



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

Tuesday, May 26, 2020, Immediately Following the Public Hearing at 6:00 p.m.

MUNICIPAL HALL  
2760 CAMERON ROAD  
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 Provincial Health Officer and the Province of BC Ministerial Order No. M139, 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 Council's Procedure Bylaw, some members of Council are attending the meeting by electronic means.

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

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

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

4.1	Minutes of the Special Council Meeting held Tuesday, May 12, 2020 at the Lions Community Centre	4
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4.2	Minutes of the Regular Council Meeting held Tuesday, May 12, 2020 at the Lions Community Centre	7
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### **5. MAYOR AND COUNCILLOR'S REPORTS**

#### **5.1 Mayor Milsom**

##### **5.1.1 Regional Economic Recovery Task Force - Update**

### **6. DELEGATIONS**

### **7. UNFINISHED BUSINESS**

### **8. DIVISION REPORTS**

## 8.1 DEVELOPMENT SERVICES

- 8.1.1 DP 20-03; Commercial and Multiple Family and Intensive Residential Development Permit; 2411 Apollo Road 13

Recommended Motion:

**THAT** Council authorize the issuance of a Development Permit (DP 20-03) to construct a mixed commercial and residential building consisting of eight (8) residential units and 110 sq. m. of commercial space located at 2411 Apollo Road, subject to conditions outlined in the attached Development Permit; 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.

- 8.1.2 DVP 20-03; Development Variance Permit; 2751 Cameron Road 32

Recommended Motion:

**THAT** Council authorize the issuance of a Development Variance Permit (DVP 20-03) for Lot A District Lot 3486 ODYD Plan 26784 (2751 Cameron Road) in general accordance with the attached permit to vary Zoning Bylaw No. 0154 S 4.4.1a. to reduce the number of off-street parking spaces from 20 required to 5 proposed to facilitate the installation of up to four additional portable classrooms.

- 8.1.3 P20-01; Update on Community Visioning (Phase 1 OCP Review) 51

Information Report from the Senior Planner

## 8.2 ENGINEERING / PUBLIC WORKS / PARKS

## 8.3 FIRE RESCUE SERVICES

- 8.3.1 Fire Inspection Frequency 66

Recommended Motion:

**THAT** Council adopt the attached policy "*West Kelowna Fire Rescue - Fire Inspection Frequency*".

## 8.4 CORPORATE INITIATIVES

## 8.5 FINANCIAL SERVICES

## 8.6 CORPORATE SERVICES / RECREATION AND CULTURE

## 8.7 CHIEF ADMINISTRATIVE OFFICER

Recommended Motion:

**THAT** Council consider and resolve to direct the CAO to reopen services at the City of West Kelowna in a manner that meets the requirements of the Public Health Officer and WorkSafe BC regulations and orders around re opening.

9. CORRESPONDENCE AND INFORMATION ITEMS

10. NOTICE OF MOTION

11. ADJOURNMENT OF THE REGULAR MEETING

The next Council meeting is scheduled for 1:30 p.m., Tuesday, June 9, 2020.



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

Tuesday, May 12, 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 (joined the meeting at 11:38 a.m.)  
Councillor Carol Zanon  
Councillor Jayson Zilkie

Paul Gipps, CAO  
Tracey Batten, Deputy CAO / Corporate Officer  
Allen Fillion, Director of Engineering / Public Works  
Warren Everton, Director of Finance / CFO  
Jason Brolund, Fire Chief  
Sandy Webster, Director of Corporate Initiatives  
Michelle Reid, Director of Human Resources  
Mark Koch, Director of Development Services

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

The Special Council meeting was called to order at 11:35 a.m.

It was acknowledged that this meeting was 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. M139 (Emergency Program Act), the Council meeting space was not open to the public. The meeting was however, available to the public via a live webcast which is archived on the City's website.

Additionally, in accordance with the Province of BC Ministerial Order No. M139 (Emergency Program Act), the Council of the City of West Kelowna attended the meeting by electronic means.



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

3. **ADOPTION OF AGENDA**

It was moved and seconded

Resolution No. C124/20

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

CARRIED UNANIMOUSLY

4. **PROCEDURAL MOTION**

It was moved and seconded

Resolution No. C125/20

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

(c) labour relations or other employee relations; and

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

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 1:06 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, May 12, 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  
Councillor Carol Zanon  
Councillor Jayson Zilkie

Paul Gipps, CAO  
Tracey Batten, Deputy CAO / Corporate Officer  
Allen Fillion, Director of Engineering / Public Works  
Sandy Webster, Director of Corporate Initiatives  
Jason Brolund, Fire Chief  
Brent Magnan, Planning Manager  
Bob Dargatz, Development Services/Approving Officer  
Stacey Harding, Parks and Fleet Operations Manager  
John Perrott, Economic Development & Tourism Manager  
Kelly Wilson, Fire/Life Safety Educator  
Brandon Mayne, Help Desk Assistant

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

The meeting was called to order at 1:36 p.m.

It was acknowledged that this meeting was 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. M139 (Emergency Program Act), the Council meeting space was not open to the public. The meeting was however, available to the public via a live webcast which is archived on the City's website.

Additionally, in accordance with the Province of BC Ministerial Order No. M139 (Emergency Program Act), the Council of the City of West Kelowna attended the meeting by electronic means.

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

### **2.1 Re: TUP 20-01, Temporary Use Permit, 3595 Elliott Road (see Item 8.1.1 under Division Reports)**

Correspondence received from the following:

- Angela Bremner
- Larry Bennett, President, Gateway Urban Village Strata Council
- Ricki Lutz
- Adam Lutz
- Angela Gaboury
- Amber Friesen
- Brian Turley
- Sandra Mitchell and Melodie Petersen
- Dianne Kort and Trevor Bott

## **3. ADOPTION OF AGENDA**

It was moved and seconded

Resolution No. C126/20

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

CARRIED UNANIMOUSLY

## **4. ADOPTION OF MINUTES**

### **4.1 Minutes of the Special Council Meeting held Tuesday, April 21, 2020 at the Lions Community Centre**

It was moved and seconded

Resolution No. C127/20

**THAT** the minutes of the Special Council Meeting held Tuesday, April 21, 2020 at the Lions Community Centre be adopted.

CARRIED UNANIMOUSLY

**4.2 Minutes of the Regular Council Meeting held Tuesday, April 21, 2020 at the Lions Community Centre**

It was moved and seconded

Resolution No. C128/20

**THAT** the minutes of the Regular Council Meeting held Tuesday, April 21, 2020 at the Lions Community Centre be adopted.

CARRIED UNANIMOUSLY

**4.3 Minutes of the Special Council Meeting held Tuesday, April 28, 2020 at the Lions Community Centre**

It was moved and seconded

Resolution No. C129/20

**THAT** the minutes of the Special Council Meeting held Tuesday, April 28, 2020 at the Lions Community Centre be adopted.

CARRIED UNANIMOUSLY

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

**5.1 Mayor Milsom**

**5.1.1 Regional District of Central Okanagan Highlights from the April 27, 2020 Regional Board Meeting**

**6. DELEGATIONS**

**7. UNFINISHED BUSINESS**

**8. DIVISION REPORTS**

**8.1 DEVELOPMENT SERVICES**

**8.1.1 TUP 20-01; Temporary Use Permit; 3595 Elliott Road**

It was moved and seconded

Resolution No. C130/20

**THAT** Council deny the issuance of a Temporary Use Permit (File: TUP 20-01) to permit outdoor storage and accessory parking at 3595 Elliott Road.

CARRIED UNANIMOUSLY

#### **8.1.2 DVP 20-04; Development Variance Permit; 2659 Auburn Road**

Pursuant to Section 100 of the *Community Charter*, Councillor Johnston declared a conflict of interest regarding Item 8.1.2 DVP 20-04 as he is employed by a business competitor.

Councillor Johnston left the meeting at 2:27 p.m.

It was moved and seconded

Resolution No. C131/20

**THAT** Council authorize the issuance of a Development Variance Permit (DVP 20-04) for Lot 2 District Lot 2601 ODYD Plan KAP54083 Except Plan KAP69132 (2659 Auburn Road) in general accordance with the attached permit to vary Zoning Bylaw No. 0154:

- S 3.7.2 (a) to permit a metal shipping container to be used for office and operations in addition to storage purposes;
- S 3.7.2 (b) to permit a metal shipping container to be stacked on top of two other metal shipping containers; and
- S 3.7.2 (f) to permit 4 metal shipping containers on the site.

CARRIED Opposed: Councillors de Jong and Zanon

Councillor Johnston returned to the meeting at 2:45 p.m.

#### **8.1.3 Z 19-05; Official Community Plan Amendment Bylaw No. 0100.56, 2019 and Zoning Amendment Bylaw No. 0154.76, 2019 (Adoption); 2370 Tallus Ridge Drive**

It was moved and seconded

Resolution No. C132/20

**THAT** Council adopt City of West Kelowna Official Community Plan Amendment Bylaw No. 0100.56, 2019 (File: Z 19-05); and

**THAT** Council adopt City of West Kelowna Zoning Amendment Bylaw No. 0154.76, 2019 (File: Z 19-05).

CARRIED UNANIMOUSLY

#### **8.1.4 Council Appointment of Bylaw Enforcement Officer**

It was moved and seconded

Resolution No. C133/20

**THAT** Council appoint Brad Batter as a Bylaw Enforcement Officer for the City of West Kelowna.

CARRIED UNANIMOUSLY

**8.2 ENGINEERING / PUBLIC WORKS / PARKS**

**8.3 FIRE RESCUE SERVICES**

**8.3.1 Emergency Preparedness – Wildfire and Flooding Update**

Information Report from the Fire Chief and the Parks and Fleet Operations Manager

The meeting recessed at 3:21 p.m.

The meeting reconvened at 3:31 p.m.

**8.4 CORPORATE INITIATIVES**

**8.4.1 Corporate Initiatives Update**

Information Report from the Director of Corporate Initiatives

**8.4.2 Economic Development Committee End of Term Review**

It was moved and seconded

Resolution No. C134/20

**THAT** Council reappoint Laurie Evans, Chris Kotscha, Tyler Neels, Michael Porter, Lorrie Whiteway and Nick Wizinsky to the City of West Kelowna Economic Development Committee for a term ending October, 2022 or until such time that successors are appointed.

CARRIED UNANIMOUSLY

**8.4.3 COVID-19 Economic Development and Tourism Response Update #1**

Information Report from the Economic Development and Tourism Manager

**8.5 FINANCIAL SERVICES**

**8.6 CORPORATE SERVICES / RECREATION AND CULTURE**

**8.6.1 Central Okanagan Essential Services Mutual Aid Agreement**

It was moved and seconded

Resolution No. C135/20

**THAT** Council authorize the Mayor and Corporate Officer to execute the “Central Okanagan Essential Services Mutual Aid Agreement” between the City of West Kelowna and the Regional District of Central Okanagan, District of Peachland, City of Kelowna, District of Lake Country and Westbank First Nation for a period of two years commencing on the date of execution by all parties.

CARRIED UNANIMOUSLY

**8.7 CHIEF ADMINISTRATIVE OFFICER**

**9. CORRESPONDENCE AND INFORMATION ITEMS**

**10. NOTICE OF MOTION**

**11. ADJOURNMENT OF THE REGULAR MEETING**

The meeting adjourned at 4:28 p.m.

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MAYOR

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DEPUTY CAO/CORPORATE OFFICER





COUNCIL REPORT  
Development Services  
For the May 26, 2020 Council Meeting

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DATE: May 20, 2020

TO: Paul Gipps, CAO

FROM: Jayden Riley, Planner II

RE: DP 20-03; Commercial and Multiple Family and Intensive Residential Development Permit; 2411 Apollo Road  
Legal: Lot 2 Block 2, DL 486, ODYD, Plan 761  
Owner: Elias and Kevin Ferreira  
Agent: Fox Architecture Inc.

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**RECOMMENDED MOTION:**

**THAT** Council authorize the issuance of a Development Permit (DP 20-03) to construct a mixed commercial and residential building consisting of eight (8) residential units and 110 sq. m. of commercial space located at 2411 Apollo Road, subject to conditions outlined in the attached Development Permit; 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.

**RATIONALE:**

- The proposal provides a mix of residential and commercial uses which reflects the purpose of the Westbank Centre Growth Management Designation by promoting a vibrant, walkable, transit-oriented village that enables people to live, shop, and work and play within the area;
- The proposal is consistent with Commercial and Multiple Family and Intensive Residential Development Permit Guidelines contained in the OCP; and
- The proposal conforms to the principal uses and regulations outlined in Zoning Bylaw No. 0154 for the Urban Centre Commercial Zone (C1).

**LEGISLATIVE REQUIREMENTS**

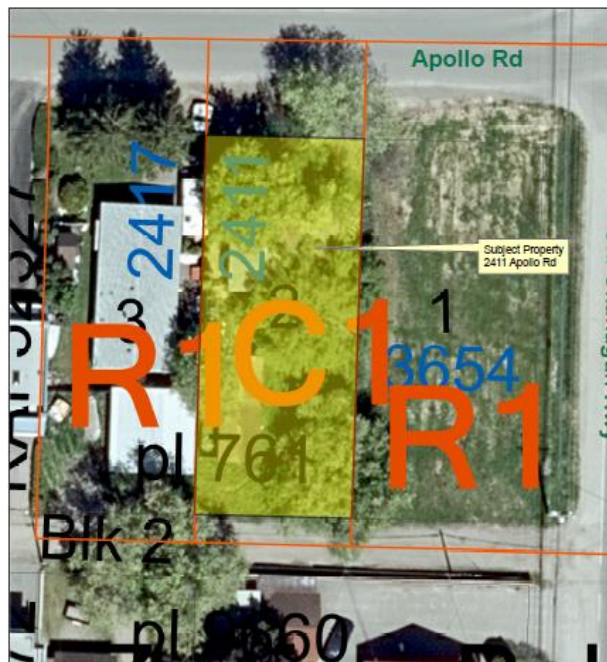
Council has the authority under Part 14 (s. 490) of the *Local Government Act* to issue a Development Permit. This Development Permit is specifically for form and character of a mixed commercial and multiple family residential development.

## BACKGROUND:

The subject property was rezoned in 2019 from Single Detached Residential (R1) to Urban Centre Commercial (C1). The applicant owns the adjacent property at 2417 Apollo Road; at the time of writing this report, a rezoning and concurrent development permit application to mirror the development has been submitted.

## **Proposal**

This application is seeking a Commercial and Multiple Family and Intensive Residential Form and Character Development Permit to accommodate the construction of a mixed-use development, consisting of eight (8) 1-bedroom residential units and 110 m<sup>2</sup> of commercial space. The commercial space and residential units are contained within one (1) building, with commercial space located at grade, fronting Apollo Road, and two (2) storeys above, each including four (4) residential units. The proposal includes a total of eight (8) covered surface parking spaces on the main level with vehicular access from the rear laneway. Also provided is Class I and II bicycle parking spaces for both commercial and residential components. The applicant has chosen to reduce the number of required off-street parking spaces by 3 spaces via cash in lieu and by providing end-point bike lockers and shower facilities. No variances are being proposed with this application.



**Figure 1: Subject Property**



**Figure 2: Proposed Mixed Use Building (DP 20-03)**



**Figure 3: Future Mirrored Concept**

## Location and Surrounding Uses

The subject property is located at 2411 Apollo Road in the Westbank Centre Neighbourhood. It is a flat, vacant parcel with an area of 566 m<sup>2</sup>. Surrounding land uses include:

- North – Institutional and Assembly (P2).
- East – Vacant / Single Detached Residential (R1)
- South – Urban Centre Commercial (C1)
- West – Single Detached Residential (R1)

## POLICY AND BYLAW REVIEW

### **Official Community Plan Bylaw No. 0100**

The subject property maintains a Commercial Land Use Designation, which is intended to support a variety of retail, office, and personal service uses, with opportunities for increased density in height and above street residential in Westbank Centre. The purpose of this designation is to meet the needs of residents at strategic locations for employment, shopping, and services. The proposal is aligned with the Commercial designation.

#### *Development Permit Areas:*

The proposed development is subject to two (2) of the City's DPAs: 1) Commercial and 2) Multiple Family and Intensive Residential. These DPAs address form and character.

1. The Commercial DPA guidelines seek to improve the form and character of commercial development, improve the streetscape, and consider how the design of new commercial development can support transit and active transportation modes such as walking and cycling. The proposal is found to be in general accordance with these guidelines.
2. Multiple Family and Intensive Residential DPA guidelines ensure that residential development is well designed, appropriately integrated into the community through use of good urban design principles, improves the streetscape by requiring pedestrian scale design, and ensures that all new development contributes positively to the pedestrian experience. The proposal is found to be in general accordance with these guidelines.

#### *Form and Character:*

The proposal includes two (2) 55 m<sup>2</sup> commercial spaces, with a lobby and garage at grade and two storeys of residential units above. Pedestrian access is proposed from both Apollo Road and the rear laneway, with driveway access from the rear laneway.

There are four (4) residential units on each upper residential storey (i.e. storeys 2 and 3), with a common corridor and stairwell to the lobby and main residential and commercial entrance, as well as to the garage and laneway exit. Each unit contains outdoor deck space with glass rails. The proposed building materials include woodgrain siding and white stucco with black fascia accents, black doors, and dark grey concrete modular units featured on the west and east façades (*Figure 4*). The westerly façade is designed to the zero lot line in order to accommodate a mirrored development (*Figure 3*) on the adjacent property, 2417 Apollo Rd., subject to applicable development approvals. The easterly façade is stepped back from the property line and has articulated massing, decks, windows and planters that consider street interface and potential development of the adjacent corner parcel at 3654 Old Okanagan Hwy.

A landscape plan was submitted with the application that includes deciduous shade and feature trees, decorative grasses and shrubs, concrete seating with woods slats, bike rack, and decorative pavers (*Attachment 5*). A landscape security in the amount of \$13,640.63 will be a condition of development permit issuance.

The proposed design elements align with the City's DPA design guidelines by providing a pedestrian friendly streetscape with well detailed façades and design features, and colours that reflect the natural environment of West Kelowna. The proposal also maximizes the number corner units and exterior access to facilitate natural ventilation and daylight access while at the same time providing a strong interactive connection to the street.

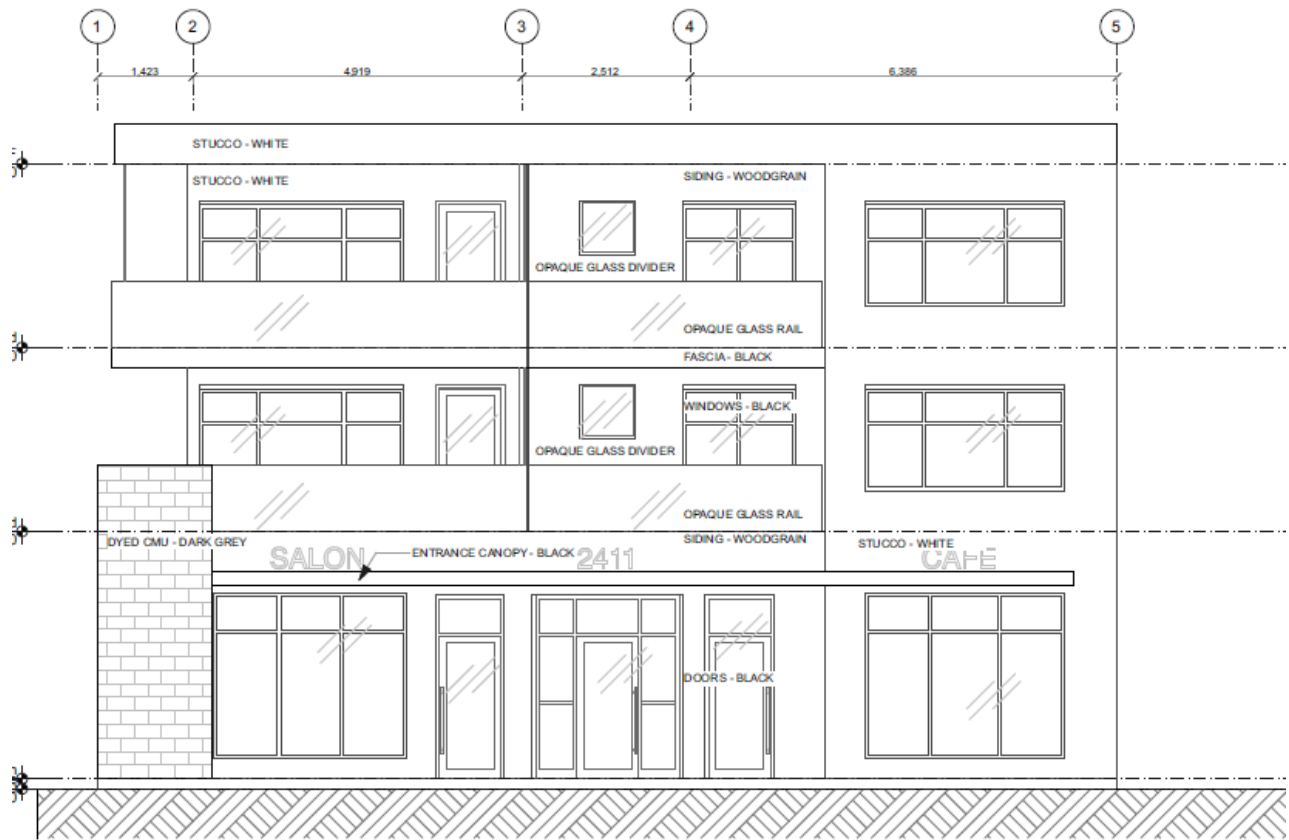


Figure 4: Building Details



Figure 5: North Elevations (Apollo Rd.)



Figure 6: South Elevation (Rear Lane)

## Zoning Bylaw No. 0154

The subject property is zoned Urban Centre Commercial (C1). The property was rezoned from R1 to C1 in 2019 (File: Z 19-04, Zoning Amendment Bylaw No. 0154.75). The C1 Zone permits a range of uses, including apartment, personal service establishment, and retail. The proposal conforms to the principal uses and regulations outlined in the Zoning Bylaw for the C1 Zone, including density, parcel coverage, frontage and setbacks – see *Table 1*.

Zoning Regulations	Required (C1)	Proposed
Min. Parcel Area	400 sq. m.	573 sq. m.
Min. Parcel Frontage	5 m	15.4 m
Max. F.A.R.	2.5	2.33
Max. Lot Coverage	100%	88%
Max. Height	15 m / 4 storeys	10 m / 3 storeys
Min. Front Parcel Setback	4.5 m	4.5 m
Min. Rear Parcel Setback	0.0 m	0.0 m
Min. Interior Parcel Setback	0.0 m	0.0 m

**Table 1: Zoning Analysis**

As noted in *Table 1*, the C1 zone permits a zero lot line setback; therefore, due to the intention to mirror the development (*Figure 3*), the proposal includes an expansive concrete wall at the interior lot line between the two properties, as demonstrated by *Figures 5 and 6* and *Attachment 4*.

### *Parking:*

As per S.4.12.2(a).2<sup>1</sup> and S 4.12.4(b)1<sup>2</sup> of the Zoning Bylaw, the applicant is proposing to reduce the number of required off-street parking spaces by paying cash in lieu and providing end point facilities in the form of bike lockers and showers (*Attachment 4*). The cash in-lieu contribution proposed is for a two (2) space reduction, at \$10,000.00 per space, for a total of \$20,000.00. *Table 2* provides a summary of the off-street parking requirements and the proposed reductions.

Off-Street Parking Requirements	Required	Proposed
8 x 1-bedroom	8	7
Visitor	1	1
110 sq. m. commercial (retail)	2	0
<b>Total</b>	<b>11</b>	<b>8*</b> (reduction of 2 spaces by cash in lieu and 1 space by bike lockers and showers)

**Table 2: Parking Analysis**

<sup>1</sup> S. 4.12.2(a).2 states that cash in lieu of up to 50% of required parking spaces will be accepted for multiple residential and mixed use developments in Westbank Centre.

<sup>2</sup> S.4.12.4(b).1 states that the required number of parking spaces for multiple residential, mixed use, and commercial buildings may be reduced by a maximum of 1 parking space where showers, lockers and sinks are provided in accordance with Table 4.12.

## TECHNICAL REVIEW

The applicant submitted a functional servicing report with the application that confirms existing infrastructure will be able to support this development, subject to upgrades to water servicing, installation of hydrant on Old Okanagan Highway, and installation of a sanitary service. Geotechnical information was also submitted with the application, confirming the site is suitable for the proposed development, also providing recommendations on site preparation, foundation design, and drainage. Further details regarding servicing will be reviewed at building permit.

## ALTERNATE MOTIONS:

### **1. Postpone Consideration of Development Permit DP 20-03**

**THAT** Council postpone consideration of Development Permit (DP 20-03).

Council may wish to postpone the issuance of the Development Permit and require the applicant to redesign components of the proposal in accordance with the City's Official Community Plan Development Permit Guidelines.

### **2. Deny Consideration of Development Permit DP 20-03**

**THAT** Council deny Development Permit (DP 20-03)

Council may wish to deny the application and have the applicant redesign the proposal in accordance with the City's Official Community Plan Development Permit guidelines. If the proposal was revised, the Development Permit would require further consideration by Council.

## REVIEWED AND APPROVD BY:

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

Powerpoint: Yes ☒ No ☐

### Attachments:

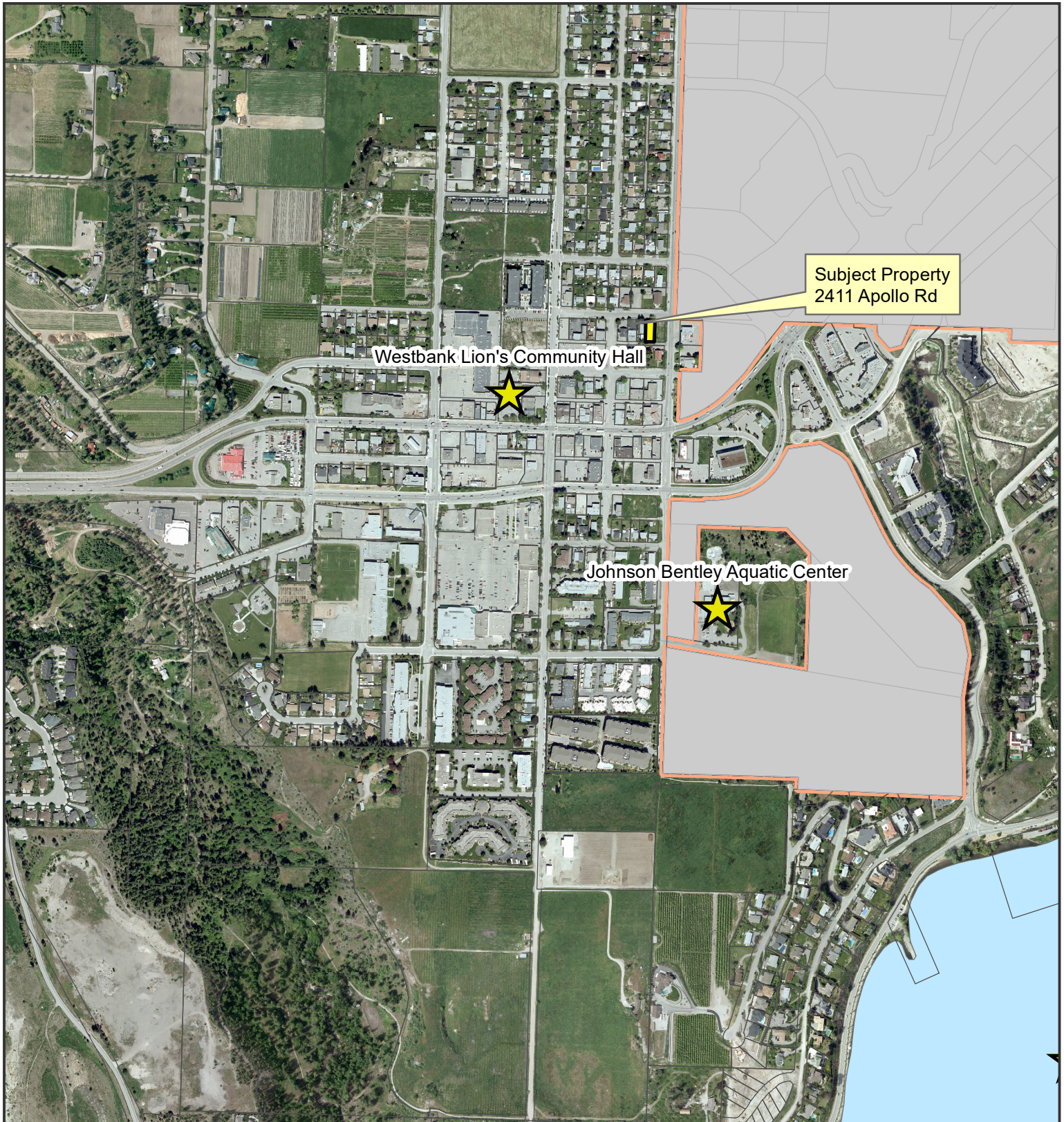
1. Context Map
2. Subject Property Map
3. DP 20-03 (Draft)
4. Architectural Drawings (Site Plan, Building Plans, Elevations, Renderings)
5. Landscape Plan





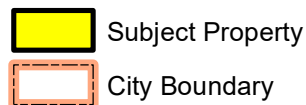


# CONTEXT MAP: DP 20-03



File: DP 20-03

Legal Description: Lot 2, Blk 2, DL 486, ODYD, Plan 761



0 135 270 540 Metres







File: DP 20-03

Legal Description: Lot 2, Blk 2, DL 486, ODYD, Plan 761

LEGEND

- Subject Property
- Zoning Boundary
- Parcels

0 4.25 8.5 17 Metres





**CITY OF WEST KELOWNA  
DEVELOPMENT PERMIT  
DP 20-03**

**To:** Elias and Kevin Ferreira  
2265 East 25<sup>th</sup> Avenue  
Vancouver, BC, V5N 2V7  
c/o  
Fox Architecture Inc.  
510 West Avenue  
Kelowna, BC, V1Y 4Z4

1. This Permit is issued subject to compliance with all of the Bylaws of the City of West Kelowna applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Permit applies to and only to those lands within the City of West Kelowna described below, and any and all buildings, structures and other developments thereon:

**LOT 2, Block 2, DL 486, ODYD, PLAN 761**  
(2411 Apollo Road)

3. This **Commercial and Multiple Family and Intensive Residential Development Permit** allows the construction one (1) 3-storey building that consisting of 110 sq. m. of commercial space and eight (8) 1-bedroom residential units, subject to the following conditions and related Schedules:
  - A. The siting, exterior design, and finish of building is to be in accordance with the Architectural submission (site plan, elevations, renderings) prepared by Fox Architecture Inc., dated May 4, 2020, and attached within Schedule "A"; and
  - B. The landscaping to be provided on the land be in accordance with Landscape Drawings by Outland Design Landscape Architects, dated March 27, 2020 and attached within Schedule "B".
  - C. Providing a total of six (6) Class I and three (3) Class II bicycle parking spaces, as noted within main floor plan, drawing A-101, prepared by Fox Architecture Inc., dated May 4, 2020, and attached within Schedule "A".
  - D. The inclusion of lockers, one (1) shower, and one (1) sinks to permit a reduction of one (1) required off-street parking space, as noted on main floor plan, drawing A-101, prepared by Fox Architecture Inc., dated May 4, 2020, and attached within Schedule "A".
4. As a condition of the issuance of this Permit the following requirements shall be satisfied:
  - A. The City of West Kelowna is holding a landscape security set out below to ensure that development is carried out in accordance with the terms and conditions of this

Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to carry out the development hereby authorized, according to the terms and conditions of the Permit within the time provided, the City of West Kelowna may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Permittee, or should the Permittee carry out the development permitted by this Permit within the time set out below, the security shall be returned to the Permittee. There is filed accordingly:

**An Irrevocable Letter of Credit or Bank Draft in the amount of \$13,640.63.**

- 5. The land described herein shall be developed strictly in accordance with the terms and conditions of this Permit and any plans and specifications attached to this Permit, which shall form a part hereof. Should any changes be required to this permit, please ensure that you obtain written approval from City of West Kelowna prior to making any changes.
- 6. If this Development Permit has not been issued within one year from approval, Development Permit DP 20-03 shall be deemed to have been refused and the file will be closed.
- 7. **This Permit is not a Building Permit.**
- 8. Subject to the terms of the permit, where the holder of a permit issued under the *Local Government Act* does not substantially commence any construction with respect to which the permit was issued within one year after the date it is issued, the permit lapses.

AUTHORIZING RESOLUTION NO. **XXXX** PASSED BY THE MUNICIPAL COUNCIL ON \_\_\_\_\_.

Signed on \_\_\_\_\_

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

I hereby confirm that I have read and agree with the conditions of Development Permit DP 20-03 with Variances and will ensure that copies of the Permit will be provided to onsite personnel at time of construction.

Signed on \_\_\_\_\_

\_\_\_\_\_  
Property Owner or Agent

ISSUED on \_\_\_\_\_

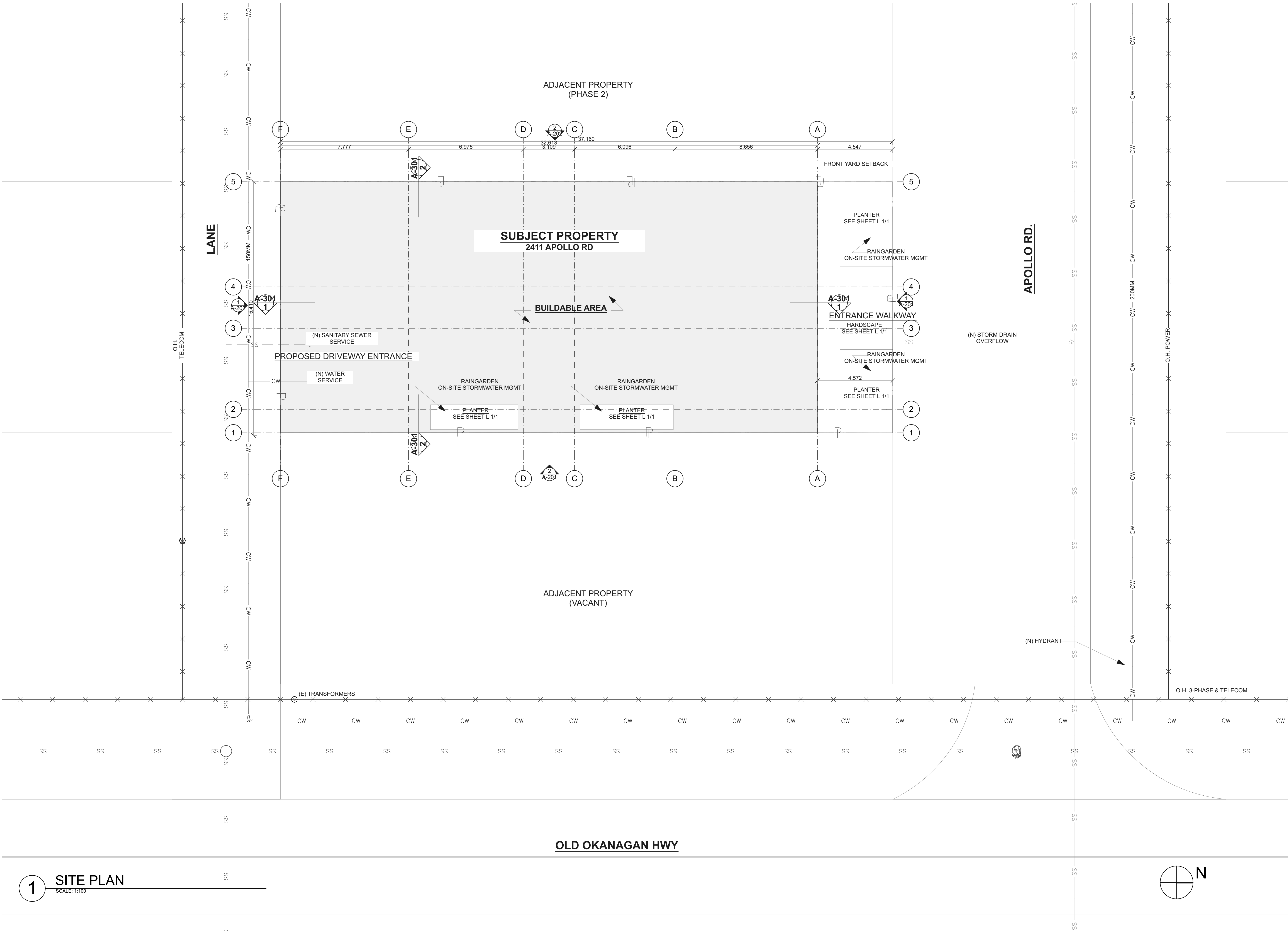
Attached Schedules:

A. Architectural Drawings (site plan, elevations, building plans, renderings), drawing no. A-001, A-101, A-201-202, and A-901, prepared by Fox Architecture Inc., dated May 4, 2020.

B. Landscape Plan, drawing L1/1, prepared by Outland Design Landscape Architecture, dated March 27, 2020 and Estimate dated February 10, 2020.

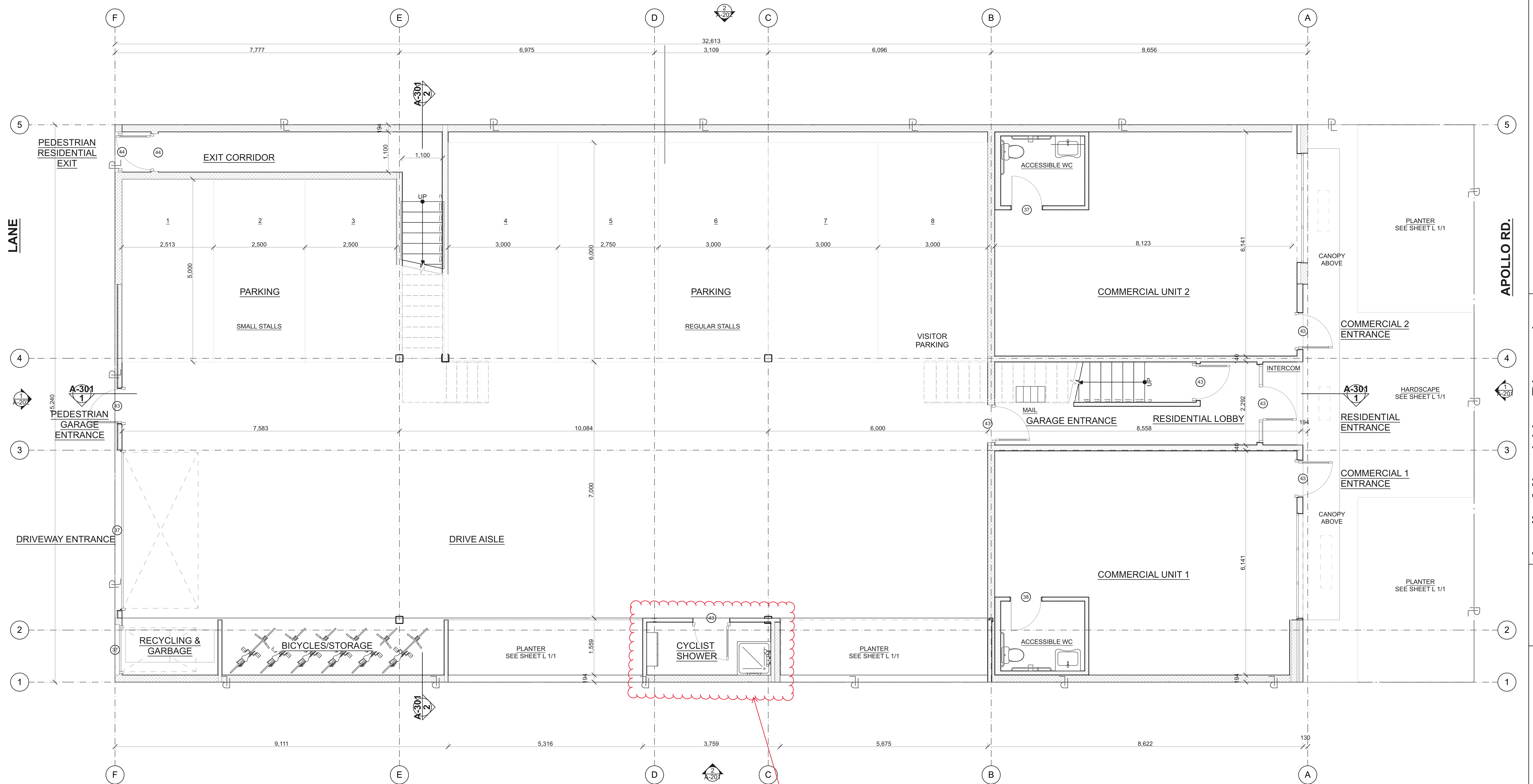
H:\DEVELOPMENT SERVICES\PLANNING\3060 Development Permits\3060-20 Permits\2020\DP 20-03 2411 Apollo Rd\Permit\_Security





1 SITE PLAN  
SCALE: 1:100

SITE PLAN	ISSUED FOR DP 02.10.20 REV 1.03.03.20 - TITLE PAGE DATA UPDATE REV 1.03.03.20 - TYPING & MARKING REV 1.03.03.20 - COMPREHENSIVE LETTER RECOMMENDATIONS	PRELIMINARY	Apollo Mixed-Use Phase 1		FOX ARCHITECTURE SUSTAINABLE MODERN DESIGN
			19-092	2411 Apollo Rd West Kelowna BC Lot 2, Blk 2, DL 486, ODYD Pln 761	
A-001					



1 MAIN FLOOR PLAN  
SCALE: 1:50

Must include 1 sink and 1 shower for purposes of reducing required number of off-street parking spaces by one (1) space.

FOX ARCHITECTURE

SUSTAINABLE MODERN DESIGN

510 West Ave  
Kelowna BC V1Y 4Z4  
foxarchitecture.ca  
778.484.3696

Apollo Mixed-Use Phase 1

19-092

2411 Apollo Rd  
West Kelowna BC  
Lot 2, Blk 2, DL 486, ODYD Pln 761

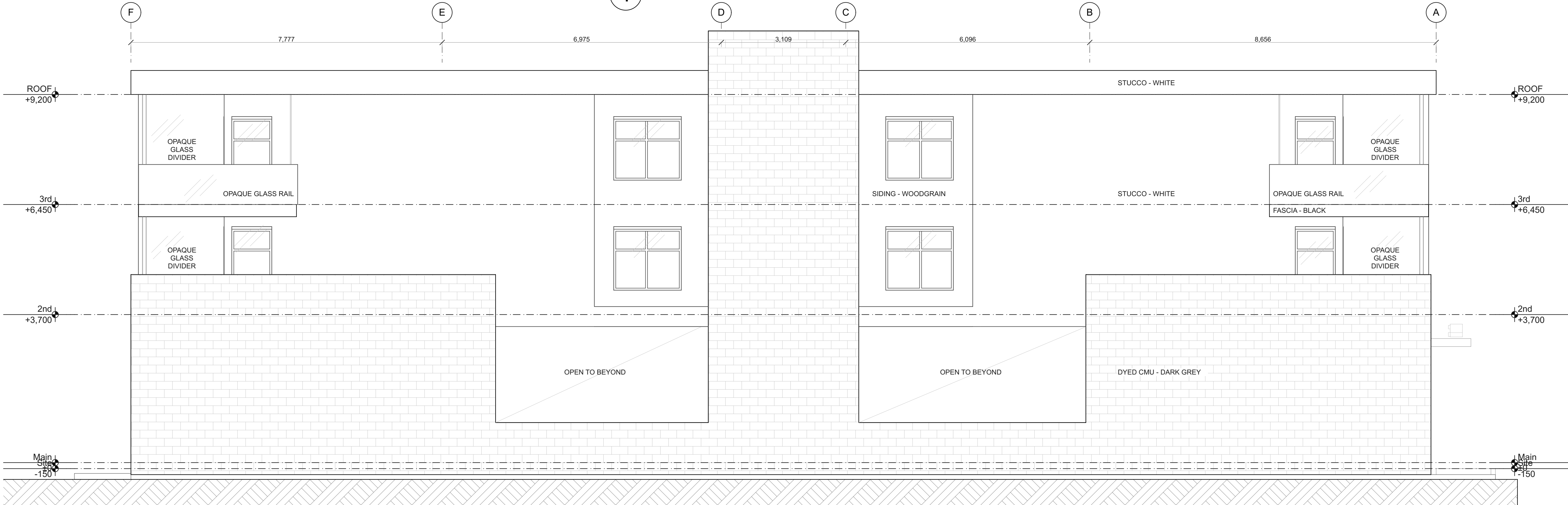
PRELIMINARY

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REV 1.03.03.20 - COMPREHENSIVE LETTER RECOMMENDATIONS

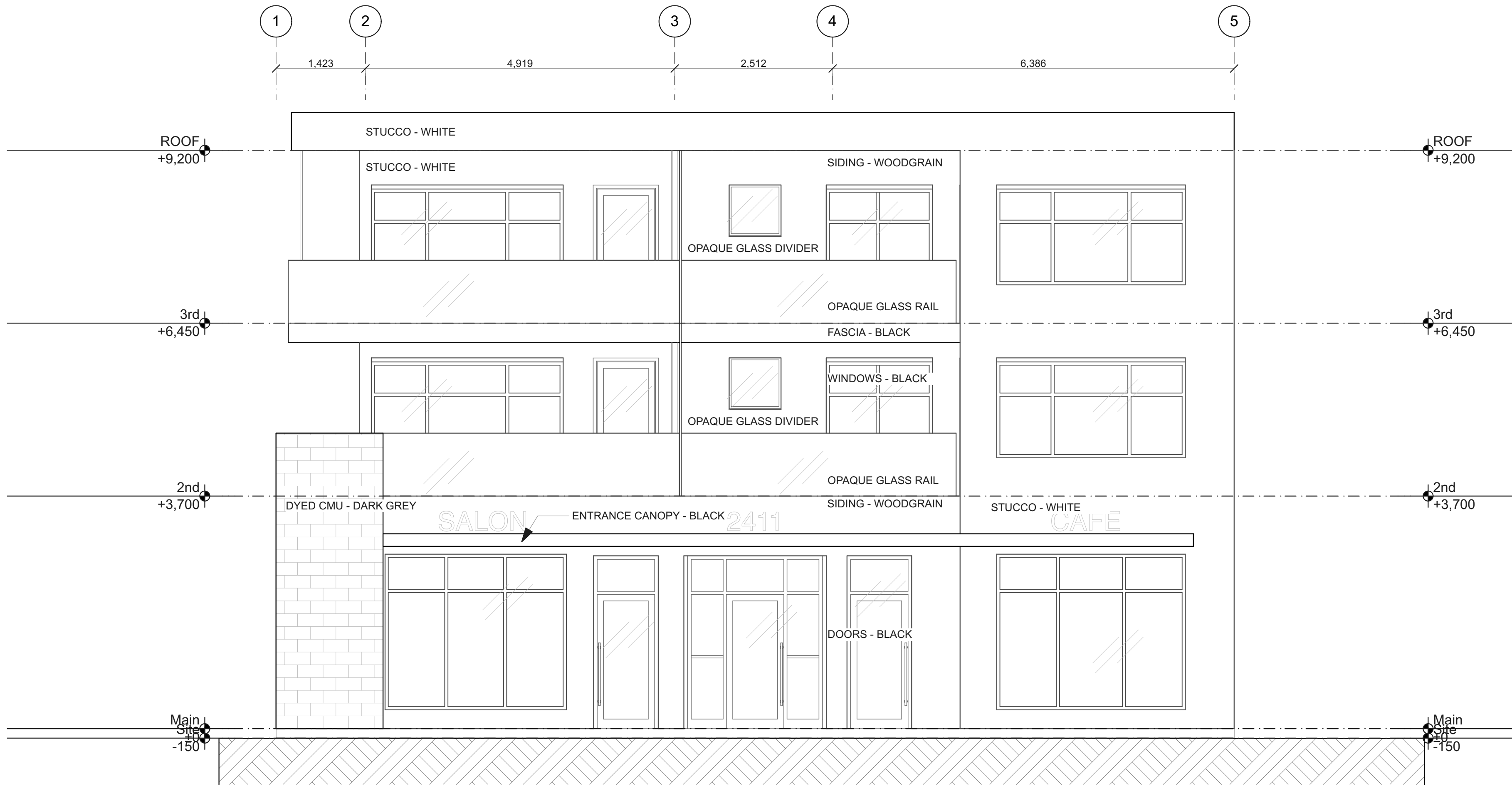
MAIN FLOOR PLAN

A-101

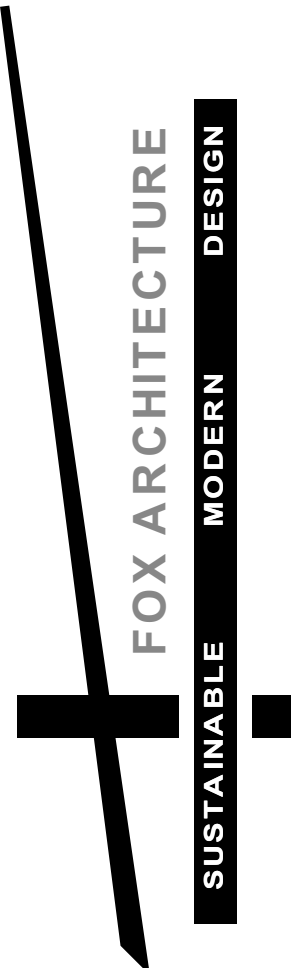
Page 26 of 71



2 EAST ELEVATION  
SCALE: 1:50



1 NORTH ELEVATION  
SCALE: 1:50



FOX ARCHITECTURE  
SUSTAINABLE MODERN DESIGN

510 West Ave  
Kelowna BC V1Y 4Z4  
foxarchitecture.ca  
778.484.3696

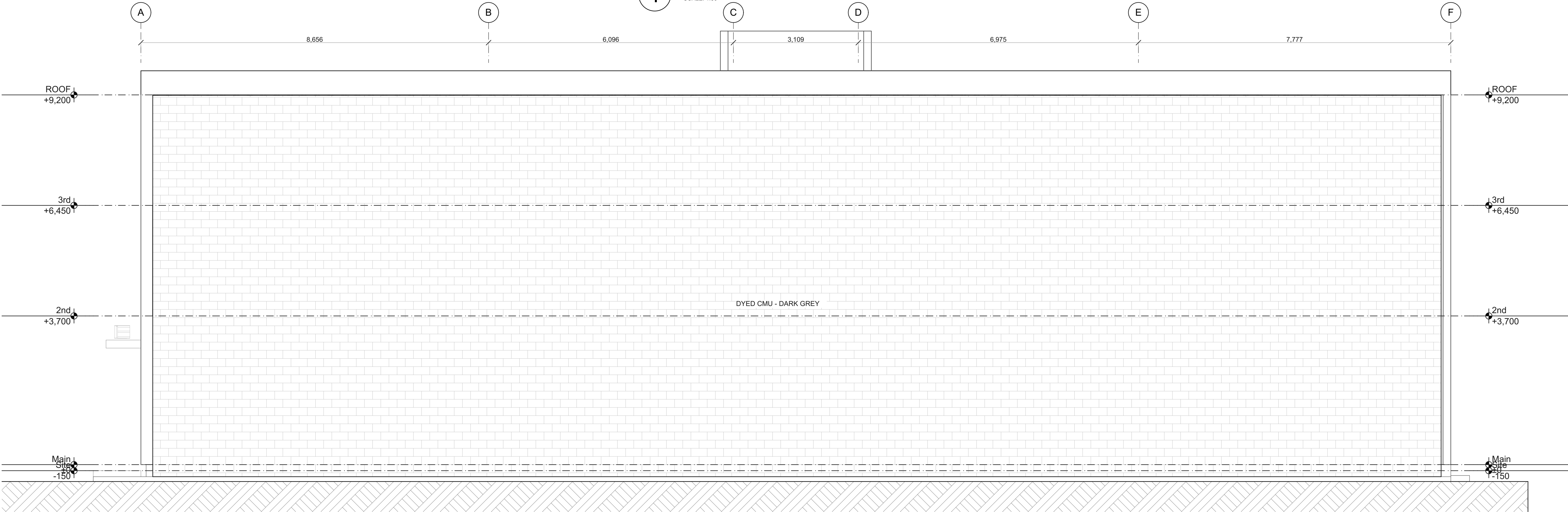
Apollo Mixed-Use Phase 1

2411 Apollo Rd  
West Kelowna BC  
Lot 2, Blk 2, DL 486, ODYD Pln 761

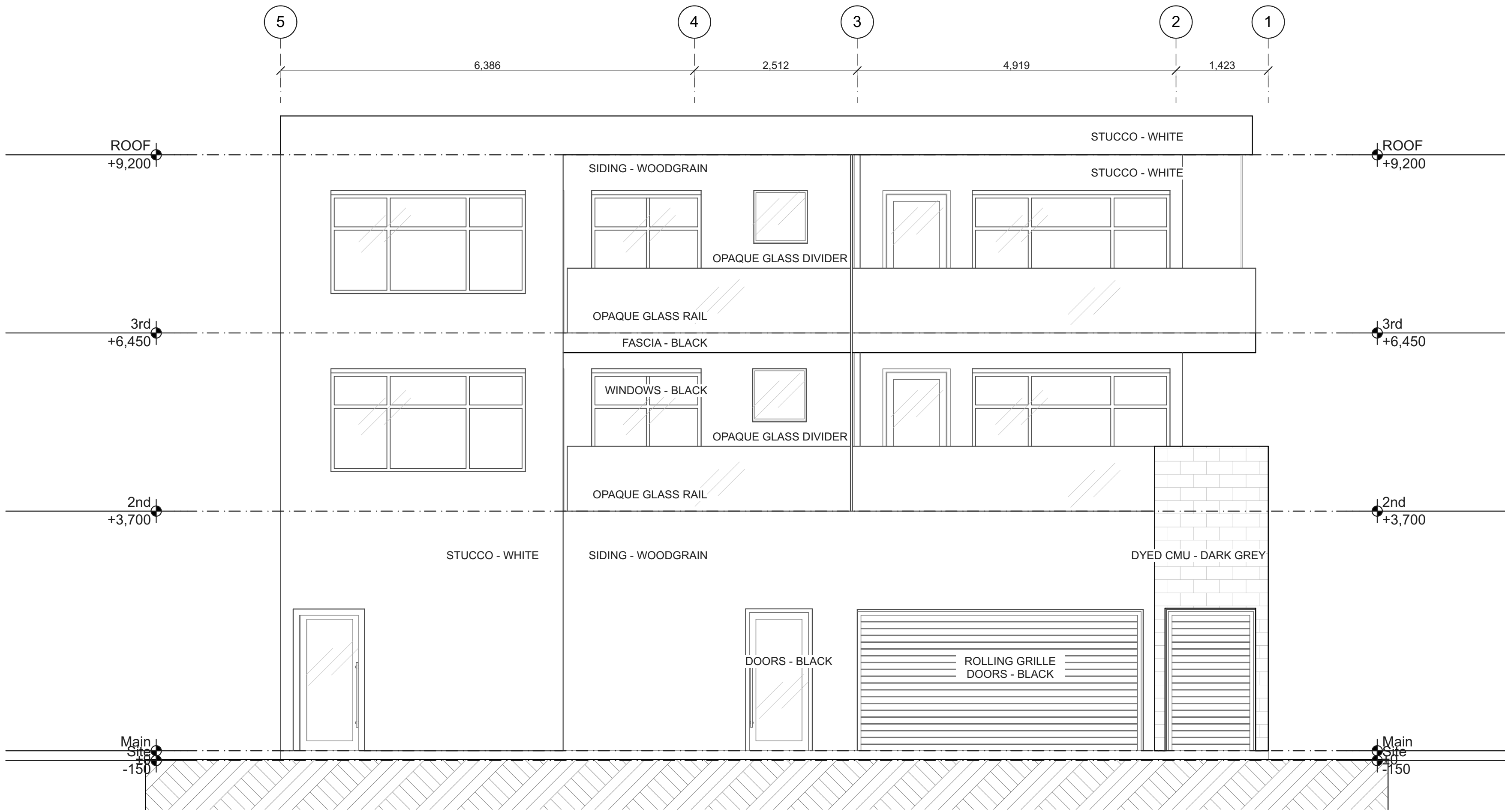
ELEVATIONS

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REV 1.03.03.20 - TITLE PAGE DATA UPDATE  
REV 1.03.03.20 - MARKINGS & MATERIALS DATE  
REV 1.03.03.20 - COMPREHENSIVE LETTER RECOMMENDATIONS

A-201



**2** WEST ELEVATION  
SCALE: 1:50



**1** SOUTH ELEVATION  
SCALE: 1:50

ELEVATIONS	ISSUED FOR DP 02.10.20 REV 1.03.03.20 - TITLE PAGE DATA UPDATE REV 1.03.03.20 - MARKINGS & DIMENSIONS DATE REV 1.03.03.20 - COMPREHENSIVE LETTER RECOMMENDATIONS	A-202	
	PRELIMINARY		
	Apollo Mixed-Use Phase 1		
2411 Apollo Rd West Kelowna BC Lot 2, Blk 2, DL 486, ODYD Pln 761			
19-092			
510 West Ave Kelowna BC V1Y 4Z4 foxarchitecture.ca 778.484.3696 SUSTAINABLE MODERN DESIGN FOX ARCHITECTURE			





1 3/4 STREET VIEW



2 STREET VIEW



3 3/4 STREET VIEW



6 3/4 LANE VIEW



5 LANE VIEW



4 3/4 LANE VIEW

<div data-bbox="2838 47 2997 500"> </div> <div data-bbox="2838 500 2997 697"> <p>510 West Ave Kelowna BC V1Y 4Z4 foxarchitecture.ca 778.484.3696</p> </div>	<div data-bbox="2838 697 2997 1342"> <p>Apollo Mixed-Use Phase 1</p> </div>		<div data-bbox="2838 1342 2997 1988"> <p>3-D IMAGES</p> <p>ISSUED FOR DP 02.10.20 REV 1.03.03.20 - TITLE PAGE DATA UPDATE REV 1.03.03.20 - TYPING &amp; LAYOUT DATE REV 1.03.03.20 - PRELIMINARY LETTER RECOMMENDATIONS</p> <p>A-901</p> </div>
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1 VIEW TO SE



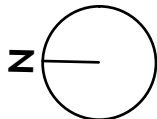
2 VIEW TO SW





OUTLAND DESIGN  
LANDSCAPE ARCHITECTURE

303 - 590 KLO Road  
Kelowna, BC V1Y 7S2  
T (250) 868-9270  
www.outlanddesign.ca



PROJECT TITLE

2411 APOLLO ROAD

West Kelowna, BC

DRAWING TITLE

CONCEPTUAL LANDSCAPE  
PLAN

ISSUED FOR / REVISION	
1	20.02.07 Review
2	20.20.10 DP Submission
3	20.03.27 DP Submission
4	
5	

PROJECT NO	20-006
DESIGN BY	JW
DRAWN BY	JW
CHECKED BY	FB/KF
DATE	14th, 27, 2020
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DRAWING NUMBER

L1/1

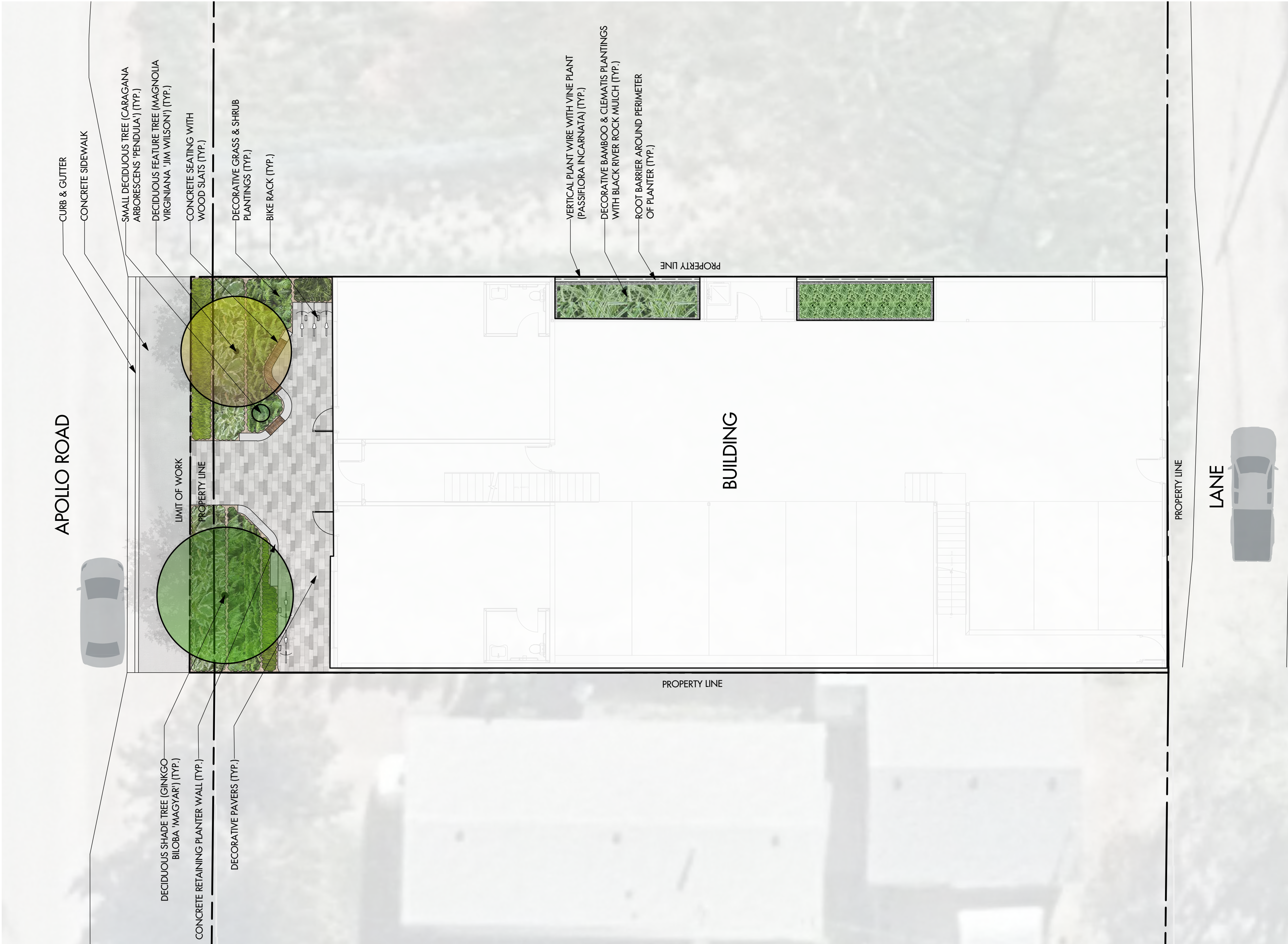
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rendered without permission.

NOTES

1. PLANT MATERIAL AND CONSTRUCTION METHODS SHALL MEET OR EXCEED CANADIAN LANDSCAPE NURSERY STANDARD.
2. ALL SOFT LANDSCAPE AREAS SHALL BE WATERED BY A FULLY AUTOMATIC TIMED UNDERGROUND IRRIGATION SYSTEM.
3. TREE AND SHRUB BEDS TO BE DRESSED IN A MINIMUM 75mm DECORATIVE WOOD MULCH. LANDSCAPE FABRIC TO BE PLACED UNDERNEATH TREE AND SHRUB BEDS.
4. SHRUB BEDS TO RECEIVE A MINIMUM 450mm DEPTH TOPSOIL PLACEMENT. TREE PITS TO RECEIVE A MINIMUM OF 600mm DEPTH TOPSOIL PLACEMENT.
5. SITE GRADING AND DRAINAGE WILL ENSURE THAT ALL STRUCTURES HAVE POSITIVE DRAINAGE AND THAT NO WATER OR LOOSE IMPEDIMENTS WILL BE DISCHARGED FROM THE LOT ONTO ADJACENT PUBLIC, COMMON, OR PRIVATE PROPERTIES.

PLANT LIST

BOTANICAL NAME	COMMON NAME	QTY	SIZE / SPACING & REMARKS
<b>TREES</b>			
CARAGANA ARBORESCENS 'PENDULA'	WEeping PEASHRUB	1	3cm CAL
GINKGO BILOBA 'MAGYAR	GINKGO BILOBA	1	6cm CAL
MAGNOLIA VIRGINIANA 'JIM WILSON'	MOONGLOW SWEETBAY MAGNOlia	1	6cm CAL
<b>SHRUBS</b>			
CORNUS SERICEA 'KESEY'	KESEY DOGWOOD	21	#02 CONT / 0.9M O.C. SPACING
ILEX GLABRA 'LEXFARROWTRACEY'	INKBERRY HOLLY	1	#02 CONT / 0.6M O.C. SPACING
<b>PERENNIALS &amp; GRASSES</b>			
ATHYRIUM FILIX-FOEMINA	LADY FERNS	32	#01 CONT / 0.9M O.C. SPACING
FARGESIA NITIDA 'GREAT WALL	GREAT WALL CLUMPIng BAMBOO	4	#01 CONT / 0.6M O.C. SPACING
CLEMATIS 'MULTI BLUE'	MULTI BLUE CLEMATIS	2	#02 CONT / 1.8M O.C. SPACING
NASSELLA TENUISSIMA	MEXICAN FEATHER GRASS	16	#01 CONT / 0.6M O.C. SPACING







COUNCIL REPORT  
Development Services  
For the May 26, 2020 Council Meeting

---

DATE: May 15, 2020

TO: Paul Gipps, CAO

FROM: Hailey Rilkoff, Planner II

RE: DVP 20-03; Development Variance Permit; 2751 Cameron Road  
Legal: Lot A District Lot 3486 ODYD Plan 26784  
Address: 2751 Cameron Road  
Owner: The Board of School Trustees of School District No 23 (Central Okanagan)  
Applicant: David Widdis, Planning Manager

---

**RECOMMENDED MOTION:**

**THAT** Council authorize the issuance of a Development Variance Permit (DVP 20-03) for Lot A District Lot 3486 ODYD Plan 26784 (2751 Cameron Road) in general accordance with the attached permit to vary Zoning Bylaw No. 0154 S 4.4.1a. to reduce the number of off-street parking spaces from 20 required to 5 proposed to facilitate the installation of up to four additional portable classrooms.

**RATIONALE:**

The recommended motion is based on the following:

- Mount Boucherie Secondary School has a Parking Management Plan with guidelines for students to follow;
- Increased enrolment and reduced class sizes over the years requires more classroom space on site;
- The School District added 30 additional parking spaces on-site in 2019 to alleviate parking concerns; and
- A collaborative approach to shared uses between the School District and City of West Kelowna is encouraged by the Official Community Plan.

**LEGISLATIVE REQUIREMENTS:**

Section 498 of the *Local Government Act* gives Council the authority to issue a Development Variance Permit that varies, in respect of the land covered in the permit, the provisions of the Zoning Bylaw.

## BACKGROUND:

### **Location and Surrounding Uses**

The subject property is located in the Boucherie Centre neighbourhood and is zoned P2 – Institutional and Assembly Zone. The subject property has been the site of Mount Boucherie Secondary School, West Kelowna's only secondary school, since it was built in the 1970's.

The subject property is adjacent to the City Hall and Royal LePage Place and the surrounding land uses are as follows:



Figure 1 - Subject Property (MBSS)

Direction	Zone	Land Use
North	RMP – Manufactured Home Park R3 – Low Density Multiple Residential	Trailpark Mobile Villas & RV Park Residential
East	P2 – Institutional and Assembly	City Hall and Arenas
South	P1 – Parks and Open Space	Mount Boucherie Park
West	P1 – Parks and Open Space	Mount Boucherie Sports Fields and Darroch park

### **MBSS Site History**

Mount Boucherie Secondary School (MBSS) was built in 1975. Portable classrooms have been added and removed from the site as enrolment has increased and decreased over time. In 1990, when required parking was calculated per teacher and per ten students (Zoning Bylaw No. 176, adopted March 1981), MBSS required 129 parking spaces and was able to provide 155 on site (surplus of 26 spaces). By 1997, with increased enrolment and staffing, MBSS required 217 parking spaces and was only able to provide 150 (deficiency of 67 spaces).

The persisting parking deficiencies on-site have been acknowledged by both the School District and the Regional District of Central Okanagan (RDCO) since the mid 1990's. Variance Permits were not historically required under Zoning Bylaw No. 176 due to the temporary nature of the portable classrooms. By 2008 a new Zoning Bylaw was in effect (Zoning Bylaw No. 871, adopted August 2000) and a major addition was constructed at MBSS creating 16 new classrooms and reducing the need for portable classrooms. However, since 2008 the City of West Kelowna has continued to grow resulting in increased enrolment at MBSS.

### **2018 Development Variance Permit Application**

In the Spring of 2018, due to increased enrolment projections at MBSS, School District #23 (SD23) applied for a Development Variance Permit (DVP 18-02) in order to reduce the number of required parking spaces on-site for the placement of up to 13 additional portable classrooms through to 2028. At the time of application in 2018 the current onsite conditions at MBSS were as follows:

- 57 classrooms (54 regular classrooms and 3 portable classrooms)
- 110 staff (plus 5-8 temporary teachers)
- 1,432 students (projected Sept 2018 enrolment)
- 170 on-site parking spaces
- 38 off-site parking spaces through a joint-use agreement with the City of West Kelowna.

Zoning Bylaw No. 0154 (adopted February 2014) requires 5 off-street parking spaces per classroom. At the time of application in April 2018, MBSS was not meeting the required on-street parking requirements as 285 spaces would have been required for 57 classrooms.

In July 2018, Council considered the requested variance, however due to parking management concerns only approved a reduction in required parking (from 15 spaces to 0 spaces) for the 3

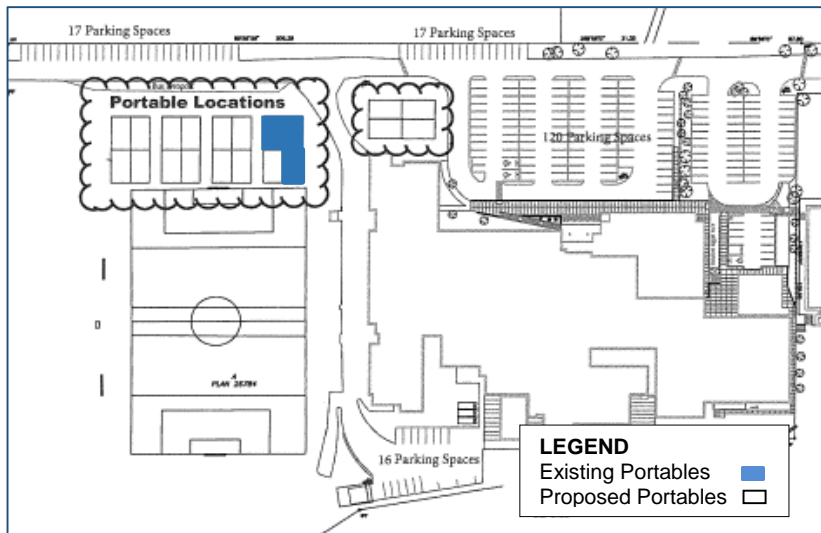


Figure 2 - 2018 Proposed Portable Locations

portables for the 2018/2019 school year. In addition, Council required SD23 to provide a parking study and a parking management plan to Council in order to consider future variances. A building permit for the installation of the 3 portable classrooms was issued and completed.

### 2019 Portable Installation and DVP Exemption

In 2019, SD23 was able to create 30 additional parking spaces on-site, by removing the basketball courts and relocating the garbage and recycling bins. These 30 parking spaces addressed the required parking spaces for the 3 portable classrooms installed in 2018 (15 spaces), as well as 2 additional portable classrooms installed in the summer of 2019 (10 spaces). The School District therefore provided a surplus of 5 spaces in 2019 for the portables installed between 2018 and 2019. No additional variances were required and no Parking Study or Parking Management Plan was completed.

### Proposal

The original application submitted in March 2020 only requested a variance for 1 portable classroom to not require parking (with a total of 2 being installed in 2020). SD23 has indicated that the maximum build out on site would be up to 4 additional portables. Therefore, the recommended motion before Council is to consider a variance to accommodate the maximum build out of portables on site.

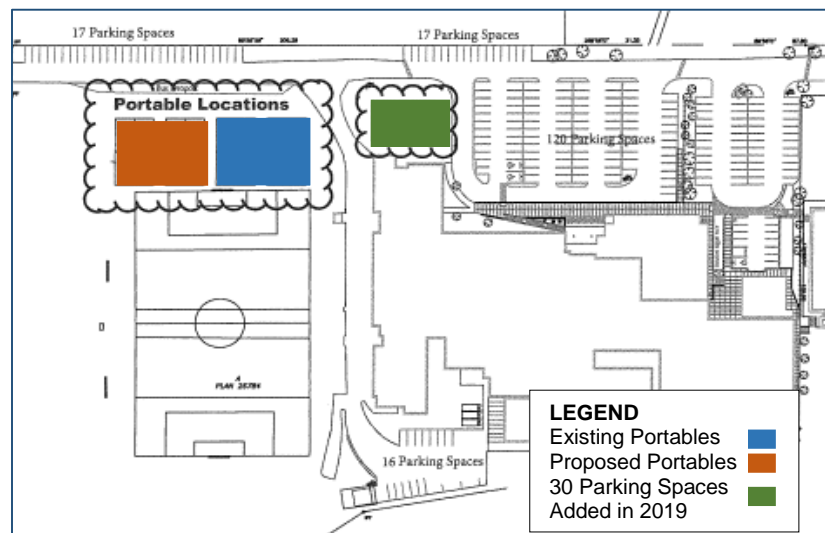


Figure 3 - 2020 Proposed Portable Locations

School District #23 (SD23) proposes to install 2 additional portable classrooms to accommodate the projected enrolment numbers for the 2020/2021 school year, and up to 2 additional portable classrooms to accommodate increased enrolment between 2021 and 2023.

The current onsite conditions at MBSS are as follows:

- 62 classrooms (54 regular classrooms and 8 portable classrooms)
- 1,476 students (current enrolment)
- 200 on-site parking spaces (counting the 30 new spaces created in 2019)
- 38 off-site parking spaces through a joint-use agreement with the City of West Kelowna (approximately 80 spaces can be accommodated in the gravel student parking area)



Figure 4 – Existing Portables (in background) and location of up to 4 new portables (in foreground)

With the 4 additional portable classrooms, MBSS would have a total of 66 classrooms, requiring a total of 330 off-street parking spaces, which due to previous development history has been non-conforming since 1995. The current variance request is to reduce the additional required parking spaces for the 4 additional portables from 20 spaces to 5 spaces. The 5 parking spaces provided were added as surplus in 2019 where the former basketball courts were located.

Table 1 - Required Parking Calculations

Year	Existing Classrooms (Portables)	Proposed Classrooms	Total Classrooms	Required Parking	Parking Provided*	Notes
Prior to 2018	57 Classrooms (3 Portables)	-	57 Classrooms	285	208**	
2018	57 Classrooms (3 Portables)	+3 Portables	60 Classrooms	300	208	DVP 18-02 issued
2019	60 Classrooms (8 Portables)	+2 Portables	62 Classrooms	310	238	30 parking spaces added
2020	62 Classrooms (10 Portables)	+2 Portables	64 Classrooms	320	238	DVP 20-03 proposed
Beyond 2020	64 Classrooms (12 Portables)	+2 Portables	66 Classrooms	330	238	
* Includes 38 spaces at City Hall/Arena site through Joint Use Agreement						
** Non-conforming, cannot increase non-conformity without variances						



## Applicant's Rationale

The School District has provided a proposal letter (*Attachment 4*) which outlines their rationale for the requested variance. The history of portable classrooms is outlined, which are viewed as a temporary solution for the immediate challenge of a growing enrolment. The subject property accommodated 13 portables on site in 2006 when the school's enrolment was over 1,500. The School District has indicated that *"a new secondary school on the Westside is the number one priority of the School District's Capital Plan."* New class size requirements were introduced in 2017, which has also contributed to the need for additional classroom space on site.

## BYLAW AND POLICY REVIEW:

### Official Community Plan No. 0100

The Official Community Plan has policies to support engaging in joint planning with SD23 for the joint use of school and CWK facilities (S.3.8.1.3). The OCP supports collaboration between the city and SD23 in regards to shared uses, such as the Joint Use Agreement for parking at the City Hall/Arena site: *"As sustained shared use practices will ensure the best possible use of our land and facilities, CWK will continue to invest in and support these important partnerships."*

### Zoning Bylaw No. 0154

The City's Zoning Bylaw regulates required off-street parking in the City of West Kelowna, and requires 5 parking spaces per classroom for Secondary Schools.

## TECHNICAL REVIEW:

### Joint Use Agreement Parking

The parking spaces allocated for student parking in the City Hall/Arena lot designated for Student Parking can accommodate approximately 80 vehicles, almost double what the original joint-use agreement allocated (38). There are prominent signs that indicate where student parking is prohibited (No Student Parking signs), however the signage for the student parking area is small and not as prominent (Student Parking signs).



Figure 5 - Student Parking Signage (MBSS)



Figure 6 - Student Parking Signage (City Hall/Arena)

### Bylaw Enforcement

The City's Bylaw Enforcement Department has indicated that over the years there have only been a few instances of ticketing required due to student parking in prohibited areas on the City Hall/Arena lot. Bylaw has not had any neighbourhood complaints regarding student parking in the area this school year and in 2019 there were no issues with student parking.



### **Parking Management Plan**

A collaborative approach between the City and SD23 to address the parking deficiency at MBSS should be taken in this case. The Parking Management Plan will allow the existing non-conforming parking issues to be resolved and to mitigate future parking pressures within the area. MBSS has a student parking program in place (*Attachment 5*) which outlines guidelines for students to follow in order to maintain their student parking passes and which identifies where student parking is allowed. SD23 has indicated that of the 1,146 students that attend MBSS, 158 have been issued parking passes, and that alternate and active transportation are actively encouraged. The school administration team perform regular walkabouts (on and off-site) to monitor parking compliance and the Principal of MBSS addresses parking issues as they arise.

### **PUBLIC NOTIFICATION:**

In accordance with the *Local Government Act*, 194 notification letters were sent to all property owners and their tenants within 100 metres of the subject property (*Attachment 7*) and a notice of application sign has been placed on the subject property in accordance with the Development Applications Procedures Bylaw No. 0260. At the time of writing this report, no submissions from the public had been received.

### **COUNCIL REPORT/RESOLUTION HISTORY:**

Date	Report Topic/Resolution	Resolution No.
July 10, 2018	<b>THAT</b> Council support the issuance of a Development Variance Permit (DVP 18-02) for 2751 Cameron Road to vary Zoning Bylaw No. 0154, S.4.4.1(a) to not require on-site parking stalls for the addition of three (3) new portables in 2018/2019 school year only, in accordance with the attached permit; and,  <b>THAT</b> Council add as a condition of the permit that the School Board provide a parking study and a detailed parking plan to the City of West Kelowna no later than March 31, 2019.	C292/18

### **ALTERNATE MOTIONS:**

#### **Alternate Motion 1: Reduced Variance**

**THAT** Council authorize the issuance of a Development Variance Permit (DVP 20-03) for Lot A District Lot 3486 ODYD Plan 26784 (2751 Cameron Road) in general accordance with the attached permit to vary Zoning Bylaw No. 0154 S 4.4.1a. to reduce the number of off-street parking spaces from 10 required to 5 proposed to facilitate the installation of two additional portable classrooms.

Should Council only wish to grant a parking variance for the two proposed portables to be installed in 2020, the applicant would be required to submit a Development Variance Application for any future portable installations if no additional parking is provided on-site.

## **Alternate Motion 2: Postpone**

**THAT** Council postpone consideration of a Development Variance Permit (DVP 20-03) for Lot A District Lot 3486 ODYD Plan 26784 (2751 Cameron Road).

Should Council postpone consideration of the requested variance, further Council direction to staff is required.

## **Alternate Motion 3: Deny**

**THAT** Council deny the issuance of a Development Variance Permit (DVP 20-04) for Lot A District Lot 3486 ODYD Plan 26784 (2751 Cameron Road).

Should Council deny the requested variance, the file will be closed. No Building Permits could be issued new portables could be installed on-site to accommodate increased student enrolment. As per the City's Development Applications Procedures Bylaw No. 0260, the applicant could re-apply for a similar proposal 6 months after initial Council consideration.

### 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. Draft DVP 20-03
2. Context Map
3. Subject Property Map
4. Proposal Letter
5. MBSS Parking Strategy
6. Site Photos
7. Public Notification Map



**CITY OF WEST KELOWNA  
DEVELOPMENT VARIANCE PERMIT  
DVP 20-03**

To: Central Okanagan Public Schools  
c/o David Widdis  
685 Dease Rd  
Kelowna, BC, V1X 4A5

1. This Development Variance Permit is issued subject to compliance with all of the Bylaws of the City of West Kelowna applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Permit applies to and only to those lands within the City of West Kelowna described below, and any and all buildings, structures and other developments thereon:  
**Lot A, DL 3486, ODYD, Plan 26784 (2751 Cameron Road)**
3. This Permit allows for the addition of up to four (4) additional portable classrooms on the subject property without requiring any additional off-street parking as required under Zoning Bylaw No. 0154.
4. The land described herein shall be developed strictly in accordance with the terms and conditions of this Permit.
5. **This Permit is not a Building Permit.**

AUTHORIZING RESOLUTION NO. CXXX/XX PASSED BY THE MUNICIPAL COUNCIL ON.

ISSUED ON

Signed on

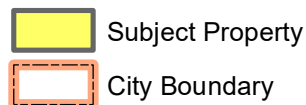
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City Clerk





File: DVP 20-03

Legal Description: Lot A, DL3486, ODYD, Plan 26784



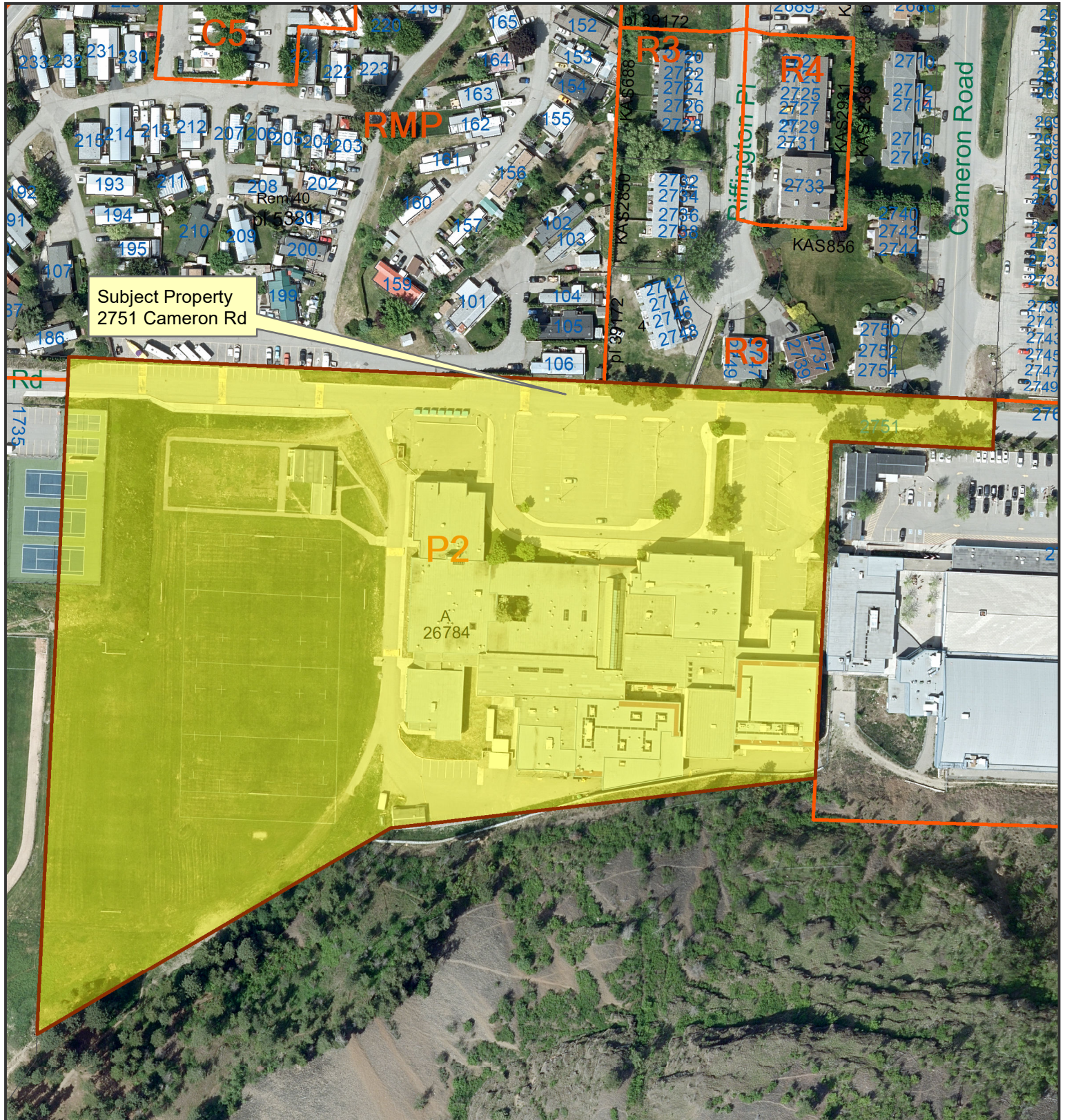
0 150 300 600 Metres







# SUBJECT PROPERTY: DVP 20-03



File: DVP 20-03

Legal Description: Lot A, DL 486, ODYD, Plan 26784

## LEGEND

- Subject Property
- Zoning Boundary
- Parcels

0 25 50 100 Metres







**Central Okanagan  
Public Schools**  
Together We Learn

## **Central Okanagan Public Schools**

### **OPERATIONS DEPARTMENT**

685 Dease Road, Kelowna, B.C. V1X 4A4

Tel: (250) 870-5150

Email: [Operations.Department@sd23.bc.ca](mailto:Operations.Department@sd23.bc.ca)

March 31, 2020

Mayor and Council  
City of West Kelowna  
2760 Cameron Road  
West Kelowna, BC V1Z 2T6

#### **Re: Development Variance Application - Mount Boucherie Secondary School**

Dear Mayor and Council,

The Central Okanagan Public Schools is requesting a parking variance to place one portable classroom on the Mount Boucherie Secondary School site. The additional classroom is to accommodate the increase of students attending the school.

The Central Okanagan Public Schools are preparing its facilities and staffing requirements for the September 2020 enrolments. Enrolments fluctuate based on a number of factors such as; the number of new residential units in areas, the number of births in an area, educational programs offered at the schools, the number of schools in the area, transportation options available, families travel habits to work as well as school and extra circular activities.

Historically, the School District moves portable classrooms on and off sites to accommodate enrolment challenges at schools. To identify school capacity challenges, the District undertakes an annual enrolment projection process that starts in February once school registration is open to allow parents/guardians to register new students and/or register for a transfer to another school. After registration is closed in early March, the development of a school projection commences and is completed by the end of March. At this time, staffing for each school begins and the identification for portable moves or ordering of new portables for school sites. However, this timeline from projection to installation of portable classrooms does not allow for a lot of flexibility from the time of ordering a portable and receive approval from the local government prior to a September opening. If additional permits are required, the timelines are challenged to get the installation completed.

The projected September 2020 enrolment for Mount Boucherie Secondary School estimates the school requires two additional portable classrooms. The two portable classrooms will bring the total on the Mount Boucherie School site to eleven portables. Ten would be located on the field and one remains in the back of the school. The school site is challenged to develop the additional parking stalls on site. As per the City of West Kelowna's Zoning By-law secondary schools are required to have 5 parking spaces for every classroom. The current school site accommodates 200 parking stalls plus and an additional 38 stalls are allocated through a joint use agreement with the City of West Kelowna, where the stalls are located at the west side of the arena. Mount Boucherie currently has 54 classroom, nine portables and 106 teachers and staff.

In 2006, Mount Boucherie Secondary School site accommodated twelve (12) portables on the field, between the school and the tennis courts as well as the one portable classroom located in the back of the school. The school had over 1,550 students attending the school. Nine portables were removed from the site prior to 2012 to manage enrolment at other school sites in the District.

In 2018, the School District needed to add three portables to accommodate September 2018 enrolment. The school ten year enrolment projection showed the potential for up to twelve portables on the field as well as four portables on the outdoor basketball court. Over the past five years prior to 2018, three factors have influenced the need for additional classrooms on Westside:

1. The area has seen significant population growth
2. New class size requirements from the 2017 Supreme Court of Canada ruling
3. Grade reconfiguration on the Westside in 2017

School District staff and City staff reviewed the projection, the factors and zoning bylaw requirements and identified the need to provide additional parking on site or request a parking variance. Understanding the timelines for enrolment projections and permit processing, the decision was for the School District apply for one parking variance request for a full buildout of portables in order to reduce the future need for an annual parking variance request to add portables on site.

In order to understand the potential impact of the full build out the additional the portables would have on the site and surrounding area, City staff required a parking study. The parking study acknowledge there is no identified increase in traffic flow with the increase of the number of classrooms. Students will continue to arrive and depart by school bus, drop-off/pick-up, walk, bike, public transit, vehicles. It was acknowledged through this study and discussion with staff, there are a variety and number of programs as well as users at the arena, City Hall site and school site throughout the day that have an impact on parking and vehicle movement in the area. Further discussions may need to occur in the future to manage parking on both sites and relive any concerns from all users in the area. There was no additional discussion or terms of reference identified for parking management strategy. The parking study provided was submitted through the permit process. The final decision on the variance request was that Council approved three portables to be placed without parking for the 2018/2019 school year only.

The school district placed the three portables on site; however, in order to address some concerns by the Council and Staff, thirty additional parking stalls were added to the Mount Boucherie site through the removal of the outdoor basketball court and relocation of the garbage and recycling area. The additional thirty stalls allows the School District to place six portables on site without a variance. In 2018 and 2019, three portables and two portables, respectively, were added on site. Currently in 2020, the School District is requesting to add two portables. The one portable for September 2020 requires a parking variance request. A location for five additional parking stalls is difficult to achieve on site, without moving into the school play field or locating stalls along the north side of the site adjacent to the residential neighbours. The School District and City staff concluded a variance request is the recommended course of action.

There are several ways the parking and vehicle traffic is managed on the school site. There are 1,416 students attending Mount Boucherie Secondary School. The graduated licence program limits the number of secondary students that can drive to school. Students can only achieve an N-license after their seventeenth birthday. Thus, the typical student is only able to drive to school sometime during their Grade 12 year, which cuts the number of student drivers by more than half. Furthermore, the restriction of N-drivers only being allowed one other non-family student to accompany them, and the increased cost of motoring, have further reduced the practicality of students driving to school. The number of grade 12 students at Mount Boucherie is 355 with 158 students have been issued parking passes. However, not all these passes are drivers driving to school everyday since most of the grade 12's have spares that do not require them to be at school. In addition, 792 students of the total 1,416 students are registered to take the school bus. Historically, the number of students that use the bus to Mount Boucherie is about 55% of the total school enrolment. The School District supports the region's focus on active transportation and public transit in order to reduce the number of

students/parents/guardians from driving to school. Other ways of managing the parking at the school is the school admin team (Principal and Vice Principals) perform walkabouts on and off site to ensure students are parking in designated locations and the admin team continually communicate to respect the neighbouring properties and park in designated locations. The Principal addresses any parking issues that arise. There has been no identified issues from City Bylaw with respect to parking. The additional two portables will add two teachers to bring the total staff (teachers, admin, and support staff) on site at 108.

All the elementary and middle schools on the Westside feed into Mount Boucherie Secondary School. In 2017, grade nine students were moved to Mount Boucherie and increased its enrolment. The student capacity of the school is 1,325 students. The School District expects the portables to be a temporary solution for this immediate challenge as a new secondary school on the Westside is the number one priority on the School District's Capital Plan. The Ministry of Education supports this project and in 2019 directed to the School District to prepare a cost estimate to build a new secondary school. A new secondary school will reduce the enrolment pressures at the Mount Boucherie Secondary School site. Once the new secondary school is constructed, the secondary school students on the Westside would be re-allocated between the two secondary schools and reduce the number of students currently at the Mount Boucherie site.

Each school is required to manage its parking areas as they see fit and reviewed on an annual basis to ensure the school site is being used efficiently as possible. Mount Boucherie has accommodated the parking for staff and students on its site when the student enrolment was over 1,500. The District will review the management of the vehicle movement of the site annually and we will work the City to help address any issues that may arise. The School District requests that the City approve the requested parking variance for Mount Boucherie Secondary School.

This Development Variance Permit application requests City Council to approve and waive the parking requirement for the addition of one portable classroom on the Mount Boucherie Secondary School site.

Should you have any questions or require additional information, please contact the writer at your earliest convenience.

Yours truly,

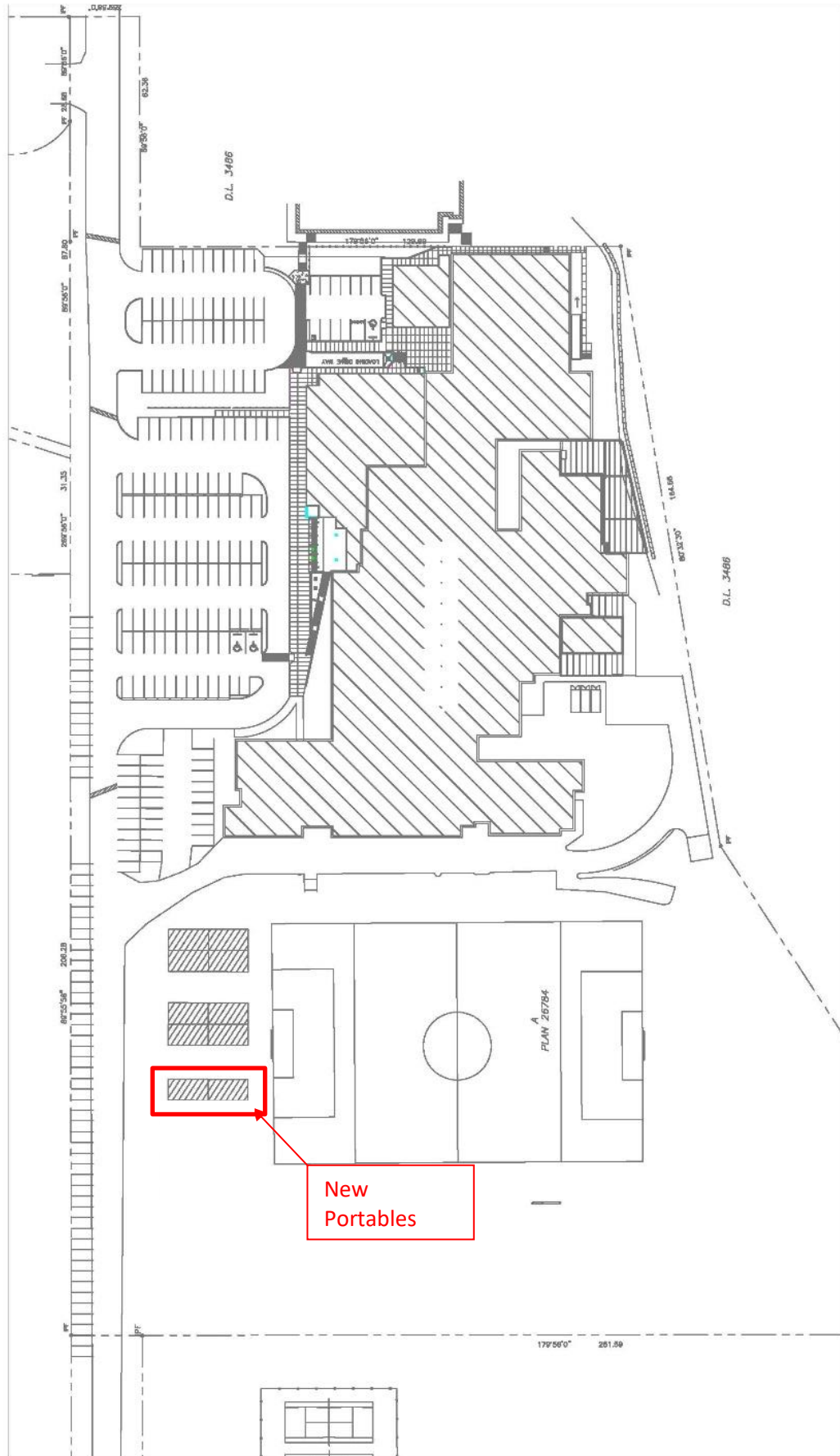


David Widdis  
Planning Manager

Copy: Ryan Stierman, Secretary Treasurer  
Mitch Van Aller, Director of Operations

[https://district23-my.sharepoint.com/personal/david\\_widdis\\_sd23\\_bc\\_ca/Documents/SD23 Planning/SCHOOL SITES/3 Secondary/Mt Boucherie Senior/2020 DVP Parking/Application Letter ver 2.docx](https://district23-my.sharepoint.com/personal/david_widdis_sd23_bc_ca/Documents/SD23 Planning/SCHOOL SITES/3 Secondary/Mt Boucherie Senior/2020 DVP Parking/Application Letter ver 2.docx)







## PARKING

Parking passes are provided to grade 12 students for the use of assigned student parking stalls on the MBSS property. Grade 12 parking passes provide access to the student parking area near the gymnasium as well as the parking stalls adjacent to the sports field. There is no fee for a parking pass, but students must register their vehicles with our school and obtain an official student parking pass. Vehicles not displaying a valid parking pass on their mirror and/or not parked in a designated area will have their vehicle fitted with a wheel lock and will need to report to the office to have it removed. Consequences for defiance will escalate if the student continues to park inappropriately. The vehicle could be towed at the owner's expense. Please note that all unpaid fees and textbooks must be cleared before you may receive a parking pass.

Public parking is available in the City of West Kelowna gravel lot near the arena.

Students using all assigned parking areas must adhere to the conditions outlined in the MBSS parking policy and the parking regulations outlined in the City of West Kelowna bylaws.

Parking at Mount Boucherie Secondary School and the City of West Kelowna is a privilege. Parking is done at your own risk. MBSS, School District #23 and the City of West Kelowna are not responsible for damage done to vehicles. In order to apply for a parking permit, you must agree to the terms of this application. Parking privileges may be withdrawn for the following offenses and the student may also receive disciplinary action, whether they occur in the MBSS or City of West Kelowna parking lots:

- Parking in spots not designated for students
- Duplication or forging of parking passes
- Any dangerous behaviour by driver or passenger
- Driving in a manner that is unsafe or reckless
- Playing loud music that may disrupt the learning environment (this includes before and after school)
- Inappropriate items displayed in or on vehicle
- Not abiding the school's Code of Conduct for behaviour, both in and around the vehicle (Using a car other than the one listed on the parking form)
- Hanging out in car during school hours, including breaks and lunch
- Smoking or vaping during school hours, including breaks and lunch
- Other behaviour deemed inappropriate by administration

Signs are clearly posted for student and staff parking. Only park in the spots designated for students.

Parking is first-come first-serve. If the designated student parking spots are full, students may park on East Boundary Road. Having a parking pass is not a guarantee that you will have a parking spot.

On occasion, vehicles will be fitted with a wheel immobilizer and could be towed due to parking violations. Wheel Immobilization or towing can occur without warning and are at the cost of the registered owner. The two most common reasons for these interventions are vehicles are:

- The vehicle did not clearly display a valid parking pass hanging on mirror.
- The vehicle was parked in a spot not designated for students (this includes the staff parking spots, visitor spaces, loading zones, fire lanes, & bus lanes)

If a vehicle is fitted with an immobilizer the student will come in the office after school to have it removed and should expect that they will need an appointment with school admin before the lock is removed. The consequences will escalate if the defiance is repeated. The school, School District, and City of West Kelowna bear no responsibility should damage occur during the towing process or while the vehicle is in storage at the towing yard.



## SITE PHOTOS

**File No:** DVP 20-03  
**Location:** 2751 Cameron Road  
**Legal:** Lot A District Lot 3486 ODYD Plan 26784  
**Owner:** The Board of Trustees of School District 23 (Central Okanagan)  
**Agent:** David Widdis, Planning Manager  
**Subject:** DVP 20-03, MBSS & City Hall/Arena Site, Cameron Road



Figure 1 – Student Parking Lot (MBSS Site)



Figure 2 – Student Parking Area (MBSS Site)



Figure 3 – Visitor Parking Area (MBSS Site)



Figure 4 – Additional 30 Parking Stalls added in 2019 (MBSS Site)





Figure 5 – Parking Sign at entrance to MBSS Site



Figure 6 – Parking Sign at Entrance to City Hall/Arena Site



Figure 7 – No Student Parking Signage within City Hall/Arena Site












Figure 8 – Student Parking Area Signage at City Hall/Arena Site



# GIS Notification Map DVP 20-03

## Legend

### Landmarks

-  Cemetery
-  City Hall
-  Community Centre
-  Dam
-  Fire Hall
-  Museum
-  RCMP
-  School
-  Tax Parcels

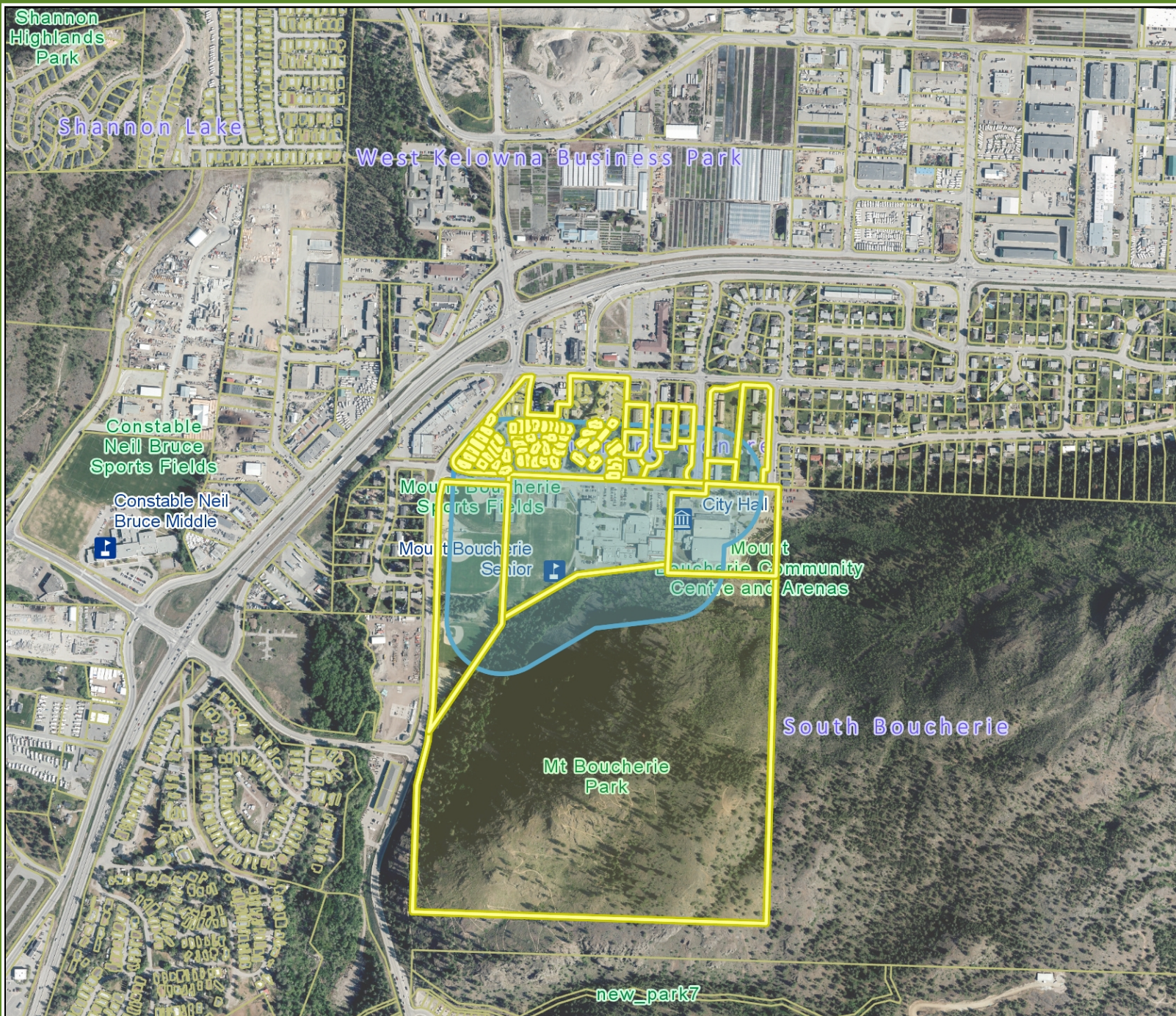
### Basemap Parcel Type

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



**Scale** 1 : 10,000

## Notes



0 254 508 Meters

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

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Map Produced on: 5/12/2020 2:53:13 PM



This map has been produced by the City of West Kelowna's Geographic Information System. The data provided is derived from a variety of sources with varying levels of accuracy. The City of West Kelowna makes no warranty or representation, expressed or implied, with the regard to the correctness, accuracy and/or reliability of the information contained herein.





INFORMATION ONLY COUNCIL REPORT  
Development Services  
For the May 26, 2020 Council Meeting

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DATE: May 20, 2020  
TO: Paul Gipps, CAO  
FROM: Dallas Clowes, Senior Planner  
RE: File: P20-01; Update on Community Visioning (Phase 1 OCP Review)

---

This report is being brought forward to Council to provide an update regarding the development of the Community Vision that will constitute Phase 1 of the Official Community Plan (OCP) Review and outline the revised public engagement process and timeline in context of the Covid-19 Pandemic.

STRATEGIC PRIORITY OBJECTIVE:

Strengthen Our Community – Community Visioning

LEGISLATIVE REQUIREMENTS:

Official Community Plans are authorized by Part 14 of the *Local Government Act*.

BACKGROUND:

The Community Visioning process was initiated in May 2019 with the issuance of a Request for Proposal for consulting services to undertake extensive community engagement to establish a long-term vision for the community as Phase 1 of the OCP review. Lanarc Consultants was selected as the successful proponent for this project.

On July 24, 2019, City staff and the consultant held a series of meetings with community stakeholders, management staff, and members of Council to introduce the project, gather input on the proposed engagement strategy and begin discussion on the vision. Following these meetings, the project was placed on hold to better understand Council's expectations for this project.

From September 2019 to February 2020, the project was refined and a revised scope, budget, and schedule were created to better align with Council's vision for the project.

On February 25, 2020, Council was provided with an update on the Community Visioning process, including an overview of the draft public engagement and communications strategy, which

identified a combination of digital engagement and in-person community outreach to achieve a collective vision for the community's future. At this meeting, Council confirmed the direction of the project and the project team subsequently worked with the consultant to move towards a public launch that was scheduled to occur at the beginning of April, with the initial first phase of public engagement continuing until mid-July. However, in mid-March, the project was paused due to the COVID-19 pandemic.

### ***Summary of Initial Work Plan***

As presented to Council on February 25, the initial work plan for this project included an extensive public engagement and communications strategy that was intended to reach a wide audience in the community to engage as many citizens as possible to develop a shared direction for West Kelowna's future. The Community Visioning project was anticipated to use a three-phase approach for engagement as outlined below, with the bulk of community engagement occurring in Phase 2 and follow-up engagement (i.e. 'What we Heard') occurring in Phase 3.

Phase 1: Setting the Foundation (January-March 2020): *COMPLETE*

- Identified and refined outreach options
- Created the project identity and key messaging tools
- Summarized background information and emerging community issues

Phase 2: Building a Draft Vision (March – July 2020) was intended to:

- Kick off the public process with a public engagement launch with both digital and print media to help build awareness of the project
- Develop an online community questionnaire
- Encourage discussions with the community through various community 'pop-up' events to help establish building blocks for the draft vision, funnelling community input to the online community questionnaire for ease of data analysis
  - A wide variety of events were anticipated, ranging from outreach occurring at community-wide events such as the Easter Egg Scramble, Music in the Park, Westside Daze, and Farmer's markets, to more targeted events including presentations at local organizations and businesses
  - In addition, it was anticipated that staff would be present throughout the community, engaging with residents at such locations as grocery stores, retirement homes, hiking trails, beaches and the Gellatly Bay recreational corridor as well as working with School District No. 23 to create targeted engagement activities and presentations for students

Phase 3: Refining the Vision & Preparing for What's Next (July -December 2020) was intended to:

- Report back to both Council and the community to confirm 'What we Heard' during the previous phases
- Develop a draft community vision document and refine it through further community and Council consultation, including in-person engagement activities (i.e. community-led meetings and workshops) and a second online questionnaire to refine the draft vision



## ***Effects of COVID 19 on the Public Engagement Process***

In the weeks following the February 25, 2020 update to Council, the Consultant and the project team were working to compile the background documents, create the project website and online questionnaire, and prepare the public information materials (play blocks, posters, project cards, community leader's kits, etc.). However, in mid-March, the emergence of COVID-19 affected the project due to necessary restrictions put in place by the Provincial Medical Health Officer to help stop the spread of COVID-19. All public gatherings over 50 people were ordered to cease and all in-person gatherings of any size (outside of one's own household) were strongly discouraged. Local businesses, recreational facilities, community venues, and libraries were also closed which hampered the ability to do in-person engagement and community outreach (including in-person presentations, an open-house, and static information stations that were anticipated to occur throughout the community from April to mid-July). Physical distancing requirements and the closure of businesses and venues further hampered in-person engagement at the smaller scale that was planned to occur via 'pop-up' events throughout the community. In addition, the project had included the appointment of two summer students that would have been tasked with the bulk of the in-person community engagement. As a result of the emergence of COVID-19 and the effects on the workplace, the City did not move forward with the hiring of Development Services summer students for 2020.

## ***Moving Forward – Key Considerations***

With respect to the decision to move forward, the project team believes that recent announcements by the Province and changing social parameters provide an opportunity to re-initiate the Community Visioning project as outlined below.

### **1) Timing and Sensitivity in Moving Forward**

At the start of the COVID-19 pandemic, the Community Visioning project was paused to ensure that residents could focus fully on the public health crisis, which required many to adjust to family changes (working from home, meeting children's educational needs), personal economic concerns (business closures, job losses), and emotional stresses. Because of these hardships, the Community Visioning project was paused until there was a better understanding of what the future may hold.

In recent weeks, positive announcements have been made by the Province, which provides an opportunity for the Community Visioning project to move forward. It has been documented that BC (and Canada) are 'flattening the curve' with regard to the spread of COVID-19. In addition, the Province announced BC's *Restart Plan* on May 6, 2020 which establishes a phased re-opening plan for the Province. The first phase of the ReStart Plan began in mid-May, which has allowed some businesses and services to re-open, so long as physical distancing measures can be maintained.

With these announcements, many businesses and services will be available to residents, which may provide a return to a sense of normalcy within the community. In addition, the phased re-opening will allow some people to return to work, which has been a very stressful factor for many during this period. In recognition of the strict physical distancing requirements that have been and continue to be in place, and the start of summer, there is also opportunity to have residents become involved in the Community Visioning project so they may continue to be social and active

in the community, a point that has been stressed as vital to the health of individuals during this time by public health officials.

## 2) Adjustment of the Public Engagement and Communications Strategy

Initially, a multi-pronged approach to engagement was proposed, with a combination of both in-person consultation and online engagement to reach as many community members as possible. In considering how we may move forward with public engagement in context with physical distancing requirements, the weight that online engagement will play in the Community Visioning process has substantially increased, as summarized below:

- Project website – Include additional background information and project updates to help disseminate information about the project
- Increased use of online platform and social media – Feedback and participation in the project will be funneled through the online platform MetroQuest (which will house the online questionnaires), and the use of social media (Facebook, Instagram and Twitter) can help direct participants to this platform.
- Leverage existing networks – In order to help boost participation in the online questionnaires, it is recommended that Council, the project team, and City Staff be encouraged to utilize their professional and social networks to help spread the word about the project and boost participation in the questionnaires
- Harness community groups to help spread the word about the project (i.e. provide social media content, newsletter-ready information) and funnel participation into the community questionnaire
- Consider using additional forms of online engagement – It is recommended that the project team use additional online tools such as videos, additional social media postings, weekly questions (i.e. ‘a theme and question of the week’), contests, and activities and educational releases that support online engagement to gain additional feedback that would have been received at in-person engagement activities
- Consider presenting digitally (i.e. webinars and video series) as opposed to in-person presentations, to community groups, Council Committee meetings, etc.

## 3) Flexibility in Timing of Engagement and Outreach Methods

As COVID-19 has changed our day-to-day reality rather rapidly, a key consideration for the success of the development of the Community Vision is to allow for flexibility in all aspects of the project moving forward. It is suggested that:

- Community feedback be evaluated continually in order to adjust the engagement process as necessary (i.e. potentially increase the time for online engagement, look to additional outreach methods to fill any gaps in responses, etc.)
- The outreach methods be flexible to adjust accordingly if in-person engagement becomes possible during the course of the project, or to scale back in-person engagement if a second wave of COVID-19 is experienced (i.e. put the emphasis back on online engagement methods)

## 4) Potential Impacts on Public Engagement

As the initial public engagement and communications strategy involved a multi-pronged approach to involve the greater community in the project, the project team has had to rethink how engagement is still possible with persons that are considered ‘harder to reach’. While the transition to a heavier reliance on online engagement may ease information sharing to the general

population, it may be harder to disseminate to those that are not 'online'. As was already anticipated, the project team will rely on community stakeholders, leaders, and volunteers to help carry these conversations and spread information about the project. As the re-opening plan expands with future phases, there may be additional opportunities to engage with the wider community.

In the meantime, the project team has identified additional ways we may wish to consider to engage with our community, and those that are considered 'harder to reach':

- Mailout of key information – potentially in alignment with other planned mail outs from the City to manage costs
- Planned information drops at key locations (senior's housing, foodbank, etc.).
- Posters, flyers, handouts, and temporary banners at open locations (i.e. grocery stores)
- Radio and phone outreach to those that may be immobile or not online
- Attend, where permitted by physical distancing requirements, events to present information

As more businesses and services open with the implementation of the Province's re-opening plan, we may consider additional and/or revised options.

### ***Summary of Adjustments to Key Activities and Project Timeline***

Table 1 below outlines the adjustments made to the key project activities and approximate timelines associated with the activities. As noted above, flexibility in the timing and type of activities will be key for the success of this project. The project team will continually review methods and approximate timelines and adjust as necessary. Additional information is provided in Attachment 1.

Table 1. Initial and Revised Project Activities and Timelines

<b>Initial Key Activity</b>	<b>Initial Anticipated Timeline</b>	<b>Revised Activity</b>	<b>Revised Anticipated Timeline</b>
Council Meeting #1: Project Introduction	Nov 12, 2019	Complete	Complete
Council Meeting #2: Pre-Launch Council Update	Feb 25, 2020	Complete	Complete
Not anticipated		Update to Council re: Impacts of COVID-19	May 26, 2020
Public Launch	Mar - Apr 2020	Revised to heavier reliance on digital communications	Jun 2020
Questionnaire #1 Launch	Apr 2020	No Change	Jun 2020
Presentations to Council Committees (APC, EDC, AAC)	Apr 2020	Revised to digital presentations (versus in-person)	Jun - Jul 2020
Community Pop-up Series (dates to align with community events / processes)	Apr – mid Jul 2020	Revise to: Phone and Email Outreach; At-Home Activity Series; Outreach to SD#23; Targeted Information Drops; Weekly Questions;	Jun – mid Sept 2020

<b>Initial Key Activity</b>	<b>Initial Anticipated Timeline</b>	<b>Revised Activity</b>	<b>Revised Anticipated Timeline</b>
		Weekly 'Backgrounder' Information Releases; 'Appropriately-Distanced' Pop-ups	
Community Forum Event	May 25, 2020	Revise to: 'Ask and Answer Series'; "Coffee Talk Series"; "Video Speaker Series"; Interactive Website Content	Jun – mid Sept 2020
Attendance at Stakeholder Meetings or Activities	Apr – mid Jul 2020	Revise to: Online/Phone meetings	Jun – mid Sept 2020
Static Stations	Apr – mid Jul 2020	Revise to: Relocation where possible; Refined Questions; Safe Participation; Drop Boxes, Public Updates	Jun – mid Sept 2020
Not Anticipated		Engagement Tactics Review in Context of COVID-19	Aug – Sept 2020
Engagement Summary #1	Aug 2020	No Change	Oct 2020
Council Meeting #4: Summary & Preliminary Vision Development	Sept 2020	Revise to online meeting	Oct 2020
Community Circles Program	Sept/Oct 2020	TBD (will be re-evaluated in the summer in context of COVID-19)	
Questionnaire #2 Launch	Sept 2020	No Change	Nov 2020
Community Visioning Workshops	Oct 2020	TBD (will be re-evaluated in the summer in context of COVID-19)	
Draft Vision Document	Nov 2020	No Change	Jan 2021
Council Meeting #5: Presentation of Draft Vision Document	Dec 2020	Revise to online meeting if required	Jan/Feb 2021
Final Vision Document	December 2020	No Change	Jan/Feb 2021

#### FINANCIAL IMPLICATIONS:

It is anticipated that the costs associated with the revisions to the Public Engagement and Communications Strategy can be accommodated within the existing project budget. Future phases of the OCP review will require additional funds, to be considered as part of future budget deliberations.

## ***Council Involvement***

As discussed previously with Council, the revised work plan included two additional working sessions with Council (one occurred in November 2019 and one is anticipated for October 2020), to ensure that Council's feedback on the project is obtained at the outset of the project as well as during key points throughout the project. Moving forward, meetings with Council may involve online participation by the Consultant as required. In addition, the Consultant is still intending to prepare Community Leaders Kits to assist Council in discussions with community members and Council will be encouraged to spread the word about the project with their respective community networks. As initially planned, the draft community questionnaire will also be provided to Council prior to public launch for feedback. It is anticipated that the draft community questionnaire will be provided to Council on May 27, 2020.

### **COUNCIL REPORT/RESOLUTION HISTORY:**

Date	Report Topic/Resolution	Resolution No.
February 25, 2020	Update on Community Visioning (Phase 1 OCP)	N/A
July 23, 2019	Community Visioning Update – Information Report	N/A
May 21, 2019	Community Visioning Project – Information Report	N/A
February 26, 2019	<b>THAT</b> Council adopt the 2019-2022 Strategic Plan as presented.	C118/10

### **Next Steps**

As there are many unknowns with the future of the COVID-19 crisis and potential future waves of the virus that may impact daily operations, staff will continually monitor Provincial Health Orders and policy changes at senior levels of government to evaluate the impacts and opportunities for the Community Visioning process. The Public Engagement and Communications Strategy will be adjusted as necessary to be both sensitive to the needs of our community and engage as many community residents as possible.

### **REVIEWED AND APPROVED BY:**

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

Powerpoint: Yes ☒ No ☐

#### Attachments:

1. #OurWK: Shifting our Communications and Engagement Strategy.





## #OURWK: Shifting the Communications and Engagement Strategy

### Part 1: How We Can Shift Our Outreach

Many of the originally planned outreach activities for the development of the Community Vision remain viable during COVID-19. We can adjust by shifting some outreach to better suit the digital environment while still maintaining ways to connect with people through non-digital means (e.g., phone, newspaper, signage, targeted mailings, drop-offs, face-to-face contact adhering to physical distancing guidelines, etc.).

The table below outlines the originally planned outreach methods and indicates what could shift to reflect COVID-19 conditions.

**Table 1. Shifting the Planned Outreach Methods**

Category	Originally Anticipated Tools	What's the Shift?	Status
Digital Outreach	<ul style="list-style-type: none"> <li>Project Website</li> </ul>	<ul style="list-style-type: none"> <li>Minor content modifications</li> <li>Potentially more content turnover to keep materials fresh</li> </ul>	Enhance
	<ul style="list-style-type: none"> <li>Social Media Posts</li> </ul>	<ul style="list-style-type: none"> <li>Minor content modifications</li> <li>Potentially more frequent posting</li> <li>Potentially more engaging content – questions, polls, etc.</li> </ul>	Enhance
	<ul style="list-style-type: none"> <li>Photo Contest</li> </ul>	<ul style="list-style-type: none"> <li>Possibly minor modifications to create a “challenge” for photo contest</li> </ul>	Tweak
	<ul style="list-style-type: none"> <li>Mini Videos</li> </ul>	<ul style="list-style-type: none"> <li>Potentially increased use to offset loss of other options</li> <li>Potential to work with Communications Team to link to Daily Download series</li> </ul>	Enhance
	<ul style="list-style-type: none"> <li>E-Notifications</li> </ul>	<ul style="list-style-type: none"> <li>Continue as planned</li> <li>Minor content changes</li> </ul>	Continue
	<ul style="list-style-type: none"> <li>Calendar Items</li> </ul>	<ul style="list-style-type: none"> <li>Continue as planned</li> <li>Fewer “events” but possibly other types of activities</li> </ul>	Tweak
	<ul style="list-style-type: none"> <li>Public Computer Links</li> </ul>	<ul style="list-style-type: none"> <li>Hold until public locations reopen</li> </ul>	Hold
	<ul style="list-style-type: none"> <li>Wifi at JBMAC</li> </ul>	<ul style="list-style-type: none"> <li>Hold until public locations reopen</li> </ul>	Hold

Category	Originally Anticipated Tools	What's the Shift?	Status
	<ul style="list-style-type: none"> <li>Questionnaire Incentive Prize</li> </ul>	<ul style="list-style-type: none"> <li>Continue as planned (when questionnaire proceeds)</li> </ul>	Continue
Print Outreach	<ul style="list-style-type: none"> <li>Media Release</li> </ul>	<ul style="list-style-type: none"> <li>Continue as planned</li> </ul>	Continue
	<ul style="list-style-type: none"> <li>Westside Weekly Ads</li> </ul>	<ul style="list-style-type: none"> <li>Continue as planned</li> </ul>	Continue
	<ul style="list-style-type: none"> <li>WK Rec Guide</li> </ul>	<ul style="list-style-type: none"> <li>Continue as planned</li> </ul>	Continue
	<ul style="list-style-type: none"> <li>Project Cards</li> </ul>	<ul style="list-style-type: none"> <li>Potentially hold until in-person events resume or distribute as part of stakeholder packages</li> </ul>	Hold
	<ul style="list-style-type: none"> <li>Large-scale signs / banners / flags</li> </ul>	<ul style="list-style-type: none"> <li>Use as backdrops to any video production</li> <li>Post when in-person activities resume</li> </ul>	Tweak
	<ul style="list-style-type: none"> <li>Printed Posters</li> </ul>	<ul style="list-style-type: none"> <li>Post as planned in outdoor locations (e.g., parks, transit)</li> <li>Hold some until public locations reopen</li> </ul>	Tweak
	<ul style="list-style-type: none"> <li>Vehicle Magnets</li> </ul>	<ul style="list-style-type: none"> <li>Continue as planned</li> </ul>	Continue
	<ul style="list-style-type: none"> <li>#OURWK Blocks</li> </ul>	<ul style="list-style-type: none"> <li>Use as backdrops to any video production</li> </ul>	Tweak
	<ul style="list-style-type: none"> <li>T-Shirts</li> </ul>	<ul style="list-style-type: none"> <li>Have project representatives wear during videos</li> <li>Use for in-person activities or other opportunities when available</li> </ul>	Tweak
	<ul style="list-style-type: none"> <li>Stickers</li> </ul>	<ul style="list-style-type: none"> <li>Hold until in-person activities resume</li> </ul>	Hold
People & Word of Mouth	<ul style="list-style-type: none"> <li>Community Leaders Kit</li> </ul>	<ul style="list-style-type: none"> <li>As planned with minor modifications</li> <li>Potential "digital" version</li> <li>Information / content delivered through online meetings</li> <li>Potential for delivery drop-off at people's doors to limit interaction</li> </ul>	Tweak
	<ul style="list-style-type: none"> <li>City Leadership</li> </ul>	<ul style="list-style-type: none"> <li>Continue as planned</li> <li>Potentially increase video information delivered from senior staff / mayor / council</li> </ul>	Continue
	<ul style="list-style-type: none"> <li>School District</li> </ul>	<ul style="list-style-type: none"> <li>Proceed with contact to</li> </ul>	

Category	Originally Anticipated Tools	What's the Shift?	Status
		School District to understand potential opportunities / limitations based on current path	Continue
	<ul style="list-style-type: none"> <li>Youth</li> </ul>	<ul style="list-style-type: none"> <li>Seek opportunities to connect with youth leaders</li> <li>Query opportunities through youth leadership groups / school district</li> </ul>	Continue

### Other Ideas To Consider:

- ▶ Mail-out of key information – potentially in alignment with other planned City mail-out to manage costs
- ▶ Planned drop of information to key locations where populations may have lower access to internet (e.g., seniors housing, foodbank)
- ▶ Posters, temporary banners, flyers, or cards at open locations (e.g., grocery stores)
- ▶ Direct phone outreach to stakeholders to encourage their participation and identify opportunities to connect with the community
- ▶ Radio outreach to inform people who might not be online
- ▶ Paid advertisement in high-traffic platforms that may be receiving increase use with physical distancing measures (e.g., Facebook, music streaming providers).

## Part 2: How We Can Shift Our Engagement Activities

The original planned engagement activities were intended to provide a range of participation opportunities and facilitate input from many voices. The below table outlines the proposed shift to the engagement activities in context of current Provincial Health recommendations.

**Table 2. Shifting the Planned Engagement Activities**

Planned Activity	Intent	What's the Shift?	Status
<b>Community Questionnaire #1 (MetroQuest)</b>	<ul style="list-style-type: none"> <li><b>Key input tool</b> for collecting ideas, perspectives, and concerns of West Kelowna residents for their future in the next 20 years</li> <li><b>All participants</b></li> </ul>	<ul style="list-style-type: none"> <li>Remains valid as the primary tool for capturing public input</li> <li>Refinements to questions to acknowledge the current</li> </ul>	Continue

Planned Activity	Intent	What's the Shift?	Status
	<p>encouraged to complete a questionnaire</p> <ul style="list-style-type: none"> <li>All activities and outreach designed to <b>direct participants to the questionnaire</b></li> </ul>	situation	
<b>Community Pop-up Series</b>	<ul style="list-style-type: none"> <li><b>Reach people where they are</b> including at key events, locations around town, in schools, at retirement residences</li> <li><b>Connect with people</b> who might not otherwise be aware of the project</li> <li><b>Raise awareness</b> and direct people to Questionnaire #1</li> <li><b>Answer questions</b></li> <li><b>Provide fun and interactive activities</b> for "quick inputs"</li> </ul>	<ul style="list-style-type: none"> <li><b>Phone &amp; Email Outreach:</b> mobilize stakeholder groups to raise awareness through their networks. Provide details about their role in a successful engagement process.</li> <li><b>"At Home" Activity Series:</b> include interactive opportunities for families and participants of all ages – e.g., colouring and/or story writing for children, digital scavenger hunt, video challenge for teens and adults</li> <li><b>Outreach to SD#23:</b> understand educational services for the remainder of the year and determine if there might be ways to connect with teachers, students, and parents</li> </ul>	Tweak



Planned Activity	Intent	What's the Shift?	Status
		<ul style="list-style-type: none"> <li>• <b>Targeted Info-drops:</b> e.g., paper questionnaires, project cards, key questions to people in assisted living or retirement complexes, locations serving vulnerable populations (e.g., food bank), or by request</li> <li>• <b>Weekly Question:</b> aimed at encouraging people to submit their ideas/comments online. Collect comments weekly and post findings for all to see. Could be a "Challenge" question that asks participants to creatively consider how they might "solve" a current issue in the community.</li> <li>• <b>Weekly "Backgrounder" Release:</b> choose one topic to promote weekly and collect feedback on it</li> <li>• <b>"Appropriately-Distanced" Pop-ups:</b> potential for some in- person pop-ups to be considered based on current health guidelines</li> </ul>	

Planned Activity	Intent	What's the Shift?	Status
<b>Attendance at Stakeholder Meetings or Activities</b>	<ul style="list-style-type: none"> <li>• <b>Connect with key organizations or groups</b> to encourage their membership to participate (e.g., GWBOT, Lions, Spots Groups, Rotary, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Connect Online:</b> Move meetings to be hosted as digital / conference / phone meetings (hosted by project team or by organization)</li> </ul>	Tweak
<b>Static Stations</b>	<ul style="list-style-type: none"> <li>• <b>Activities posted around the community</b> where people can provide a comment for others to see (e.g., scrawl walls, post-it stations, visioning boards, etc.)</li> <li>• Originally envisioned for <b>public locations</b> like municipal hall, recreation centres, food bank, libraries or other public areas</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Relocation:</b> move some activities to locations that remain publicly accessible (e.g., waterfront walkway, major parks, outside grocery stores)</li> <li>• <b>Refined Questions:</b> Tailor questions to encourage participants to share positive messages (related to visioning topic) with one another</li> <li>• <b>Safe Participation:</b> As possible, find "safe" ways to support input (e.g., no shared pens or materials)</li> <li>• <b>Drop Boxes:</b> Develop visioning or message cards that can be dropped or mailed</li> <li>• <b>Public Updates:</b> interim posts so share what people are saying online for everyone to see</li> </ul>	Tweak
<b>Community Forum Event</b>	<ul style="list-style-type: none"> <li>• Public event with interactive, hands on</li> </ul>	<ul style="list-style-type: none"> <li>• A larger event is unlikely to</li> </ul>	Change

Planned Activity	Intent	What's the Shift?	Status
	<p>activities to facilitate deeper conversations</p> <ul style="list-style-type: none"> <li>• Speakers to inspire participants</li> <li>• Opportunities for participants to interact with the project team and other members of the community</li> <li>• Cultivate a better understanding of the range of opinions in the community</li> </ul>	<p>proceed in the initial round of engagement with physical distancing measures in place, so alternative measures will need to be pursued</p> <ul style="list-style-type: none"> <li>• <b>"Ask &amp; Answer" Series:</b> participants write or call-in questions that are collected each week and the project team selects top questions to respond to via video (preferred) or writing each week supporting a two-way exchange</li> <li>• <b>"Coffee Talks" Series:</b> participants sign-up for and attend a smaller-group meeting on a topic that matters to them, similar to a small-group breakout in a workshop setting (online or in person pending changes to physical distancing guidelines)</li> <li>• <b>"Video Speaker" Series:</b> speakers are videoed and posted. Could be inspirational</li> </ul>	

Planned Activity	Intent	What's the Shift?	Status
		<p>speakers, mayor and council, key staff, community leaders, or others who have a message to share about visioning for West Kelowna</p> <ul style="list-style-type: none"> <li>• <b>Interactive Website Content:</b> posts of information and input on a regular basis</li> </ul>	





COUNCIL REPORT  
Fire Rescue Services  
For the May 26, 2020 Council Meeting

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DATE: May 13, 2020  
TO: Paul Gipps, CAO  
FROM: Jason Brolund, Fire Chief  
RE: Fire Inspection Frequency

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**RECOMMENDED MOTION:**

**THAT** Council adopt the attached policy "*West Kelowna Fire Rescue - Fire Inspection Frequency*".

**RATIONALE:**

The BC Office of the Fire Commissioner (OFC) directs that it is the responsibility of Council to establish a regular system of inspections.

At present there is no formal council policy in place on the frequency of inspections.

**LEGISLATIVE REQUIREMENTS:**

The authority and mandate to perform fire inspections of fire hazards, gain entry and issue orders to correct infractions is given in the *BC Fire Services Act*, including mandating a municipality to provide for a regular system of inspection of hotels and public buildings within the City.

The City of West Kelowna (CWK) Fire Prevention Bylaw 0114 legislates that an annual prevention inspection of occupancies and buildings as required by the *Fire Services Act*, shall be carried out by or on behalf of the City. The bylaw allows for the system of fire prevention inspections to be revised as necessary throughout the year to take into account a number of factors that may prevent all inspections being completed.

**BACKGROUND:**

The WKFR Fire Prevention Branch performs a number of vital activities related to the health and safety of West Kelowna firefighters, residents and visitors. This includes Fire and Life Safety Inspections, FireSmart Property Assessments, Development/Subdivision/Building Permit Reviews and Business Licensing Inspections. The Fire Prevention Branch staff also function as Incident Safety Officers at all major emergencies as well as perform Fire Investigations.

The branch has two staff assigned whose primary role is to conduct fire inspections across the City as well as on WFN Territory, as a part of our long term fire services agreement. This includes a Fire Prevention Captain as well as a Fire Inspector.

Fire Crews conduct one-third (33%) of inspections in-between emergency calls and training. This helps increase the overall number of inspections performed as well as provide the fire crews an opportunity to conduct site visits and familiarize themselves with occupancies in advance of an emergency.

	CWK	WFN	TOTAL
<i>2020 Inspectable Properties</i>	983	367	1350

Since 2011, there has been a 22% increase in inspectable properties.

In 2019 WKFR staff conducted 1038 inspection visits (meeting 76% of the current frequency) and 359 re-inspection visits for a total of 1397 inspections.

Presently, WKFR relies on an internal guideline to establish the frequency of inspections.

The OFC suggests that the occupancy type of building be the basis on which to determine risk and establish inspection frequencies. Each occupancy and building within the West Kelowna Fire Protection area is assigned an occupancy classification under the BC Building Code.

Other considerations mentioned by the OFC are the age of the building, the condition of the building, housekeeping and owner cooperation. The OFC advises that Council may increase or decrease these frequencies in line with available staff. The OFC stresses that inspections must be regular, fair, adequate and the frequency justified by a responsible policy agreed to by Council.

A Council Policy has been proposed (attached) that is reasonable, without compromising life or fire safety. It takes into account available resources (staff) and is based on local knowledge and conditions as well as local factors that have been shown to increase fires or risk.

The new proposal meets or exceeds the National Fire Protection Association (NFPA) recommended minimum frequencies and is consistent with other fire services across the region (*see Appendix A*).

Establishment of this Council policy is recommended practice by the BC Fire Commissioners Office.

**REVIEWED AND APPROVED BY:**

Warren Everton, Director of Finance/CFO  
Tracey Batten, Deputy CAO/Corporate Officer  
Paul Gipps, CAO

Powerpoint: Yes ☒ No ☐

**Attachments:**

Appendix 'A' – Analysis of Current, Comparable, Recommended and Proposed Fire Inspection Frequencies  
DRAFT Council Policy – West Kelowna Fire Rescue Fire Inspection Frequency

## Appendix 'A'

### Analysis of Current, Comparable, Recommended and Proposed Fire Inspection Frequencies

OCCUPANCY Type	CWK Current	NFPA 1730 Recommended	KELOWNA Comparable	CWK Proposed (changes bolded)
Group A				
Div. 1 - Theatres	1 YEAR	1 YEAR	2 YEARS	1 YEAR
Div. 2				
Churches, Halls	1 YEAR	1 YEAR	2 YEARS	1 YEAR
Night Clubs	1 YEAR	1 YEAR	6 MOS.	1 YEAR
Schools	1 YEAR	1 YEAR	1 YEAR	1 YEAR
Large Day Cares	1 YEAR	1 YEAR	1 YEAR	1 YEAR
Restaurants/Pubs	6 MOS.	1 YEAR	6 MOS.	<b>1 YEAR</b>
Coffee Shop/Delis	1 YEAR	3 YEARS	2 YEARS	<b>2 YEARS</b>
Div. 3 - Arenas	1 YEAR	1 YEAR	2 YEARS	1 YEAR
Group B				
Div. 1 – Det. Centres	N/A	1 YEAR	<not specified>	<b>1 YEAR</b>
Div. 2 - Hospitals	N/A	1 YEAR	6 MOS.	<b>1 YEAR</b>
Div. 3 - Care Facilities	6 MOS.	1 YEAR	6 MOS.	<b>1 YEAR</b>
Group C				
Hotels, Motels	1 YEAR	1 YEAR	1 YEAR	1 YEAR
Apartments	1 YEAR	1 YEAR	1 YEAR	1 YEAR
Strata Communities	1 YEAR	<not specified>	1 YEAR	<b>2 YEARS</b>
Bed and Breakfast	1 YEAR	<not specified>	INITIAL ONLY	<b>Discretionary</b>
Home Daycares	1 YEAR	<not specified>	<not specified>	<b>Discretionary</b>
Lock boxes/Gates	1 YEAR	<not specified>	<not specified>	<b>2 YEARS</b>
Group D – Biz/Service	1 YEAR	3 YEARS	2 YEARS	<b>2 YEARS</b>
Group E - Mercantile	1 YEAR	3 YEARS	2 YEARS	<b>2 YEARS</b>
Group F				
Div. 1 General	1 YEAR	1 YEAR	1 YEAR	1 YEAR
Bulk Plants	1 YEAR	1 YEAR	1 YEAR	1 YEAR
Spray Operations	1 YEAR	1 YEAR	1 YEAR	1 YEAR
Div. 2 General	1 YEAR	2 YEARS	1 YEAR	<b>2 YEARS</b>
Service Stations	1 YEAR	1 YEAR	1 YEAR	1 YEAR
Service Garages	1 YEAR	2 YEARS	1 YEAR	<b>2 YEARS</b>
Div. 3 General	1 YEAR	2 YEARS	1 YEAR	<b>2 YEARS</b>
Food Trucks	None	<not specified>	1 YEAR	<b>1 YEAR</b>
Major Construction Sites	None	<not specified>	<not specified>	<b>30 DAYS</b>
Tactical Inspections	None	<not specified>	<not specified>	<b>36 per YEAR</b>



# CITY OF WEST KELOWNA

## COUNCIL POLICY MANUAL

Pages: 1 of 1  
Date: X  
Adoption Date: X

**SUBJECT: West Kelowna Fire Rescue - Fire Inspection Frequency**

### **Purpose:**

To outline a target frequency of fire inspections that is reasonable, without compromising life or fire safety.

Section 26 & 38 of the BC Fire Services Act requires a municipality to provide for a regular system of fire inspections of buildings within its jurisdiction.

CWK Fire Prevention Bylaw (0114) mandates:

- 38.1 *An annual prevention inspection of occupancies and buildings as required by the Fire Services Act, shall be carried out by or on behalf of the City of West Kelowna.*
- 38.2 *The system of fire prevention inspections may be revised as necessary throughout the year to take into account the following issues:*
- a) Available resources;*
  - b) Outstanding scheduled inspections;*
  - c) Community growth;*
  - d) Economic viability;*
  - e) Fire investigations;*
  - f) Illness and/or injury;*
  - g) Education leave;*
  - h) Training requirements;*
  - i) Scheduled vacation;*
  - j) Required expertise;*
  - k) Other duties;*
  - l) Unforeseen emergencies;*

Establishment of this Council policy is recommended practice by the BC Fire Commissioners Office.

### **Policy:**

1. Each occupancy and building within the West Kelowna Fire Protection area is assigned an occupancy classification under the BC Building Code. This classification may be adjusted to meet fire and life safety objectives at the discretion of the Fire Chief or designate.
2. Notwithstanding the reasons outlined above and contained in the bylaw, fire prevention inspections are to be carried out to the best of ability according to the following frequency:

OCCUPANCY TYPE	FREQUENCY
<b>Group A</b>	
Div. 1 - Theatres	1 YEAR
Div. 2	
Churches, Halls	1 YEAR
Night Clubs	1 YEAR
Schools	1 YEAR
Large Day Cares	1 YEAR
Restaurants/Pubs	1 YEAR
Coffee Shops/Delis	2 YEARS
Div. 3 - Arenas	1 YEAR
<b>Group B</b>	
Div. 1 – Detention Centres	1 YEAR
Div. 2 - Hospitals	1 YEAR
Div. 3 - Care Facilities	1 YEAR
<b>Group C</b>	
Hotels, Motels	1 YEAR
Apartments	1 YEAR
Strata Communities	2 YEARS
Bed and Breakfast	Discretionary
Home Daycares	Discretionary
Lock boxes/Gates	2 YEARS
<b>Group D – Business/Service</b>	2 YEARS
<b>Group E - Mercantile</b>	2 YEARS
<b>Group F</b>	
Div. 1 General	1 YEAR
Bulk Plants	1 YEAR
Spray Operations	1 YEAR
Div. 2 General	2 YEARS
Service Stations	1 YEAR
Service Garages	2 YEARS
Div. 3 General	2 YEARS
<b>Food Trucks</b>	1 YEAR
<b>Major Construction Sites</b>	30 DAYS
<b>Tactical Inspections</b>	36 per YEAR

3. When the target frequency cannot be met due to issues outlined in Bylaw 114 (38.2) inspections may be rescheduled to a future time, at the discretion of the Fire Chief or designate.
4. This policy will be reviewed annually by the Fire Chief and modifications will be brought forward for Council consideration, as deemed necessary.





COUNCIL REPORT  
Office of the CAO  
For the May 26, 2020 Council Meeting

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DATE: May 21, 2020  
TO: Mayor and Council  
FROM: Paul Gipps, CAO  
RE: City of West Kelowna Reopening

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**RECOMMENDED MOTION:**

**THAT** Council consider and resolve to direct the CAO to reopen services at the City of West Kelowna in a manner that meets the requirements of the Public Health Officer and WorkSafe BC regulations and orders around re opening.

**BACKGROUND:**

The City is working collectively with the Ministry of Municipal Affairs, WorkSafe BC, Public Health Office and staff as we prepare to welcome the Public back. The safety of the public and staff are paramount, we are moving cautiously to meet the guidelines, and best practices put out by the Province.

I do not have a specific date identified to open as we have instructed our local physical barrier supplier to support local businesses first. The City will continue to inform the public through a variety of means, as we get closer to opening our facilities in a phased approach. Having said that we anticipate openings will be happening in June.

Powerpoint: Yes ☐ No ☒