and heat recovery systems, particularly in the Boucherie/Westbank Centres, Corridors and Industrial areas where opportunities might be present.

The existing OCP is under review and may find that these policies require updating to better meet the needs and goals of the community. The 2011 OCP mentions potential reduction opportunities and how GHGs may be reduced through certain mechanisms. The effectiveness of these mechanisms, e.g. land use planning, building retrofits, and high efficiency building requirements, may be measured by their effectiveness, including: soft, medium, and firm measures. As we move forward, Council may consider adopting policies that are geared toward medium or firm measures that may have more success and/or impact in reducing GHG emissions. In general the 2011 OCP emissions policies are soft measures.

### **Measuring Success**

The Charter requires that all signatories acknowledge and share a common understanding that climate change has been caused largely by anthropogenic GHG emissions. It is also a common understanding of signatories that if left unchecked, climate change will have an effect at a local, regional, national, and global level. Similar to the directives of the United Nations, the Charter has an interest in protecting public and private infrastructure, and in providing measures to ensure the health and safety of all British Columbians.

Under the Charter, the participating local government signatories have agreed to commit to the following items:

- Becoming carbon neutral in their corporate operations;
- Measuring and reporting their community's greenhouse gas emissions;
- Creating complete, compact, more energy efficient communities; and
- Reporting annually to the Province the steps that have been taken to reduce GHG emissions and the progress being made to become carbon-neutral by 2012.

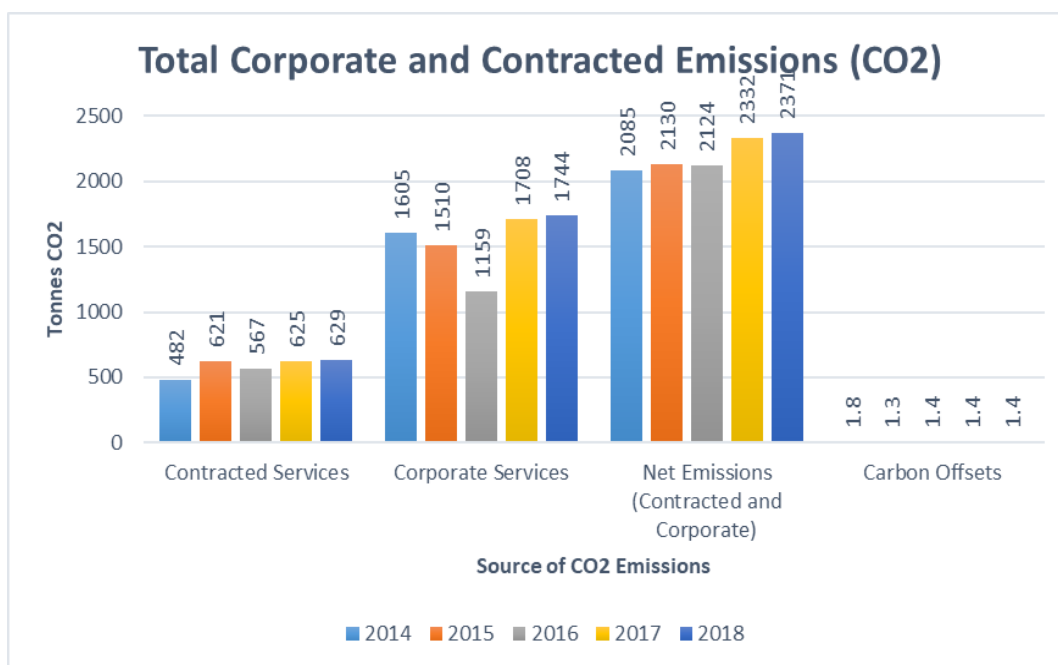
As required by the Charter, the City reports annually through the CARIP report the actions taken in the community that have a direct relation to climate change mitigation.

### **Corporate Emissions**

As required by the Charter, the City of West Kelowna reports annually through the CARIP report its corporate carbon emissions, and community and corporate actions and potential initiatives. In 2019 the City had a surplus of 2371 tonnes of CO<sub>2</sub> e (equivalent), which does not meet the Charter's requirement; in addition, the total CO<sub>2</sub> emissions year over year has been increasing. The CARIP report also includes a score provided by the joint Provincial-UBCM Green Communities Committee. The City has received a score of 3 (of 4) which indicates they are taking steps to becoming corporate carbon neutral (a score of 4). An analysis of the CARIP 2014 to 2018 reports is detailed below.

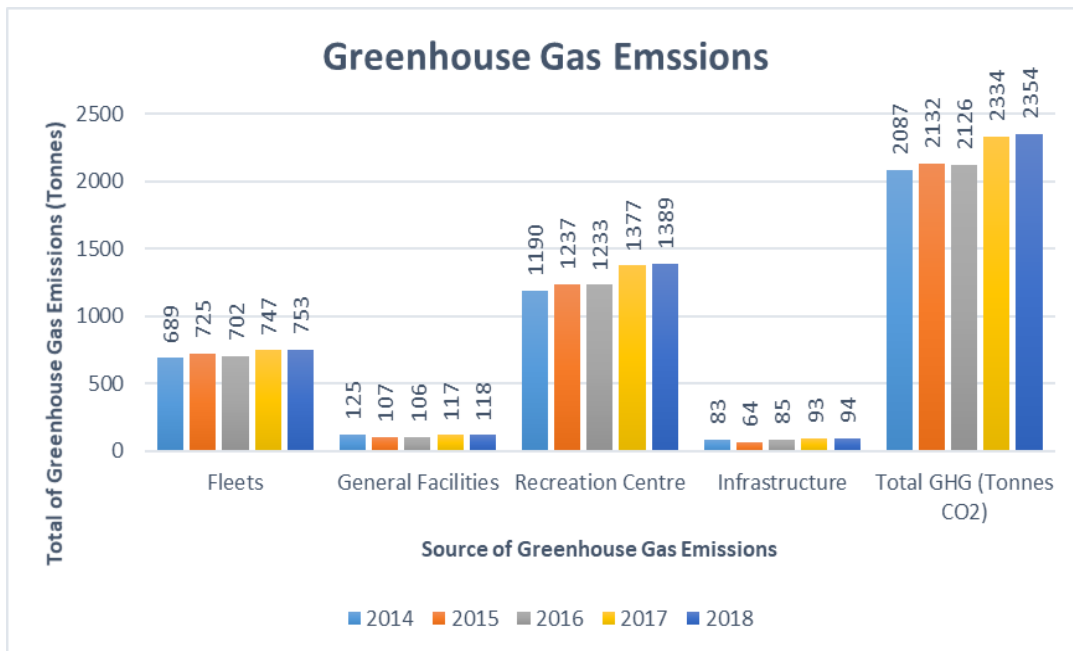
## Total Corporate and Contracted Emissions (CO2)

The total corporate and contracted emissions is summarized by the chart below. Between 2014 and 2018 the total emissions (corporate and contracted sources) of CO<sub>2</sub> have had a total net increase. The largest contribution of CO<sub>2</sub> between the two sources is from corporate operations. The City does not currently purchase carbon offsets, which would have the potential to significantly decrease the total reported emissions; however, the City does have an annual carbon tax credit and a gas tax reserve fund, both of which may be used to fund initiatives in the community. The carbon tax is typically treated as revenue and not used for corporate initiatives, and the gas tax reserve is typically invested into corporate and community initiatives. In the past the gas tax reserve was used to improve sidewalks and for the purchase of the Royal LePage Place, and Jim Lind Arena geothermal heater.



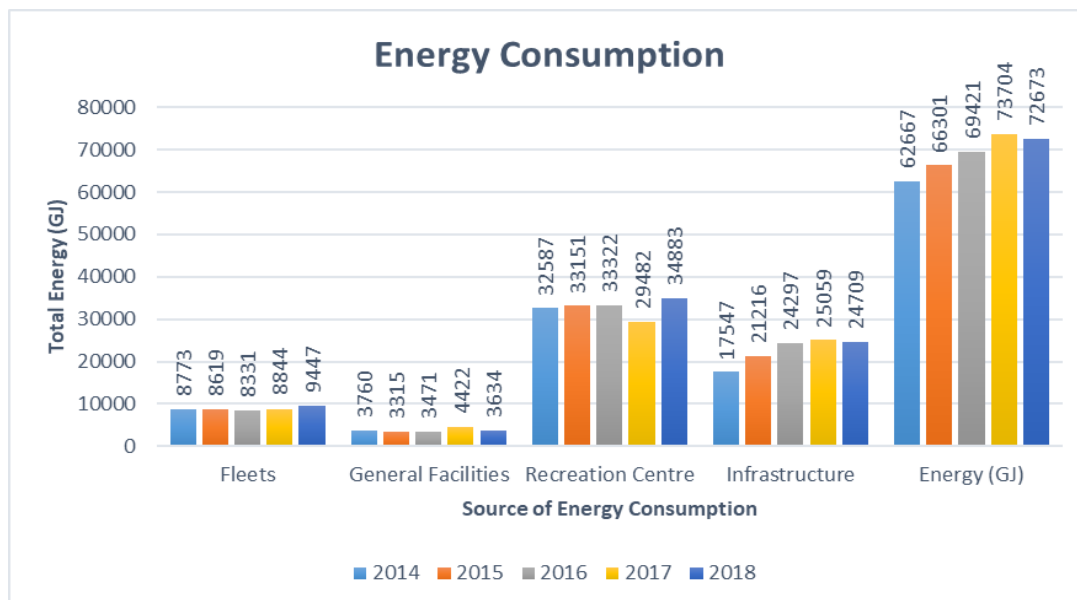
## Greenhouse Gas Emissions

The total (corporate and contracted) emissions of GHGs is summarized by the chart below. The chart indicates that between 2014 and 2018 the total net emissions has increased. The greatest source of emissions is from recreation facilities, of which the Royal LePage Place and Jim Lind Arenas, and the Johnson Bentley Memorial Aquatic Centre are the highest emitters. With respect to the fleets, these include all City vehicles, of which operations and maintenance crews are responsible for the most emissions.



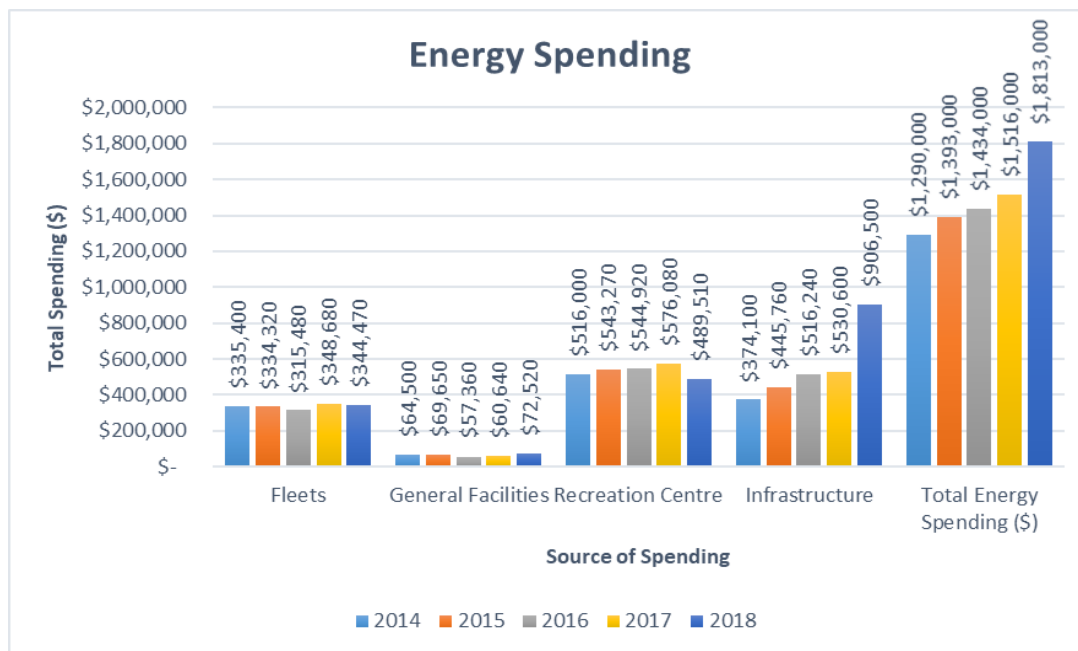
### Energy (Emissions) Consumption

The energy consumption of the City is summarized in the table below. To establish a common measurable amount, the emissions of the City's electric, gasoline, diesel, and propane emissions were converted to Gigajoules (GJ), where 1 GJ is approximately 25 – 30 litres of diesel or gasoline. By use, recreation centres/facilities consume the most energy. This would include the Royal LePage Place, Jim Lind Arena, and Johnson Bentley Memorial Aquatic Centre. Infrastructure also consumes a considerable amount of electric energy, which includes lighting for roadways and facilities. The total energy use has had a net increase since 2014.



## Energy (Emissions) Spending

The total energy spending of the City's operations is detailed below. Energy spending over time has been similar for both recreation and infrastructure operations, followed by fleets. The exception is that in 2018 the total cost of infrastructure spending in 2018 nearly doubled its previous year and of the recreation spending. The net total for energy spending has increased consistently between 2014 and 2018.



Since committing to the Charter the City has increased their CO<sub>2</sub> emissions despite initiatives taken at the corporate level – **See Attachment A**. However, there are explanations for this increase. First, the city has experienced consistent population growth and development activity during the same period of time. This has required that the City provide additional amenities, services, and programs for the community. This includes parks service and maintenance, and facility operations which are both GHG emissions intensive. Additionally, as the community grows a greater number of city workers and a greater vehicle fleet are required. This also increases resource demand. Additional factors that go beyond the City's control can include emergency response and preparedness, including recent years where wildfires and flooding have required corporate investment and the expenditure of GHG emissions. Looking beyond 2020, there is evidence in the *Regional Housing Needs Assessment*, produced by the Regional District of Central Okanagan that the City of West Kelowna will continue to grow. By 2036 it is projected that the total city population will exceed 56,000 persons, which is a total population increase of nearly 12,500 over 16 years, or approximately 780 persons a year. This increase in population will require additional staffing, resource consumption, and emission expenditures.

## How does the City of West Kelowna Compare: A Regional Analysis

West Kelowna like other municipalities in the region must adapt to climate change, and strive to become corporate carbon neutral. To understand where West Kelowna stands in comparison to cities in the region, an analysis of four cities was conducted. The analysis assessed the recent CARIP reports completed for each city for the year of 2018. The four cities analyzed include: City of Vernon, City of Penticton, City of Kamloops, and City of Kelowna. It is important to note that



emissions totals, funding, and actions taken for each city will vary due to city size, history of development and the infrastructure available. Location can also play a factor in emissions totals. In consideration of these observations, it should be noted that the City of Kelowna and City of Kamloops are significantly larger in both population and area, and have a greater number of facilities and programs compared to West Kelowna, Vernon and Penticton; however, the comparison was included to gauge what actions were being taken in these municipalities and how they compare to the City of West Kelowna. While it is important to acknowledge their emissions totals, it is also interesting to see what energy systems they have, if any, if the city has a GHG reduction plan, and if the city is purchasing offsets or contributing to a reserve fund for future projects.

Of the four cities that have been included in this summary analysis, the City of Penticton appears to be the most successful, as it has achieved carbon neutrality. However, as discussed above, the cities are hard to compare as there are differences in size, location, and development pattern/land use and the facilities that are provided in each.

#### City of Vernon: 2018 CARIP Report Summary

Does the City have a corporate GHG reduction plan?	No.
Is the City Vernon developing, or constructing a: <ul style="list-style-type: none"> <li>• District energy system</li> <li>• Renewable energy system</li> </ul>	No. No.
Is the City of Vernon operating a: <ul style="list-style-type: none"> <li>• District energy system</li> <li>• Renewable energy system</li> </ul>	Yes. No.
What are the total emissions (corporate and contracted)?	3,639 t CO <sub>2</sub> e
Does the City purchase carbon offsets?	No.
Are funds set aside in a climate reserve fund or similar?	Yes.
Has the City achieved corporate carbon neutrality?	No – Level 3, accelerating progress on charter commitments.
What other initiatives, programs, or actions have been completed by the City of Vernon?	1. Established a Climate Action Advisory Committee. 2. Currently undertaking a comprehensive Climate Action Plan – looks at risk, vulnerability and provides an adaptation plan.

#### City of Penticton: 2018 CARIP Report Summary

Does the City have a corporate GHG reduction plan?	Yes.
Is the City of Penticton developing, or constructing a: <ul style="list-style-type: none"> <li>• District energy system</li> <li>• Renewable energy system</li> </ul>	No. No.
Is the City of Penticton operating a: <ul style="list-style-type: none"> <li>• District energy system</li> <li>• Renewable energy system</li> </ul>	No. No.
What are the total emissions (corporate and contracted)?	2,018 t CO <sub>2</sub> e
Does the City purchase carbon offsets?	Yes. 773 t CO <sub>2</sub> e
Are funds set aside in a climate reserve fund or similar?	Yes.
Has the City of Penticton achieved corporate carbon neutrality?	Yes – Level 4, corporate carbon neutrality achieved.
What other initiatives, programs, or actions have been completed by the City of Penticton?	1. Implemented the BC Energy Step Code, an optional compliance path in

	BC Building Code that local governments may use to incentivize or require a high level of energy efficiency in construction.
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#### City of Kelowna: 2018 CARIP Report Summary.

Does the City have a corporate GHG reduction plan?	Yes.
Is the City of Kelowna developing, or constructing a: <ul style="list-style-type: none"> <li>District energy system</li> <li>Renewable energy system</li> </ul>	No. No.
Is the City of Kelowna operating a: <ul style="list-style-type: none"> <li>District energy system</li> <li>Renewable energy system</li> </ul>	No. No.
What are the total emissions (corporate and contracted)?	6,021 t CO <sub>2</sub> e
Does the City purchase carbon offsets?	No.
Are funds set aside in a climate reserve fund or similar?	Yes.
Has the City of Kelowna achieved corporate carbon neutrality?	Not sure.
What other initiatives, programs, or actions have been completed by the City of Kelowna?	<ol style="list-style-type: none"> <li>Partnered with Fortis BC, to apply for a grant that would provide fast charge stations for electric vehicles.</li> <li>Partnered with Partnerships for Sustainable Water in BC and Irrigation Association of BC to develop a water budget calculator.</li> </ol>

#### City of Kamloops: 2018 CARIP Report Summary.

Does the City have a corporate GHG reduction plan?	Yes.
Is the City of Kamloops developing, or constructing a: <ul style="list-style-type: none"> <li>District energy system</li> <li>Renewable energy system</li> </ul>	No. No.
Is the City of Kamloops operating a: <ul style="list-style-type: none"> <li>District energy system</li> <li>Renewable energy system</li> </ul>	No. Yes.
What are the total emissions (corporate and contracted)?	8,275 t CO <sub>2</sub> e
Does the City purchase carbon offsets?	No.
Are funds set aside in a climate reserve fund or similar?	Yes.
Has the City of Kamloops achieved corporate carbon neutrality?	No. Level 2 – measuring GHG emissions.
What other initiatives, programs, or actions have been completed by the City of Kamloops?	<ol style="list-style-type: none"> <li>Planned project – Canada Games Aquatic Centre Infrastructure Improvement Project, involves a building material renovation of the building's envelope, as well as changes to the mechanical and electrical systems.</li> </ol>

#### The Future of Climate Action

In 2018, the IPCC released a report that revealed that effects of continued anthropogenic caused climate change is reaching a tipping point, and that an 1.5°C increase in the average global temperature will damage the world's ecosystems, cause major damage to cities, and prove harmful to peoples health if emissions cannot be reduced. Since the release of the IPCC report

many nations have redoubled their efforts in committing to stop climate change and reduce their GHG emissions. In the same year the province of BC released the *Clean BC* report, which committed the province to increasing the price of carbon to \$50 a tonne by 2021. The increase in carbon prices would be intended to be used to offset the rising cost of living, and also reduce community based GHG emissions. In the same year the Province also released a new piece of legislation, the *Climate Change Accountability Act*.

The Act requires BC to meet the following GHG emissions target levels:

- By 2030 and for each subsequent year, BC GHG emissions will be at least 40% less than the level of those emissions in 2007;
- By 2040 and for each subsequent year, BC GHG emissions will be at least 60% less than the level of those emissions in 2007; and
- By 2050 and for each subsequent year, BC GHG emissions will be at least 80% less than the level of those emissions in 2007.

In 2015, as a means of establishing further support and to raise a call to action, the Parties to the Convention entered into the Paris Agreement, which was established with the aim of strengthening global recognition and identifying, through a unified approach, methods to reduce the effects of anthropogenic climate change. The primary goal of the Paris Agreement is to ensure that the average global temperature does not rise above 2°C, or above pre-industrial levels. Similarly to the B.C. Climate Action Charter, the Paris Agreement requires all Parties in the Agreement to submit their contributions in combating climate change, and to report regularly on the emissions produced. Canada was one of 194 countries that signed onto the agreement.

In 2019 the Province of B.C. released another piece of climate action legislation, the *Zero-Emission Vehicles (AEV) Act*. The Act was created to ensure that there is greater availability of zero emission vehicles for sale, and that these vehicles will be more affordable for the public. The Act requires that the annual percentage of new light-duty vehicles sold or leased be a ZEV, where:

- By 2025 10% of the total vehicles sold will be a ZEV;
- By 2030 30% of the total vehicles sold will be a ZEV; and
- By 2040 100% of the total vehicles sold will be ZEV.

In 2019 many municipalities around the world declared a climate emergency, many of which were located in Canada, the United States, Australia, and in numerous countries in the European Union. These municipal declarations were in large, a response to increasing storm severity, rising temperatures, flooding, forest fires, potential sea level rise, and the loss of ecosystems.

West Kelowna is no exception, there are climate change impacts that have already begun to take affect on the community, including forest fire and flooding events. However, despite these challenges, West Kelowna may be uniquely positioned to adapt and overcome the many pending issues of a changing climate.

## **CONCLUSIONS:**

### **West Kelowna Climate Action Opportunities: 2020 and Beyond**

In 2020 West Kelowna City staff will begin engaging with the community as part of the visioning process for the OCP Review. This will provide significant opportunity to engage with the public to identify community values, goals, and objectives for the future. As part of this process there are opportunities to gauge public interest in certain areas like climate change and climate adaptation.

The City is preparing to build new facilities, which may include a new fire hall, City Hall, water treatment plant, and public works yard. The construction of these facilities in the future will provide opportunities to reduce the City's corporate GHG emissions through green building initiatives such as LEED (Leadership in Energy and Environmental Design) certification. Additionally, the construction of the new city hall and public works yard will likely reduce vehicular emissions from the City's workforce commuting between multiple locations.

### **Community Climate Action Plan**

In the future, Council may consider resourcing a staff role to aid in monitoring and implementing policy to reduce emissions at a corporate and community level. Additionally, Council may consider adopting a Climate Action Plan, similar to Kelowna, to aid in the monitoring and implementation of objectives and goals through policy. While the Kelowna Action Plan focuses solely on community initiatives, there is opportunity to incorporate corporate initiatives as well. Council may also consider having a sustainability action committee. Together, staff and a committee may address the needs of the City in meeting the B.C. Climate Action Charter policy, and of the new provincial Acts that are driving change in the Province's response to climate change.

### **Collaboration and Joint Action**

Council may also consider how our goals may be common amongst our neighbours. Westbank First Nation and Peachland play a large role in the development of land in the west side, and are integral to the function of our community, as we share many businesses, facilities, and natural areas that are commonly used by all. This close relationship should also extend to our climate adaptation and mitigation strategies and objectives. Together, we may find common understanding and objectives in meeting climate adaptation and mitigation strategies.

Council may consider some initial steps to facilitate this collaboration opportunity by exploring ways to share information. As a start we may have planning staff work together on a joint climate action mitigation and adaptation strategy for our communities. We may also consider the possibility of sharing data and information with respect to our GIS and asset management systems, to better understand how our facilities and infrastructure are operated and whether there are opportunities to work collaboratively in the future to provide a shared energy system, or facility to our communities. While collaboration is a certain possibility, it is important to note that Westbank First Nation is not a part of the Charter, and has not agreed to become corporate carbon neutral.

### **District Energy Station**

The City of West Kelowna currently operates a geothermal energy heater, which is used at the Royal LePage Place and Jim Lind Arenas. To date, the use of this renewable energy source has not been used to its maximum capability or efficiency; therefore, there is a possibility to make better use of this energy source in the future, pending interest and funding. One such possibility is to positively leverage the existing geothermal energy to allow for future operations as it is an energy source that is low impact and has low emissions. This may be done through a district energy station and may serve a greater purpose than it is currently being used for. The incorporation of such a system would also reduce West Kelowna's corporate carbon emissions.

## Carbon Offsets

A popular method of reducing corporate emissions, and one of the only means of doing so for large municipalities is to purchase carbon offsets. However, it is important to note that carbon offsets do not actually offset corporate emissions directly. The offset indirectly offsets our emissions by investing into sustainable energy or other projects to reduce our emissions footprint. If the City does not reduce its emissions, then the City will be required to purchase additional offsets as emissions increase. Council may consider this initiative, but may choose to save the money that would be invested in carbon offsets and choose to put the funds into a carbon offset reserve that may be used at the City's discretion for local investment. Often the money used and/or contributed to a carbon offset is invested outside of the local government area. As a means of tracking progress and the effectiveness of investment it may be more advantageous to monitor spending directly. Additionally, the City currently receives a carbon tax credit, however, the expenditure of this fund varies on a year to year basis. Council should consider how this fund may be used on a long-term basis, and whether there are opportunities to invest in a large project/initiative in the future. Council should also consider how the City's gas reserve fund may be used for long-term community investment.

### REVIEWED AND APPROVED BY:

Mark Koch, Director of Development Services  
Tracey Batten, Deputy CAO/Corporate Officer  
Paul Gipps, CAO

#### Attachments:

Attachment 1 - Corporate Climate Actions and Initiatives

Powerpoint: Yes x No\_\_\_\_\_

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**Attachment 1 - Corporate Climate Actions and Initiatives**

Year	Operation	Corporate Action	Climate Benefit
2014	Broad Planning	Adopted Asset Management Plan	Increase operations and infrastructure efficiency.
2014	Broad Planning	Funding – CARIP Gas Tax Fund	Increase budget and allow for corporate and/or community investment.
2018	Broad Planning	Update City's Asset Management Plan.	By tracking current conditions and values of infrastructure, the city can plan for proper replacement.
2018	Broad Planning	City will begin creation of first Climate Action and Adaptation Plan.	Reduce energy and emissions.
2014	Building and Lighting	Installed new lighting at Fire Hall 34	Energy reduction.
2014	Building and Lighting	Began Facilities Master Plan.	Operations efficiency and potential energy reductions.
2015	Building and Lighting	Energy efficient lighting installed in all four fire halls (Glenrosa, Lakeview, Westbank and West Kelowna Estates).	Energy reduction.
2016	Building and Lighting	Conversion of LED lighting at Royal LePage Place Arena.	Energy reduction.
2016	Building and Lighting	Commence street lighting pilot project to retrofit existing lighting with LED lights.	Energy Reduction.
2017	Building and Lighting	Boiler replacement, Jim Lind Arena.	Energy and emissions reductions.
2017	Building and Lighting	Staff investigated options for Public Works Yard.	Energy and emissions reductions, by creating one central location will increase fleet efficiency.
2017	Building and Lighting	Staff investigated options for additional office space requirements for staff.	Increase compact and central services to reduce energy consumption.
2017	Building and Lighting	Council and staff consider options for West Kelowna Fire Rescue administration and Station 32 building.	Increase to operations efficiency.
2018	Building and Lighting	City office space will be leased and require LED lights in commercial and office buildings to accommodate staff.	Increase energy efficiency and reduce energy consumption, and provide space for staff.
2018	Building and Lighting	Installed new air handling unit with heat pump at City Hall.	Emissions reductions.
2018	Building and Lighting	Converted exterior lights to LEDs at Jim Lind/Royal LePage Place Arenas, Fire Halls 31	Emissions and energy reductions.

		& 33, and Seniors Centre	
2018	Building and Lighting	Replaced roof at Westbank Museum.	Emissions and energy reductions.
2019/2020	Building and Lighting	Undertake design and tender process for future construction of a Public Works Yard.	Reduce staff travel, lower GHG emissions, and decommissioned and/or inefficient buildings.
2020	Building and Lighting	City Hall land purchase.	Emissions and energy reductions with new building and centralized staff, less buildings to maintain and operate.
2020	Building and Lighting	Fire Hall #32 – Concept Plans.	Increase to operations efficiency and emissions and energy reductions with new facility – better location for community reduce chance of loss of buildings and infrastructure.
2020	Building and Lighting	Lakeview Hall roof replacement.	Emissions and energy reductions with upgrade.
2017/2018/2019	Energy Generation	Continue to operate and maintain solar hot water heating at West Kelowna RCMP detachment.	Emissions reductions, renewable energy sources greatly reduce emissions.
2017/2018/2019	Energy Generation	Energy offsets purchased from Bullfrog Power (carbon offsets) for heating and lighting at West Kelowna's RCMP detachment.	Emissions reductions.
2017- 2019	Energy Generation	Continued operation of geothermal heating system at Royal LePage Place Arena.	Emissions reductions.
2018/2019	Energy Generation	Continue operation of LEED certified building at the West Kelowna RCMP detachment from 2017.	Emissions reductions.
2016- 2019	Energy Generation	Power purchase for RCMP detachment from alternative power provider, to feed alternative energy back into the grid.	Energy and emissions reductions.
2016	Green Space	Programs to control invasive plants and animals that are non-indigenous to the area.	Mitigate ecosystem damage to area and reduce potential corporate spending to repair damages.
2018/2019	Green Space and Natural Resource Protection	Complete prescriptions and conduct wildfire fuel treatments around the community Eain Lamont (Mt. Boucherie), Davidson Creek (Carrot Mountain), Rock Ridge Parks, and on municipal lands surrounding the Powers Creek Water Treatment Plant.	Reduce emissions, and help regulate earth's global climate and carbon and oxygen cycles.
2014 - 2019	Solid Waste	City participated in Region's Commercial Waste Diversion Program.	Solid waste reduction: recycling reduces emissions and allows for reuse.

2015 - 2018	Solid Waste	City continued to promote online use of agendas, minutes, forms, and annual reports to reduce printed materials.	Waste reduction: recycling reduces emissions.
2016	Solid Waste	Paper production of high gloss annual reports reduced (250 to 50), public directed to use online source.	Energy and waste reductions.
2017	Solid Waste	Online auction of used phones, tablets, and computers on EBay.	Solid waste reduction: recycling reduces emissions and allows for reuse.
2018	Solid Waste	City will expand and update its SharePoint software to increase document access, and reduce printing and server requirements.	Solid waste and energy reductions.
2014	Transportation	Signed the Sustainable Transportation Partnership of Central Okanagan, Intermunicipal Agreement.	Reduce carbon emissions and support multi-modal sustainable transportation options.
2014 - 2018	Transportation	City will re-enter its corporate team in Bike to Work week.	Support multi-modal travel options.
2015	Transportation	A hybrid vehicle was purchased for building inspections and general staff use.	Emissions reductions.
2018	Transportation	City will purchase electric assist bicycles for bylaw officers to conduct park and waterfront patrols during peak tourism season.	Support multi-modal travel options.
2020	Transportation	Gellatly Road Bridge upgrade.	Flood mitigation.
2020	Transportation	Master Transportation Plan Update.	Emissions reductions and improved vehicular efficiency on roads.
2015	Water and Wastewater	Chlorine room efficiency and modernization upgrades completed at JBMAC.	Energy reductions and water management improvements.
2015	Water and Wastewater	Municipal hall washroom upgrades.	Water management and conservation.
2016 – 2019	Water and Wastewater	Installed motion activated faucets in washroom at City Hall to reduce water use.	Water management and conservation.
2017	Water and Wastewater	Install significant protection barriers to protect city infrastructure and prevent failure of operations and/or services due to lake flooding.	Improve operations efficiency and delivery of service.
2017	Water and Wastewater	Staff continued to monitor city irrigation systems for leaks and ensure all watering was between dusk and dawn.	Water management.



2018	Water and Wastewater	Irrigation system monitoring will continue at civic properties to prevent water waste.	Water management.
2018	Water and Wastewater	New automatic water shut off system installed in showers at Jim Lind Arena.	Water and sewer management.
2020	Water and Wastewater	Rose Valley Water Treatment Plant.	Water management, health and safety improvement to stop boil water advisories.
2015	Other Climate Actions	Lighting and faucets retrofitted at six civic facilities.	Reduce energy and emissions, improve conservation efforts.
2015	Other Climate Actions	ActiveNet software implemented to reduce paper use of printed materials.	Waste reduction and emissions reductions.
2019/2020	Other Climate Actions	Offer homeowners a free wildfire impact assessment by appointment and give small grants to those willing to conduct wildfire mitigation on their own properties.	Protect public and private infrastructure, and reduce fire and emergency response related emissions.
2020	Other Climate Actions	Re-Leaf Program, offers public subsidized trees for purchase to be planted in their yards or given to City.	To increase West Kelowna's urban forest canopy.



COUNCIL REPORT  
Development Services  
For the April 7, 2020 Council Meeting

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DATE: March 25, 2020  
TO: Paul Gipps, CAO  
FROM: Mark Koch, Director of Development Services  
RE: Central Okanagan Wellness and Poverty Strategy Grant Application

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The Union of BC Municipalities requested additional wording be included in the resolution passed at the February 25, 2020 Council meeting in support of our collaborative grant application.

**RECOMMENDED MOTION:**

**THAT** Council support the collaborative application to the Union of B.C. Municipalities for the development of a Central Okanagan Wellness and Poverty Strategy of \$149,000 in partnership with the District of Lake Country, City of West Kelowna, District of Peachland, City of Kelowna, and the Regional District of the Central Okanagan with the Regional District of the Central Okanagan being the primary applicant to apply for, receive and manage the grant funding for the Central Okanagan Wellness and Poverty Strategy; and

**THAT** Council appoint a staff liaison for the duration of the project (approximately one year).

**RATIONALE:**

To provide Council with information on a collaborative grant application in partnership with the District of Lake Country, District of Peachland, City of Kelowna and the Regional District of the Central Okanagan. The Regional District of the Central Okanagan is the primary applicant to apply for, receive and manage the grant funding.

**BACKGROUND:**

On March 25, 2020, the Union of B.C. Municipalities requested that we update our recommended motion that was presented to Council on February 25, 2020 to include additional wording acknowledging that another local government (the primary applicant) will be receiving and managing their grant funds for them.

**COUNCIL REPORT/RESOLUTION HISTORY:**

Date	Report Topic/Resolution	Resolution No.
February 25, 2020	<b>THAT</b> Council support the collaborative grant application for \$149,000 to the Union of B.C. Municipalities (UBCM) for the development of a Central Okanagan Wellness and Poverty Strategy; and	C061/20

	<b>THAT</b> Council appoint a staff liaison for the duration of the project (approximately one year).	
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REVIEWED AND APPROVED BY:

Tracey Batten, Deputy CAO/Corporate Officer  
Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒

Attachments:

- 1) February 25, 2020 Council Report



COUNCIL REPORT  
Development Services  
For the February 25, 2020 Council Meeting

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DATE: February 10, 2020  
TO: Paul Gipps, CAO  
FROM: Mark Koch, Director of Development Services  
RE: Central Okanagan Wellness and Poverty Strategy Grant Application

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**RECOMMENDED MOTION:**

**THAT** Council support the collaborative grant application for \$149,000 to the Union of B.C. Municipalities (UBCM) for the development of a Central Okanagan Wellness and Poverty Strategy; and

**THAT** Council appoint a staff liaison for the duration of the project (approximately one year).

**RATIONALE:**

To provide Council with information on a collaborative grant application in partnership with the District of Lake Country, District of Peachland, City of Kelowna and the Regional District of the Central Okanagan. The Regional District of the Central Okanagan is the primary applicant to apply for, receive and manage the grand funding.

**BACKGROUND:**

In 2017, the Central Okanagan Poverty Reduction Committee (COPRC) was established with the goal of developing a regional poverty reduction strategy with an upstream focus. Supported by funding from the Vancouver Foundation and the Central Okanagan Early Years Partnership, the Committee set the stage for a community-driven, regional approach to addressing poverty. The COPRC gathered insights from families with lived experience of poverty, provided a systems planning workshop and developed a work plan to guide strategy development, Attachment 1. The COPRC determined that there were specific requirements needed to move ahead into strategy development including a poverty analysis, significant community engagement, further involvement of those with lived and living experience of poverty, and a governance structure and sufficient resources to plan and execute a strategy.

With additional grant funding in 2019, the COPRC contracted consultant Urban Matters CCC to create a regional community poverty analysis informed by Lived Experience and key engagement from stakeholders including Interior Health, Municipal Governments, local First Nations, and the Regional District of the Central Okanagan, Attachment 2. The analysis provides baseline data and insights into poverty at the community and regional level, and identifies eight key priorities. These priorities will help shape the next phase of this project, the development of a Central Okanagan Wellness and Poverty Strategy. Key stakeholders involved in the analysis reconvened

in January 2020 for the presentation of the report, and those present agreed that pursuit of a regional strategy is valuable to each community.

A regional focus provides considerable benefits to Central Okanagan communities. A regional strategy provides for efficiencies in resources, engagement processes and advocacy. Through the City of Kelowna's Journey Home process, the community identified the need for a regional approach to complex social issues, as people move throughout the region for services, employment, childcare and housing. A regional strategy can create an action plan on policies and structures at the regional level, while building capacity within each community to address their unique needs and priorities.

At the provincial level, BC's Poverty Reduction Strategy *TogetherBC* identifies six priority action areas: housing; families, children and youth; education and training; employment; income supports; and social supports. To support poverty reduction at the local level, The Province has provided \$5 million over three years. The Regional District of the Central Okanagan has agreed to submit an application to UBCM for a Poverty Reduction Planning & Action program grant of \$149,000 to support the strategy development process.

As the primary applicant, the Regional District of the Central Okanagan will accept responsibility to apply for, receive and manage the grant funding on behalf of the regional partners. They will assume responsibility for the completion of the project, reporting requirements and maintaining proper fiscal management.

If the funding application is approved in May 2020, a Regional Partnership Committee on Poverty will be formed based on a formal application process and work in partnership with the Regional District of the Central Okanagan and the COPRC to provide community direction, oversight and feedback throughout the strategy development process.

#### FINANCIAL IMPLICATIONS:

Staff time as a liaison to the project is the only financial implication.

#### ALTERNATE MOTIONS:

**THAT** Council not support the collaborative application to the UBCM for the development of a Central Okanagan Wellness and Poverty Strategy; and

**THAT** Council direct staff to inform the District of Lake Country, District of Peachland, City of Kelowna and the Regional District of the Central Okanagan that the City of West Kelowna does not wish to participate in the project.

#### REVIEWED AND APPROVED BY:

Brent Magnan, Planning Manager  
Mark Koch, Director of Development Services  
Tracey Batten, Deputy CAO/Corporate Officer  
Paul Gipps, CAO

owerpoint: Yes ☒ No ☐

Attachments:

1. Overview Timeline: Central Okanagan Wellness and Poverty Strategy
2. Central Okanagan Community Wellness Analysis: Executive Summary

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COUNCIL REPORT  
Engineering / Public Works  
For the April 7, 2020 Council Meeting

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DATE: March 31, 2020  
TO: Paul Gipps, CAO  
FROM: Mark Roberts, Project Manager  
RE: Willow Park Shoreline Recovery Works – Contract Award

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Council's approval is necessary at this time to ensure the work can be completed within the Permit window and before lake levels rise too high. Not completing the work at this time could mean losing the Provincial funding portion of 80%.

**RECOMMENDED MOTION:**

**THAT** Council award the construction contract for the Willow Park Shoreline Recovery Works to Landmark Solutions Ltd., for a total value of \$471,314.50 excluding taxes.

**RATIONALE:**

The City must complete the recovery works at Willow Park before water levels start to rise in Okanagan Lake as a result of the 2020 freshet. Missing this timeline would result in a delay in the project until February 2021, and could put Provincial Recovery funding approval in jeopardy due to the extended timeline.

As a result of the time constraints, Provincial permitting requirements, and construction costs, staff is requesting the ability to expedite removal of the failed retaining wall (gabion baskets) at Willow Park that pose a public safety hazard.

**BACKGROUND:**

Unprecedented high water levels during the 2017 flooding of Okanagan Lake allowed waves to submerge, erode and undermine sections of the retaining wall at Willow Park. This caused erosion behind the retaining wall which is constructed from gabion baskets, creating holes in the soils, which have caused the wall to fail.

Since the flooding conditions in 2017, the City of West Kelowna have been working furiously to complete the 50 flood recovery projects that have previously been reported on at the November 19, 2019 Council Meeting. Recovery of Willow Park has been a difficult project to date, requiring different designs, environmental and hydrological surveys, and engineering to satisfy the Provincial Permit requirements, which was issued on March 27, 2020, and amended again on March 30, 2020. The final design will remove the failed retaining wall, and regrade the top of bank into a more naturalized shoreline, similar to what was recently completed at Rotary Park. This design meets the permitting requirements by being more hydrologically stable to waves and high

water levels, and improves the environmental values in the area. As the peninsula is an erosional area, and not depositional like other areas at Willow Beach Park, placement of finer grained sands would not withstand the erosive forces from waves on Okanagan Lake.



Photo 1 – Rotary Beach with riparian planting at top of bank

Based on draft designs that had met the Provincial permit requirements, the project was tendered on March 10, 2020. Of the pre-qualified contractors, two attended the non-mandatory site visit.

Landmark Solutions was the only contractor to submit a bid, with the other contractor who attended the meeting citing that they were too busy to submit.

#### COUNCIL REPORT/RESOLUTION HISTORY:

Date	Report Topic/Resolution	Resolution No.
19-11-2019	2017 Flood Recovery Update	N/A

#### FINANCIAL IMPLICATIONS:

Per the City's Purchasing Policy, the Willow Park Shoreline Recovery Works will be awarded to Landmark Solutions Ltd., for a total construction value of \$471,314.50 excluding GST. This total price is above the consulting engineers estimated construction value, however the contractor provided the following rationale for the pricing:

- Covid-19 and the spatial separation of workers onsite, the challenges with having different crews shift work onto the project and shared equipment, etc.
- The constraints associated with the adjacent and concurrent Gellatly Bridge Project. Constraints like site access, a lack of street staging areas, speciality vehicle access/egress, and new infrastructure had not been fully factored into the original consulting engineers cost estimate.

While the construction value is higher than the consulting engineers estimate, it is within the total budget of the 2017 Flood Recovery project budget. It should be further noted that this project is funded up to 80% by the Disaster Financial Assistance Program.



ALTERNATE MOTIONS(S):

1. **THAT** Council direct staff not to proceed with the proposed recovery of Willow Park, and find temporary alternate solutions to repair the gabion baskets.

REVIEWED AND APPROVED BY:

Allen Fillion, Director of Engineering & PW  
Warren Everton, Director of Finance/CFO  
Tracey Batten, Deputy CAO/Corporate Officer  
Paul Gipps, CAO

PowerPoint: Yes ☐ No ☒