



CITY OF WEST KELOWNA REGULAR COUNCIL AGENDA

Tuesday, October 13, 2020, 1:30 P.M.

COUNCIL CHAMBERS

2760 CAMERON ROAD, WEST KELOWNA, BC

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.

This meeting is open to the public. In accordance with COVID-19 protocols, a viewing area that will accommodate three members of the public, is available on a first come first serve basis. All representations to Council form part of the public record. This meeting is being webcast live and will be archived on the City's website.

2. INTRODUCTION OF LATE ITEMS

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES

- | | | |
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| 4.1. | Minutes of the Special Council Meeting held September 25, 2020 Via Electronic Means and at 2760 Cameron Road, West Kelowna, BC | 6 |
| 4.2. | Minutes of the Special Council Meeting held September 29, 2020 in the City of West Kelowna Council Chambers | 8 |
| 4.3. | Minutes of the Regular Council Meeting held September 29, 2020 in the City of West Kelowna Council Chambers | 10 |
| 4.4. | Minutes of the Special Council Meeting held October 6, 2020 in the City of West Kelowna Council Chambers | 14 |
| 4.5. | Minutes of the Special Council Meeting held October 6, 2020 in the City of West Kelowna Council Chambers | 16 |

5. MAYOR AND COUNCILLOR'S REPORTS

- 5.1. Consideration of a Special Council Meeting to be held October 19 and

20, 2020, Outside the Boundaries of the Municipality

Recommendation:

THAT Council, in accordance with Section 134.1 of the *Community Charter*, allow a Special Council Meeting of the City of West Kelowna, to be held outside the boundaries of the municipality on Monday, October 19, 2020 at 8:30 a.m., and Tuesday, October 20, 2020 at 8:30 a.m. at the Kelowna Yacht Club, Spinnaker Board Room, 1370 Water Street, Kelowna, B.C. for the purposes of preparing an annual report; and

THAT the meeting will be closed to the public in accordance with Section 90 of the *Community Charter*; and

THAT Council direct the Corporate Officer to give notice of the Special Council Meeting by posting the change on the Public Notice Posting Place.

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|------|--|----|
| 5.2. | Regional District of Central Okanagan Highlights from the October 8, 2020 Regional Board Meeting | 20 |
| 5.3. | Memorandum from Anna Warwick Sears, Okanagan Basin Water Board, dated October 8, 2020 re Okanagan Lake Level Management Considerations | 21 |

6. DELEGATIONS

7. UNFINISHED BUSINESS

8. DIVISION REPORTS

8.1. CHIEF ADMINISTRATIVE OFFICER

8.1.1. Rose Valley Water Treatment Plant - Update

Verbal Update from the CAO

- | | | |
|--------|--|----|
| 8.1.2. | Rose Valley Water Treatment Plant Local Area Establishment Bylaw No. 280, 2020, and Loan Authorization Bylaw No. 281, 2020 | 23 |
|--------|--|----|

Recommendation:

THAT Council receive for information, the Certificate of Insufficiency for City of West Kelowna Rose Valley Water Treatment Plant Local Area Service Establishment Bylaw No. 280, 2020 and City of West Kelowna Rose Valley Water Treatment Plant Loan Authorization Bylaw No. 281, 2020; and

THAT Council consider and resolve to adopt the “City of West Kelowna Rose Valley Water Treatment Plant Local Area Service Establishment Bylaw No. 280, 2020”; and

THAT Council consider and resolve to adopt the “City of West Kelowna Rose Valley Water Treatment Plant Loan Authorization Bylaw No. 281, 2020”.

8.2. FINANCIAL SERVICES / RECREATION AND CULTURE

8.2.1. 2021 Permissive Tax Exemption Bylaw

33

Recommendation:

THAT Council give first, second and third reading to “Property Tax Exemption Bylaw No. 0283, 2020; and

THAT notice of intention to proceed with Bylaw No. 0283 be published on the 14th and 21st day of October 2020 in the WestK News newspaper, circulating in the City of West Kelowna, pursuant to Section 94 of the *Community Charter*.

8.3. DEVELOPMENT SERVICES

8.3.1. P20-01, West Kelowna Community Vision (Preliminary Framework) – Snapshot of Emerging Elements

44

Information Report from the Senior Planner

8.3.2. DVP 20-08 & A 20-02; Development Variance Permit & ALR Non-Farm Use; 2789 Highway 97 S

90

Recommendation:

THAT Council authorize the issuance of a Development Variance Permit (DVP 20-08) for Lot A, DL 3188, Plan 26860 Except Plan KAP63607 (2789 Highway 97 S) to allow construction of a winery building in general accordance with the attached permit to vary Zoning Bylaw No. 0154 Section 8.1.5(e) to increase the maximum building height from 15.0 m (49.2 ft) to 35.05 m (115 ft) for the proposed winery building, subject to the following conditions:

- a. An application to NAV Canada’s Land Use Program is required to be submitted and completed prior to Building Permit issuance to assess if the proposed building would require further approvals from NAV Canada;
- b. Dimensions, siting and design of the new winery

building to be constructed on the property in accordance with Schedule 'A'; and

- c. Exterior lighting shall be designed to not spill over onto, or create glare on, adjacent properties; and

THAT Council support the request to permit a non-farm use for a winery production and tasting building in the Agricultural Land Reserve (File: A 20-01) for Lot A, DL 3188, Plan 26860 Except Plan KAP63607 (2789 Highway 97 S); and further

THAT Council directs Staff to forward the application to the Agricultural Land Commission for consideration.

- 8.3.3. **Z 20-02; Zoning Amendment Bylaw No. 0154.91, 2020 (Adoption); 2417 Apollo Road** 123

Recommendation:

THAT Council adopt City of West Kelowna Zoning Amendment Bylaw No. 0154.91, 2020.

- 8.3.4. **DP 20-11; Commercial, Multiple Family and Intensive Residential Development Permit; 2417 Apollo Rd** 129

Recommendation:

THAT Council authorize the issuance of a Development Permit (DP 20-11) to support a mixed commercial and residential building consisting of eight (8) residential units and 110 sq. m. of commercial space, located at 2417 Apollo Road, subject to conditions outlined in the attached Development Permit (*Attachment 1*), including submission of a landscape security in the amount of \$7,656.25.

- 8.3.5. **Temporary Expanded Service Area Authorization, LCRB Extension of Blanket Approval** 148

Recommendation:

THAT Council support the extension of Temporary Expanded Service Area authorizations to October 31, 2021; and,

THAT Council direct staff to submit a letter of support to the Liquor and Cannabis Regulation Branch.

- 8.3.6. **Corporate Climate Action Update – CARIP Report 2019** 158

Information Report from the Planner II – Long Range

8.4. **ENGINEERING / PUBLIC WORKS / PARKS**

8.4.1. Cemetery Bylaw Revision 0166.04 187

Recommendation:

THAT Council consider and resolve to give first, second, and third reading to Westbank Cemetery Amendment Bylaw No. 0166.04, 2020.

8.4.2. Park and Playground Inspection and Maintenance Policy 196

Recommendation:

THAT Council adopt the 'Park and Playground Inspection and Maintenance Policy' dated October 13, 2020.

8.5. FIRE RESCUE SERVICES

8.5.1. Fire Engine Purchase - RMA/Sourcewell Buying Group 202

Recommendation:

THAT Council authorize the purchase of a fire engine, budgeted in 2020; and

THAT Council authorize this purchase to be made under an existing RMA/Sourcewell contract, providing the cost falls within the established 2020 budget amount.

8.6. CORPORATE INITIATIVES

8.7. CORPORATE SERVICES

8.7.1. Council Meeting Schedule - 2021 205

Recommendation:

THAT Council approve the 2021 City of West Kelowna Meeting Schedule.

9. CORRESPONDENCE AND INFORMATION ITEMS

10. NOTICE OF MOTION

11. ADJOURNMENT OF THE REGULAR MEETING

The next regular Council meeting is scheduled for 6:00 p.m., Tuesday, October 27, 2020.



CITY OF WEST KELOWNA
MINUTES OF THE SPECIAL MEETING OF COUNCIL

Friday, September 25, 2020
VIA ELECTRONIC MEANS
2760 CAMERON ROAD, WEST KELOWNA, BC

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

Staff Present: Paul Gipps, CAO
Michelle Reid, Director of Human Resources

1. CALL THE SPECIAL COUNCIL MEETING TO ORDER

The Special Council meeting was called to order at 11:04 a.m.

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

2. PROCEDURAL MOTION

WHEREAS the Minister of Public Safety and Solicitor General under the *Emergency Program Act* has issued Ministerial Order No. M139 and M192 in regards to "Local Government Meetings and Bylaw Process (COVID-19)", therefore be it resolved

THAT the Council meeting space is not open to the public. Additionally, in accordance with the Province of BC Ministerial Order No. 139, some members of Council of the City of West Kelowna will attend the meeting by electronic means.

3. ADDITIONS OR CHANGES TO PROCEDURAL MOTION

4. ADOPTION OF AGENDA

It was moved and seconded

Resolution No. C232/20

THAT the agenda be adopted as presented.

CARRIED UNANIMOUSLY

5. PROCEDURAL MOTION

It was moved and seconded

Resolution No. C233/20

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

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and

(c) labour relations or other employee relations.

CARRIED UNANIMOUSLY

6. ADJOURNMENT OF THE SPECIAL COUNCIL MEETING

The Special Council meeting adjourned at 11:36 a.m.

MAYOR

CAO/DEPUTY CORPORATE OFFICER



CITY OF WEST KELOWNA
MINUTES OF THE SPECIAL MEETING OF COUNCIL

Tuesday, September 29, 2020
COUNCIL CHAMBERS
2760 CAMERON ROAD, 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

Staff Present: Paul Gipps, CAO
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
Shelley Schnitzler, Legislative Services Manager

1. CALL THE SPECIAL COUNCIL MEETING TO ORDER

The Special Council meeting was called to order at 4:01 p.m.

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

This meeting was open to the public. In accordance with COVID-19 protocols, a viewing area that could accommodate three members of the public, was available on a first come first serve basis. All representations to Council form part of the public record.

2. ADDITIONS OR CHANGES TO PROCEDURAL MOTION

3. ADOPTION OF AGENDA

It was moved and seconded

Resolution No. C234/20

THAT the agenda be adopted as presented.

CARRIED UNANIMOUSLY

4. PROCEDURAL MOTION

It was moved and seconded

Resolution No. C235/20

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

(c) labour relations or other employee relations; and

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

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

CARRIED UNANIMOUSLY

5. ADJOURNMENT OF THE SPECIAL COUNCIL MEETING

The Special Council meeting adjourned at 5:45 p.m.

MAYOR

LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER



CITY OF WEST KELOWNA
MINUTES OF THE REGULAR MEETING OF COUNCIL

Tuesday, September 29, 2020
COUNCIL CHAMBERS
2760 CAMERON ROAD, 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

Staff Present: Paul Gipps, CAO
Allen Fillion, Director of Engineering / Public Works
Warren Everton, Director of Finance / CFO
Sandy Webster, Director of Corporate Initiatives
Michelle Reid, Director of Human Resources
Mark Koch, Director of Development Services
Jason Brolund, Fire Chief
Brent Magnan, Planning Manager
Bob Dargatz, Development Services/Approving Officer
Mike Cain, Bylaw Compliance Supervisor
Stacey Harding, Parks and Fleet Operations Manager
John Perrott, Economic Development and Tourism Manager
Shelley Schnitzler, Legislative Services Manager

1. CALL THE REGULAR COUNCIL MEETING TO ORDER

The meeting was called to order at 6:04 p.m.

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

This meeting was open to the public. In accordance with COVID-19 protocols, a viewing area that could accommodate three members of the public, was available on a first come first serve basis. All representations to Council form part of the public record. This meeting was webcast live and archived on the City's website.

2. INTRODUCTION OF LATE ITEMS

3. ADOPTION OF AGENDA

It was moved and seconded

Resolution No. C236/20

THAT the agenda be adopted as presented.

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

4.1 Minutes of the Special Council Meeting held September 8, 2020 in the City of West Kelowna Council Chambers

It was moved and seconded

Resolution No. C237/20

THAT the minutes of the Special Council Meeting held September 8, 2020 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

4.2 Minutes of the Regular Council Meeting held September 8, 2020 in the City of West Kelowna Council Chambers

It was moved and seconded

Resolution No. C238/20

THAT the minutes of the Regular Council Meeting held September 8, 2020 in the City of West Kelowna Council Chambers 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 September 10, 2020 Regional Board Meeting

6. DELEGATIONS

7. UNFINISHED BUSINESS

8. DIVISION REPORTS

8.1 CHIEF ADMINISTRATIVE OFFICER

8.1.1 Rose Valley Water Treatment Plant Progress Update

Verbal Update from the CAO and Director of Engineering and Public Works.

8.2 DEVELOPMENT SERVICES

8.2.1 P 20-16, Short Term Rentals

The meeting recessed at 6:22 p.m.

The meeting reconvened at 6:25 p.m.

Council reviewed the Short Term Rentals Report with Decision Points and by consensus, agreed to regulate short term rentals based on best practices for short term rental regulation program development, and once a framework has been developed, to undertake public consultation and stakeholder engagement. In addition, Council agreed with proactively enforcing prohibited short term rentals and enhanced enforcement options for short term rentals.

The meeting recessed at 7:53 p.m.

The meeting reconvened at 8:05 p.m.

8.2.2 Z 20-09, Multi-Tenant Cannabis Review, Zoning Amendment Bylaw No. 0154.93

It was moved and seconded

Resolution No. C239/20

THAT Council postpone consideration of City of West Kelowna Zoning Amendment Bylaw No.0154.93 and have staff return with additional information.

CARRIED; Councillor Zilkie opposed

8.2.3 P 20-02, Proposed Park Land Acceptance Policy

It was moved and seconded

Resolution No. C240/20

THAT Council adopt the "Park Land Acceptance Policy" dated September 29, 2020.

CARRIED UNANIMOUSLY

8.2.4 Development Services Feedback Survey – Initial Results

Presentation from the Director of Development Services

8.3 ENGINEERING / PUBLIC WORKS / PARKS

8.3.1 Investing in Canada Grant – COVID-19 Resilience Stream

It was moved and seconded

Resolution No. C241/20

THAT Council direct staff to apply to the Investing in Canada Program's COVID-19 Resilience Stream seeking funding for active transportation improvements along the Old Okanagan Highway/Shannon Lake Road/Stevens Road corridor; and

THAT Council amend the 2020 to 2029 Capital Plan to allocate the City of West Kelowna's share of funding from reserves, subject to a successful grant application; and

THAT Council authorize the Mayor and Corporate Officer to execute any agreements.

CARRIED UNANIMOUSLY

8.4 FIRE RESCUE SERVICES

8.5 CORPORATE INITIATIVES

8.5.1 COVID-19 Economic Development & Tourism Update #2

Presentation from the Economic Development and Tourism Manager

8.6 FINANCIAL SERVICES

8.7 CORPORATE SERVICES / RECREATION AND CULTURE

9. CORRESPONDENCE AND INFORMATION ITEMS

- 9.1 Letter from Meg Bjordal, WildSafeBC Community Coordinator, BC Conservation Foundation, dated September 23, 2020, re Human-Bear Conflict**

10. NOTICE OF MOTION

11. ADJOURNMENT OF THE REGULAR MEETING

The meeting adjourned at 9:46 p.m.

MAYOR

LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER



CITY OF WEST KELOWNA
MINUTES OF THE SPECIAL MEETING OF COUNCIL

Tuesday, October 6, 2020
COUNCIL CHAMBERS
2760 CAMERON ROAD, 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

Staff Present: Paul Gipps, CAO
Allen Fillion, Director of Engineering / Public Works
Warren Everton, Director of Finance / CFO
Jason Brolund, Fire Chief
Sandy Webster, Director of Corporate Initiatives
Mark Koch, Director of Development Services
Shelley Schnitzler, Legislative Services Manager/Corporate Officer

1. CALL THE SPECIAL COUNCIL MEETING TO ORDER

The Special Council meeting was called to order at 2:33 p.m.

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

This meeting was open to the public. In accordance with COVID-19 protocols, a viewing area that could accommodate three members of the public was available. All representations to Council form part of the public record.

2. ADDITIONS OR CHANGES TO PROCEDURAL MOTION

3. ADOPTION OF AGENDA

It was moved and seconded

Resolution No. C242/20

THAT the agenda be adopted as presented.

CARRIED UNANIMOUSLY

4. PROCEDURAL MOTION

It was moved and seconded

Resolution No. C243/20

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

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

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

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

CARRIED UNANIMOUSLY

5. ADJOURNMENT OF THE SPECIAL COUNCIL MEETING

The Special Council meeting adjourned at 3:58 p.m.

MAYOR

LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER



CITY OF WEST KELOWNA
MINUTES OF THE SPECIAL MEETING OF COUNCIL

Tuesday, October 6, 2020
COUNCIL CHAMBERS
2760 CAMERON ROAD, 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

Staff Present: Paul Gipps, CAO
Allen Fillion, Director of Engineering and Public Works
Warren Everton, CFO
Jason Brolund, Fire Chief
Sandy Webster, Director of Corporate Initiatives
Mark Koch, Director of Development Services
Bob Dargatz, Development and Engineering Manager
Shelley Schnitzler, Legislative Services Manager/Corporate Officer
Brent Magnan, Planning Manager
Stacey Harding, Parks and Fleet Operations Manager

1. CALL THE SPECIAL COUNCIL MEETING TO ORDER

The meeting was called to order at 4:09 p.m.

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

This meeting was open to the public. In accordance with COVID-19 protocols, a viewing area that could accommodate three members of the public was available. All representations to Council form part of the public record. This meeting was webcast live and is archived on the City's website.

2. INTRODUCTION OF LATE ITEMS

2.1 City Hall Loan Authorization Bylaw Adoption (to follow item 8.1.2 under Division Reports)

3. ADOPTION OF AGENDA

It was moved and seconded

Resolution No. C244/20

THAT the agenda be adopted as amended.

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

5. MAYOR AND COUNCILLOR'S REPORTS

6. DELEGATIONS

7. UNFINISHED BUSINESS

8. DIVISION REPORTS

8.1 CHIEF ADMINISTRATIVE OFFICER

8.1.1 Rose Valley Water Treatment Plant - Update

The CAO provided a verbal update on the Rose Valley Water Treatment Plant.

8.1.2 RDCO – East Trunk Development Cost Charges Update

It was moved and seconded

Resolution No. C245/20

THAT Council support the RDCO East Trunk DCC Bylaw amendments as part of future Regional Board consideration.

CARRIED UNANIMOUSLY

8.1.3 City Hall Loan Authorization Bylaw Adoption

It was moved and seconded

Resolution No. C246/20

THAT Council adopt the “City of West Kelowna City Hall Loan Authorization Bylaw No. 0272, 2020.”

CARRIED UNANIMOUSLY

8.2 DEVELOPMENT SERVICES

8.2.1 DP 20-09 / TUP 20-03; Development Permit with Variances and Temporary Use Permit; 3404 Sundance Drive

It was moved and seconded

Resolution No. C247/20

THAT Council approve the issuance of a multiple family and intensive residential, hillside, and sensitive terrestrial ecosystem development permit with variances (File: DP 20-09) to accommodate a 35-unit townhome development, in accordance with the attached permit (*Attachment 9*); issuance of the permit is subject to:

- Submission of the Phase 1 landscape security in the amount of \$171,893.00;
- Discharge of the emergency access statutory right of way (LB373929); and

THAT Council approve the issuance of a temporary use permit (File: TUP 20-03) to allow on-site crushing/processing of material sourced from the site, in accordance with the attached permit (*Attachment 10*).

CARRIED UNANIMOUSLY

8.3 ENGINEERING / PUBLIC WORKS / PARKS

8.4 FIRE RESCUE SERVICES

8.4.1 Community Resiliency Investment Program Grant Application and Wildfire Mitigation Update

It was moved and seconded

Resolution No. C248/20

THAT Council direct staff to apply to the Community Resiliency Investment Program requesting the maximum grant contribution of \$150,000 to support community FireSmart activities and conduct wildfire mitigation prescriptions/treatments in 2021;

THAT Council authorize the Mayor and the CAO to execute the agreement;

THAT Council direct staff to allocate funding based on priorities recommended in the Community Wildfire Protection Plan Update – October 2018 and as generally outlined in this report; and,

THAT Council authorize staff to include \$150,000 in the 2021 Operating Budget for FireSmart activities, prescriptions and treatments, subject to funding from the Community Resiliency Investment Program.

CARRIED UNANIMOUSLY

8.5 CORPORATE INITIATIVES

8.6 FINANCIAL SERVICES / RECREATION AND CULTURE

8.6.1 2020 End of Tax Season Collections and Cash Flow Review

The CFO provided an update on the 2020 end of season tax collections and a cash flow review.

8.7 CORPORATE SERVICES

9. CORRESPONDENCE AND INFORMATION ITEMS

10. NOTICE OF MOTION

11. ADJOURNMENT OF THE SPECIAL MEETING

The meeting adjourned at 5:39 p.m.

MAYOR

LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER

Highlights of the Regional Board Meeting – October 8, 2020

Wastewater Treatment Plant Grants

The Regional Board has endorsed several grant funding applications to support proposed projects for the Westside Regional Wastewater Treatment Plant.

- An application will be made to the CleanBC Communities Fund for \$300,000 to improve energy efficiency and address aging infrastructure at the facility. The Board has also committed funding up to \$80,000 for the project should the grant be approved.
- Applications will be made to the Union of BC Municipalities Municipal Asset Management Planning Program funded by the BC Ministry of Municipal Affairs and Housing and the Federation of Canadian Municipalities Asset Management Program to develop an Asset Management Plan for the facility. If successful, the RDCO's financial contribution would be \$15,000.

During 2019, the RDCO Wastewater Treatment Plant treated approximately 11.3-million litres of wastewater each day from businesses and homes in West Kelowna, Peachland and Westbank First Nation Reserves #9 and #10.

Okanagan Lake Source Protection Grant

The Regional Board approved submitting a funding application to the Vancouver Foundation Systems Change and Test Grant Program on behalf of the Okanagan Collaborative Conservation Program, Okanagan Nation Alliance and RDCO. If the two stage application is approved for a grant of up to \$100,000 by the Foundation, the funds would be used along with 25% in matching funding for the next phase of the multi-year Okanagan Lake Responsibility Planning Initiative for water source protection.

This project supports the Environmental protection focus outlined in the Regional Board Strategic Priorities 2019-2022.

Sustainable Transportation Partnership

The Regional Board approved withdrawing from the Sustainable Transportation Partnership of the Central Okanagan (STPCO) at the end of the year. Each participating local government will be asked to support withdrawing from the agreement that originally established the body in 2013. The STPCO is not considered sustainable in its current form and by dissolving the partnership it's suggested that the RDCO could create a new Regional Transportation Service providing some of the STPCO functions.

Regional Board Meetings

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

- **Monday, October 26 – 7:00 pm**
- **Thursday, November 12 – 8:30 am**
Statutory Inaugural Meeting and Governance & Services Committee meeting
- **Monday, November 23 – 7:00 pm**

Regional Hospital District Budget Amended

The Central Okanagan Regional Hospital District Board has amended the 2020 – 2024 Financial Plan. At the request of Interior Health, three new projects totalling \$1.42-million have been approved for 2020 including \$1.2-million for the recently announced new Urgent and Primary Care Centre in West Kelowna if it receives Designated Facility Status from the Minister of Health. Four projects totalling \$1.784-million previously approved for this year, have been moved to 2021 in order to fund these projects within the current budget.

Audio of the Regional Board meeting at:

rdco.com/media/292500/Audio_20_10_08brd.mp3

MEMORANDUM

To: RDCO Directors
From: Anna Warwick Sears
Date: October 8, 2020
Subject: **Okanagan Lake Level Management considerations**

The District of Peachland has asked for the OBWB's support, calling to the province to review the current lake level management operations for Okanagan Lake, including lake level targets, current flow management models and climate forecast methodology. This is a timely call to action, and echoes recommendations in recent technical reviews, including the Okanagan Mainstem Flood Mapping Final Report. I understand that a similar request has been brought to RDCO.

It is not a simple task. Some of the questions that arise are, how far should the lake be drawn down each winter to prepare for high spring inflows? Under what scenarios would it help to change the full pool target? What is the relative risk of getting a very dry year, or several in a row as in the early 1930s, we may not be able to "refill" the lake? What are the implications of 'mining' the lake to prevent water shortages downstream, which could affect Okanagan Lake docks, lake water intakes, and other lake infrastructure? What operational plan would be necessary to reduce harm to shore-spawning kokanee salmon, and keep summer/fall flows high for sockeye salmon?

Although the process of changing the plan for lake level operations is complicated, it is essential that the province review and update their operations plan within the next few years.

During the course of preparing the Okanagan lakeshore flood maps, Northwest Hydraulic Consultants found that the frequency of flooding would be extremely high if the Okanagan Dam at Penticton continued to be operated in the same manner, given the expected increase in flows due to climate change. Working with the provincial dam operator, they modified the operational rules to be more protective against flooding.

*"The floodplain maps produced from this study are based on inflows projected to the middle of this century. Magnitudes of the design events are expected to exceed the capacity of the existing infrastructure if operational rules are not adjusted to account for the changing climate. Preliminary modifications to the OLSR Operating plan and guidelines were developed to mitigate projected future increases in floods. **If these modifications, or similar mitigations, are not implemented, the resulting flood flows and levels of the design events are expected to be more severe than mapped.**"*

This means that floods will be higher and more frequent than given on the new maps unless changes are implemented.

However, the modifications to the operating rules that were done for the flood mapping project were only done for the purpose of modeling. The old rules are still in place. In order to make changes to the rules, additional work will need to be done to evaluate the relative risk of drought and flooding

under climate change and how to manage for both ends of the weather spectrum while minimizing harm.

*“Prior to implementation, any changes to the operational plan is expected to require review initially with the Okanagan Nation Alliance and Canadian Okanagan Basin Technical Working Group (COBTWG) and then with a wider stakeholder group. Given the currently projected rate of change in floods due to climate change, **review and subsequent implementation of revised operating rules is recommended within the next five years.**”*

The Okanagan Basin Water Board is considering a research gap analysis, in partnership with the province, to evaluate all the work that has been done, and what additional work is needed. These are long-term, high-level modeling studies, and we would seek external funding to carry them out.

We are also assisting the province in other ways to reduce flood risk. In December, 2017 Associated Environmental wrote a report for the province titled, Review of 2017 Flood Response: Okanagan Lake Regulation System and Nicola Dam. This reviewed what was done with flow forecasting and lake level management, and made a series of recommendations for the future. One of the main recommendations for the report was to improve the in-season forecasting models by **increasing hydrometric monitoring in the mid and high elevations**, as well as snow surveys.

A significant long-term commitment is needed to achieve sufficient, high quality, and consistent data needed to drive the forecasting models, particularly recognizing that climate and hydrology have changed in B.C. in recent decades, and will continue to change.

The OBWB has recently approved a new program to support the expansion of the Okanagan’s hydrometric monitoring networks, over the course of the next few years.

Shaun Reimer, Public Safety and Protection Ministry of Forests, Lands, Natural Resource Operations, and Rural Development, the operator of the Okanagan Lake dam in Penticton, will present to the OBWB at our meeting on October 6th. I will provide the RDCO board with any new insights updated information from that meeting.



COUNCIL REPORT

To: Paul Gipps, CAO

Date: October 13, 2020

From: Shelley Schnitzler, Legislative Services Manager/Corporate Officer
Sandy Webster, Director of Corporate Initiatives

Subject: **Rose Valley Water Treatment Plant Local Area Establishment Bylaw No. 280, 2020, and Loan Authorization Bylaw No. 281, 2020**

RECOMMENDATION

THAT Council receive for information, the Certificate of Insufficiency for City of West Kelowna Rose Valley Water Treatment Plant Local Area Service Establishment Bylaw No. 280, 2020 and City of West Kelowna Rose Valley Water Treatment Plant Loan Authorization Bylaw No. 281, 2020; and

THAT Council consider and resolve to adopt the “City of West Kelowna Rose Valley Water Treatment Plant Local Area Service Establishment Bylaw No. 280, 2020”; and

THAT Council consider and resolve to adopt the “City of West Kelowna Rose Valley Water Treatment Plant Loan Authorization Bylaw No. 281, 2020”.

STRATEGIC AREA(S) OF FOCUS

Invest in Infrastructure
Strengthen our Community

PURPOSE

The purpose of this report is to provide Council with the results of the Subject to Petition Against Process for the establishment of the local area service and to authorize borrowing for the Rose Valley Water Treatment Plant.

BACKGROUND

At the July 14, 2020 regular Council meeting, Council gave three readings to the Rose Valley Water Treatment Plant Local Area Service Establishment Bylaw No. 280 and Loan Authorization Bylaw No. 281 and directed staff to undertake a Council Initiative-Subject to Petition Against process for the establishment of a Rose Valley Water Treatment Plant

local area service and to authorize long term borrowing, in accordance with the requirements of Section 213 of the *Community Charter*. Friday, October 2, 2020 (30 days from the date of the second advertisement, as required under Section 213(4) of the *Community Charter*), was established as the deadline for receiving petitions in opposition to the Bylaws.

Public Notice was given in accordance with the *Community Charter* which included two newspaper advertisements that were published in the Westside Weekly on August 26, 2020 and September 2, 2020. The advertisements were also included in the August 27, 2020 and September 2, 2020 editions of the Daily Courier. Public Notice was also posted on the City's website and on the public notice posting board at City Hall.

On August 31, 2020, a letter outlining the petition against process was mailed to all property owners within the proposed local area service that would be subject to the parcel tax. The letter included the Public Notice of Intent, a petition form, a map of the local area service, and a "What's in Your Package" information sheet. In accordance with *Community Charter* requirements, property owners were given until 4:00 p.m., Friday, October 2, 2020 to sign and submit the petition form to the City if they were opposed to the Bylaws.

DISCUSSION

In order for the petitions against a local area service and borrowing to be certified as sufficient and valid, the petition must be signed by the owners of at least 50% of the parcels that would be subject to the local service tax. In addition, the persons signing the petition must be the owners of parcels that in total represent at least 50% of the assessed value of land and improvements that would be subject to the local service tax.

The total number of parcels within the boundaries of the Rose Valley Water Treatment Plant Local Area Service is eight thousand, two hundred and sixty-seven (8,267) and the total assessed value of land and improvements for these parcels is \$6,204,437,054.

As indicated by the attached Certificate of Insufficiency, valid petitions against the Bylaws were received from owners of 229 of parcels within the Local Area Service, representing a total assessed value of \$154,832,929. The petitions received represent the following percentages: 2.77% of parcels that would be subject to the local service tax and 2.49% of the assessed value of land and improvements of these parcels.

NON-LEGISLATIVE COMMUNICATION AND ENGAGEMENT

Leading up to and throughout the Subject to Petition Against process, non-legislative communication and engagement was also completed to ensure future RVWTP users were informed and engaged about the process. As the process was largely completed during COVID-19, the primary method of communication and engagement was digital to adhere to social distancing requirements. This included reports to Council, presentations, website update, e-blasts to subscribers, news paper ads, media interviews and publicity,

social media posts and interactions, updates to community associations, email and telephone conversations and so on.

For example, from July 30 through October 2, 2020, leading up to and during the Subject to Petition Against process, the reach from the City's 18 social media posts on its Facebook, Twitter and Instagram channels was 19,899 and the total reactions (likes, comments, etc) was 2,417. Generally most comments were of support to get the plant built, which was also noted across other non-city social media channels.

All information about the RVWTP is located on the City's website at www.westkelownacity.ca/rvwtp and the public is encouraged to sign up to receive updates at www.westkelownacity.ca/subscribe.

Early works construction remains ongoing and additional information about the general contractor award is anticipated in the coming weeks.

COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
July 14, 2020	THAT Council consider and resolve to read the City of West Kelowna Rose Valley Water Treatment Plant Local Area Service Establishment Bylaw No. 280, 2020 a first, second and third time; and further, THAT Council consider and resolve to read the City of West Kelowna Rose Valley Water Treatment Plant Loan Authorization Bylaw No. 281, 2020 a first, second and third time; and, THAT Council directs staff to submit the City of West Kelowna Rose Valley Water Treatment Plant Local Area Service Establishment Bylaw No. 280, 2020 and the City of West Kelowna Rose Valley Water Treatment Plant Loan Authorization Bylaw No. 281, 2020 to the Province, publish the required advertising and issue notification to the property owners within the proposed Local Area Service for establishment of the local area service on Council Initiative -Subject to Petition Against for both the establishment of the Local Area Service and to authorize borrowing. <u>CARRIED UNANIMOUSLY</u>	C180/20

CONCLUSION

As outlined in the Certificate of Insufficiency attached to this report, the petitions received have been determined to be insufficient and therefore, Council may proceed with consideration of adoption of “City of West Kelowna Rose Valley Water Treatment Plant Local Area Service Establishment Bylaw No. 280, 2020” and “City of West Kelowna Rose Valley Water Treatment Plant Loan Authorization Bylaw No. 281, 2020”.

Alternate Motion:

- That Council postpone consideration of “City of West Kelowna Rose Valley Water Treatment Plant Local Area Service Establishment Bylaw No. 280, 2020” and “City of West Kelowna Rose Valley Water Treatment Plant Loan Authorization Bylaw No. 281, 2020”.

Further direction from Council would be requested.

REVIEWED BY

Lisa Siavashi, Financial Services Manager/Deputy CFO

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒

Attachments:

- Certificate of Insufficiency
- City of West Kelowna Rose Valley Water Treatment Plant Local Area Service Establishment Bylaw No. 280, 2020
- City of West Kelowna Rose Valley Water Treatment Plant Loan Authorization Bylaw No. 281, 2020



CORPORATE OFFICER CERTIFICATE OF INSUFFICIENCY

PETITION AGAINST THE ESTABLISHMENT OF A LOCAL AREA SERVICE AND BORROWING FUNDS TO PROVIDE FOR THE CONSTRUCTION AND OPERATION OF A WATER TREATMENT PLANT UNDER “CITY OF WEST KELOWNA ROSE VALLEY WATER TREATMENT PLANT LOCAL AREA SERVICE ESTABLISHMENT BYLAW NO. 280, 2020” AND “CITY OF WEST KELOWNA ROSE VALLEY WATER TREATMENT PLANT LOAN AUTHORIZATION BYLAW NO. 281, 2020”.

City of West Kelowna Rose Valley Water Treatment Plant Local Area Service
Establishment Bylaw No. 280, 2020
and
City of West Kelowna Rose Valley Water Treatment Plant Loan Authorization
Bylaw No. 281, 2020

Total Number of Parcels in the Local Area Service/Borrowing Funds for the Construction and Operation of a Water Treatment Plant	8,267	
Total Number of Valid Petitions Against Required to Prevent Council from Adopting the Bylaws	4,134	50%
Total Number of Valid Petitions Against Received	229	2.77%

Total Assessed Value of all Parcels in the Local Area Service/Borrowing Funds for the Construction and Operation of a Water Treatment Plant Subject to Petition Against	\$6,204,437,054	
Total Assessed Value Required to Certify the Petition Against as Sufficient	\$3,102,218,527	50%
Total Assessed Value of Petitions Against Received	\$154,832,929	2.49%

The number of parcels that would be subject to the local area service establishment under Bylaw No. 280 and borrowing funds for the construction and operation of a water treatment plant under Bylaw No. 281 is **eight thousand, two hundred and sixty-seven (8,267)**.

The number of parcels required in order to prevent Council from adopting the local area service establishment under Bylaw No. 280 and borrowing funds for the construction and operation of a water treatment plant under Bylaw No. 281 is at least **four thousand, one hundred and thirty-four (4,134)**.

The number of petitions received opposing the establishment of a local area service under Bylaw No. 280 and borrowing funds for the construction and operation of a water treatment plant under Bylaw No. 281 represented a total of **two hundred and twenty-nine (229)**.

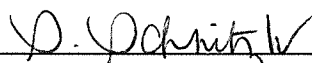
The total assessed value of land and improvements for parcels that would be subject to the petition opposing the establishment of a local area service under Bylaw No. 280 and borrowing funds for the construction and operation of a water treatment plant under Bylaw No. 281 is **six billion, two hundred and four million, four hundred and thirty-seven thousand, and fifty-four dollars (\$6,204,437,054).**

The total assessed value of land and improvements of parcels that must be represented by the petitions received opposing the establishment of a local area service under Bylaw No. 280 and borrowing funds for the construction and operation of a water treatment plant under Bylaw No. 281 in order to prevent Council from adopting the bylaws, is at least **three billion, one hundred and two million, two hundred and eighteen thousand, five hundred and twenty-seven dollars (\$3,102,218,527).**

The total assessed value of land and improvements of parcels represented by the petitions received opposing the establishment of a local area service under Bylaw No. 280 and borrowing funds for the construction and operation of a water treatment plant under Bylaw No. 281 in order to prevent Council from adopting the bylaws is **one hundred and fifty-four million, eight hundred and thirty-two thousand, nine hundred and twenty-nine dollars (\$154,832,929).**

Pursuant to Section 212(4) of the *Community Charter*, I, Shelley Schnitzler, Corporate Officer for the City of West Kelowna, hereby certify that the number of petitions received opposing the establishment of a local area service and borrowing funds to provide for the construction and operation of a water treatment plant under "City of West Kelowna Rose Valley Water Treatment Plant Local Area Service Establishment Bylaw No. 280, 2020" and "City of West Kelowna Rose Valley Water Treatment Plant Loan Authorization Bylaw No. 281, 2020" are insufficient to prevent Council from adopting the bylaws.

Dated this 7th day of October, 2020



Shelley Schnitzler, Corporate Officer

CITY OF WEST KELOWNA

BYLAW NO. 280, 2020

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR THE
CONSTRUCTION AND OPERATION OF THE ROSE VALLEY WATER
TREATMENT PLANT

WHEREAS Section 210 of the *Community Charter* provides authority for local area services, a municipal service that is to be paid for in whole or in part by a local service tax under Section 216 for services that the Council considers provide particular benefit to part of the municipality; and,

WHEREAS Section 211(1)(b) of the *Community Charter* authorizes Council to establish a local area service by bylaw, if the service and its cost recovery methods have been proposed by Council initiative subject to a petition against by the property owners subject to the local service tax; and,

WHEREAS Council has initiated a local area service subject to petition against to construct and operate a Water Treatment Plant to be known as the Rose Valley Water Treatment Plant, pursuant to Section 213 of the *Community Charter*, and,

WHEREAS the *Community Charter* provides for a part of the cost to be borne by property owners benefitting from a local area service and for the levy and imposition of a local service tax to be imposed on benefitting properties to recover the owners' portion of the costs; and,

WHEREAS the Corporate Officer has certified that the petition against received for the works does not constitute a sufficient petition signed by a majority of the owners, representing at least half of the assessed value of the parcels that would be subject to the local service tax;

NOW THEREFORE the Council of the City of West Kelowna in open meeting assembled, enacts as follows:

1. Title

This Bylaw shall be cited for all purposes as the "CITY OF WEST KELOWNA ROSE VALLEY WATER TREATMENT PLANT LOCAL AREA SERVICE ESTABLISHMENT BYLAW NO. 280, 2020".

2. Establishment of Local Area Service

The City hereby establishes a local area service under the provisions of Section 211 of the *Community Charter* to be known as the "Rose Valley Water Treatment Plant Construction and Operation Local Area Service".

3. Description of Service

The description of the local area service is the construction and operation of a water treatment plant and distribution to serve a specified local service area.

4. Boundaries of Local Area Service

The Rose Valley Water Treatment Plant Construction and Operation Local Area Service includes all of the parcels within the area outlined in heavy dashed black line on the plan attached to and forming part of this bylaw as Schedule 'A' – Rose Valley Water Treatment Plant Construction and Operation Local Area Service Boundaries (the "Local Area Service").

5. The annual costs for the service established in Section 2 shall be recovered by:

5.1. The cost recovery method for an amount not exceeding \$23,500,000 and interest, that is subject of the local area service established under this bylaw, shall be recovered by way of a parcel tax under Division 4 of Part 7 of the *Community Charter* imposed only within the Local Area Service on the basis of a single amount for each parcel;

As an alternative to the preceding cost recovery method, an owner of a parcel within the Local Area Service may elect to pay their portion of the Local Area Service Charge levied for their parcel in the form of a one-time cash payment; and/or;

5.2. The imposition of local area service charges under Section 210 and 194 of the *Community Charter* for the operation of the water treatment plant and distribution that may be set by separate bylaw for the purpose of recovering these costs.

READ A FIRST, SECOND AND THIRD TIME THIS 14TH DAY OF JULY, 2020.

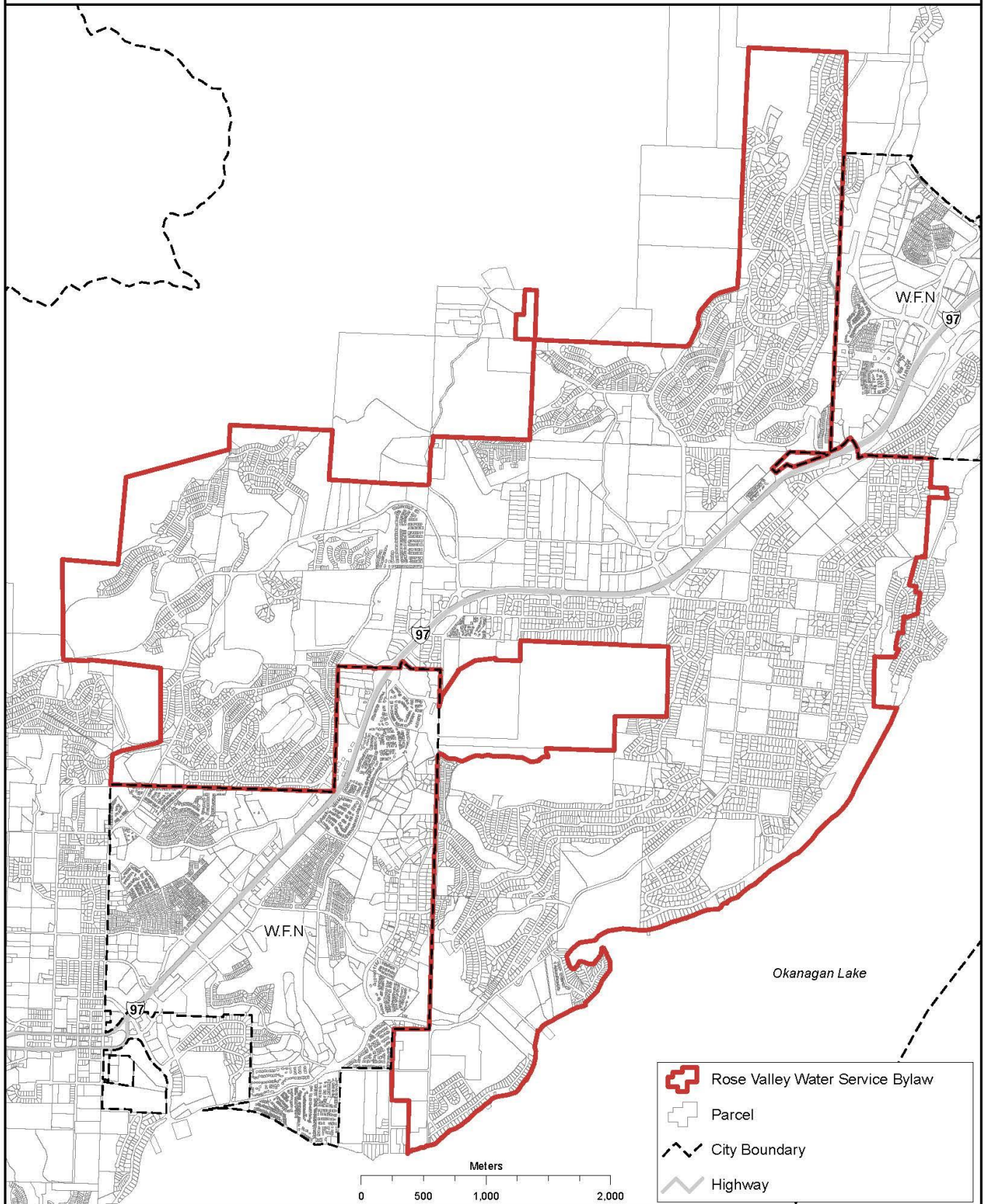
ADOPTED THIS _____ DAY OF _____, 2020.

MAYOR

CITY CLERK



CITY OF WEST KELOWNA - SCHEDULE "A" BYLAW No. 0280



CITY OF WEST KELOWNA

BYLAW NO. 281, 2020

A BYLAW TO AUTHORIZE THE BORROWING OF THE ESTIMATED COST OF
CONSTRUCTING THE ROSE VALLEY WATER TREATMENT PLANT

WHEREAS it is deemed desirable and expedient to construct the Rose Valley Water Treatment Plant; and,

WHEREAS the estimated cost of constructing the Rose Valley Water Treatment Plant including expenses incidental thereto is the sum of \$75,000,000 of which the sum of \$23,500,000 is the amount of debt intended to be borrowed by this bylaw; and,

WHEREAS the borrowing proposed by council initiative in accordance with sections 217 (1)(b) and 213 of the *Community Charter*, and no sufficient petition against the Rose Valley Water Treatment Plant or the borrowing has been received by Council within the required timeframe;

NOW THEREFORE, the Council of the City of West Kelowna in open meeting assembled enacts as follows:

1. Title

This Bylaw may be cited as the "CITY OF WEST KELOWNA ROSE VALLEY WATER TREATMENT PLANT LOAN AUTHORIZATION BYLAW NO. 281, 2020."

2. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of the Rose Valley Water Treatment Plant generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$23,500,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of the Rose Valley Water Treatment Plant.
3. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 25 years.

READ A FIRST, SECOND AND THIRD TIME THIS 14TH DAY OF JULY, 2020.

RECEIVED the approval of the Inspector of Municipalities this 12TH DAY OF AUGUST, 2020.

ADOPTED this ____ DAY OF _____, 2020.

MAYOR

CITY CLERK



COUNCIL REPORT

To: Paul Gipps, CAO

Date: October 13, 2020

From: Lisa Siavashi, Financial Services Manager

Subject: **2021 Permissive Tax Exemption Bylaw**

RECOMMENDATION

THAT Council give first, second and third reading to “Property Tax Exemption Bylaw No. 0283, 2020; and

THAT notice of intention to proceed with Bylaw No. 0283 be published on the 14th and 21st day of October 2020 in the WestK News newspaper, circulating in the City of West Kelowna, pursuant to Section 94 of the *Community Charter*.

LEGISLATIVE REQUIREMENTS

In accordance with Section 225 (7) of the *Community Charter*, Council may, by bylaw adopted on or before October 31, 2020, exempt eligible properties from taxation for 2021. The bylaw must establish the term of the exemption and may only be adopted after public notice of the proposed bylaw has been given.

If adopted without amendment Bylaw No. 0283 would contain full exemptions for 14 places of worship and private schools, full or partial exemptions for 6 not-for-profit organizations and full exemptions for 2 public/local authorities.

BACKGROUND

The *Community Charter*, in Sections 220 through 226, provides for both “statutory” and “permissive” tax exemptions to be applicable to a variety of property types such as federal, provincial and municipally owned properties, hospitals, schools, churches. The “statutory” exemptions are managed by BC Assessment using the Charter and supporting regulations as the basis for including the exemptions in the annual assessment roll. “Permissive” exemptions, however, are the jurisdiction of municipal councils and are dealt with through an annual application and bylaw process.

Council, in January 2010, adopted the City of West Kelowna’s “Permissive Tax Exemption Policy” setting out the terms and conditions required to be met for consideration of inclusion in the City’s Annual Tax Exemption bylaw. As directed by that policy, the places of worship, private schools and hospitals are required to complete a full application every five years. As such, all previously approved organizations were required to submit a

comprehensive application in 2018 which covers exemptions for the years 2019 to 2023. Even though renewal applications are not required by the places of worship, private schools and hospitals, these organizations are required to notify the CWK of any changes in property ownership and/or use of the property until a full application is required again.

Six not-for-profit organizations (all renewals) have applied for a permissive tax exemption for 2021. The following provides a summary of some key findings that have been considered from their applications:

Green Bay Bible Camp (“GBBC”)

GBBC has established significant rental relationships with organizations on their property. Churches, recreational organizations/clubs, and the Royal Canadian Air Cadets are provided with access to GBBC property at rates well below market rates or free of charge to provide low cost space to these organizations and support their ongoing operations. They are able to partner with these organizations as a result of the continued support from CWK in providing permissive tax exemptions to their properties. A full permissive tax exemption was granted for 2020 and staff recommends no change to the full permissive tax exemption to the GBBC properties for 2021.

Central Okanagan Community Food Bank Society

On July 1, 2015, the Westside Community Food Bank and the Kelowna Food Bank amalgamated into the Central Okanagan Community Food Bank Society. The West Kelowna operations continue to function on the same basis as previously from their location at 2545 Churchill Road. The charitable status and mandate of the operation remains unchanged and staff is therefore supporting this renewal application for the 2021 tax year.

Morning Star Bible Camp (MSBC)

MSBC operates the camp facility to provide a camp setting/experience for children/teens/adults/families throughout the year. As well, the facility is made available to school and church groups to provide a local venue for a variety of camp-related programs. Continued tax exemption support for 2021 is supported by staff.

Okanagan Boys and Girls Clubs (OBGC)

OBGC's mission is to provide a supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life. Staff is supporting the renewal application for 2021.

Greater Westside Board of Trade (“GWBOT”)

The CWK “Permissive Tax Exemption Policy” states:

1. Council may designate only a portion of land/improvements as exempted where the following circumstances exist:
 - a. A portion of land/improvements is used by private sector and/or organization not meeting Council’s exemption criteria.
 - b. The applicant already receives grant in aid from the municipality, regional district, provincial or federal government.
 - c. The applicant meets all eligibility criteria, however Council may at its discretion, grant a partial exemption.

A portion of GWBOT property continues to be leased to the private sector (Music School). The business that is leasing the space would not be eligible for a tax exemption under the policy. Consistent with 2020, a 90% permissive tax exemption has been reflected in the bylaw. The 10% portion of property taxes that are not exempt (approximately \$385 for 2021) will be invoiced to GWBOT in June 2021 for payment before the property tax deadline. Council has the authority, at its discretion, to set the % of partial exemptions granted to an organization.

Pathways Abilities Society

Pathways Abilities Society provides services to people with disabilities in our local area. They expect to assist approximately 20 individuals in activities and volunteer work in West Kelowna. Staff supports providing a tax exemption to the Pathways Abilities Society for 2021.

Two public authorities (both renewals) have applied for a permissive tax exemption for 2021 under section 224.2(d) of the *Community Charter*. The following provides a summary of some key findings that have been considered from their applications

Nature Trust of BC

One of the parcels, as in prior years, involves a parcel of land which is a municipal lease from the Crown on an area covered by water in the Rose Valley park area.

Westbank First Nations (WFN)

Westbank First Nation owns this small parcel due to its significance as an archaeological site on which cultural and historical research will be performed. As research proceeds, WFN feels it will provide archaeological and historical value to the community. Staff is supporting the renewal application for 2021.

FINANCIAL IMPLICATIONS

Attached is a draft of the advertisement required by legislation, which details the estimated taxes to be “permissively” exempted for 2021 through 2023. The values therein have been estimated using 2020 levies while allowing for a 3% tax increase for each of the next three years. School tax rates have been approximated at twice of the 2020 rate (plus 3%) since the province reduced the 2020 rates by approximately 50% due to COVID-19.

Should Council choose to adopt the “Property Tax Exemption” as presented, the estimated value of property taxes exempted through permissive exemptions is:

a) City of West Kelowna taxes for 2021 \$ 112,049

b) Other tax levies for 2021:

School Tax	46,888
Hospital	9,667
Regional District	9,877
Other	9,412
	<u>\$ 75,844</u>
Total:	<u>\$ 187,893</u>

The respective amounts for the 2020 taxation year were:

As advertised:

a) City of West Kelowna 2020 taxes \$ 106,233

b) Other tax levies in 2020:

School Tax	68,960
Hospital	9,054
Regional District	9,408
Other	8,966
	<u>\$ 96,388</u>
Total:	<u>\$ 202,621</u>

Adjusted amounts after COVID-19 changes:

a) City of West Kelowna 2020 taxes \$ 108,785

b) Other tax levies in 2020:

School Tax	23,232
Hospital	9,358
Regional District	9,561
Other	9,116
	<u>\$ 51,267</u>
Total:	<u>\$ 160,052</u>

(Increases in the adjusted amounts levied are due to increases in property assessments as the actual property tax increase for the City of West Kelowna was 2.8% and not the 3% estimated at the time the permissive tax exemptions were advertised in October 2019.)

Alternate Motion

1. **THAT** Council direct staff to make the necessary amendments and that Bylaw No. 0283 be given first, second and third readings as amended.

Or

2. **THAT** Council direct staff to change the percentage of permissive tax exemption provided to Greater Westside Board of Trade for 2021 and that Bylaw No. 0283 be given first, second and third readings as amended.

REVIEWED BY

Warren Everton, Director of Finance/CFO

Shelley Schnitzler, Legislative Services Manager/Corporate Officer

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒

Attachments:

1. B0283 2020 Property Tax Exemption Bylaw
2. 2020 Property Tax Exemption Advertisement

CITY OF WEST KELOWNA

BYLAW NO. 0283

A BYLAW TO EXEMPT CERTAIN LANDS AND BUILDINGS FROM TAXATION

WHEREAS Section 220 of the *Community Charter* provides general regulations for the exemption of property from taxation; and,

WHEREAS Section 224 of the *Community Charter* provides specific exemptions for certain types or uses of property; and,

NOW THEREFORE the Council of the City of West Kelowna, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as the “Property Tax Exemption Bylaw No. 0283, 2020”.
2. Subject to Section 224(2) (f)(i), (f)(ii), (f)(iii) and (h) of the *Community Charter*, the following places of worship and private schools, together with all exempt buildings and halls and all lands surrounding the buildings and halls, shall be exempt from taxation for the 2021 taxation year:

- (1) BLOCK D, DISTRICT LOT 486, PLAN 761 (Folio: 12433.000; PID: 004-004-094)

Civic: 3672 Brown Road
Owner: Trustees of Westbank United Church

- (2) BLOCK D, DISTRICT LOT 486, PLAN 761 (Folio: 12434.000; PID: 012-091-413)

Civic: 3690 Brown Road
Owner: Synod Diocese of Kootenay (St. George’s Anglican Church)

- (3) LOT 1, DISTRICT LOT 486, PLAN 17912 (Folio: 12617.000; PID: 008-339-392)

Civic: 2412 Apollo Road
Owner: Trustees of Westbank Bible Chapel

- (4) LOT 7, DISTRICT LOT 486, PLAN 17912 (Folio: 12623.000; PID: 001-901-818)

Civic: 3637 Brown Road
Owner: Redeemer Lutheran Church of Westbank

- (5) LOT B, DISTRICT LOT 486, PLAN 33022 (Folio: 12643.714; PID: 003-267-695)

Civic: 2547 Hebert Road
Owner: Roman Catholic Bishop of Nelson (Our Lady of Lourdes Catholic Church)

- (6) LOT A, DISTRICT LOT 486, PLAN 33509 (Folio: 12643.717; PID: 003-164-900)
- Civic: 2549 Hebert Road
Owner: The Trustees of the Congregation of the Highway Gospel Hall
- (7) LOT B, PLAN 31241 (Folio: 12713.158; PID: 003-761-801)
- Civic: 1190 Stevens Road
Owner: The B.C. Conference of the Mennonite Brethren Churches (Sunridge Community Church)
- (8) LOT 19, DISTRICT LOT 506, PLAN 29377 (Folio: 12746.675; PID: 004-340-078, PID: 004-340-086, and PID: 004-340-248)
- Civic: 2630 Alhambra Drive
Owner: Lakeview Heights Baptist Church
- (9) LOT A, DISTRICT LOT 506, PLAN 35557 (Folio: 12746.730; PID: 001-736-795)
- Civic: 1162 Hudson Road
Owner: Grace Lutheran Church of Westbank
- (10) LOT 2, DISTRICT LOT 2601, PLAN 34258 (Folio: 14135.112; PID: 003-000-842)
- Civic: 2011 Daimler Road
Owner: Christian and Missionary Alliance-Can (Westside Alliance Church)
- (11) LOT A, DISTRICT LOT 3188, PLAN 32791 (Folio: 14590.552; PID: 003-311-791)
- Civic: 3797 Glenway Road
Owner: Stach, Edwin G and Ball, James and Montgomery, Darren (Glenrosa Congregation of Jehovah's Witnesses)
- (12) LOT A, DISTRICT LOT 3188, PLAN 34442 (Folio: 14590.670; PID: 002-976-951)
- Civic: 3718 Glenway Road
Owner: Powers Creek Community Church
- (13) LOT 1, DISTRICT LOT 3189, PLAN 36431 (Folio: 14626.664; PID: 003-490-823)
- Civic: 3155 Glenrosa Road
Owner: B.C. Corp Seventh Day Adventist Church
- (14) DISTRICT LOT 3480, PLAN B5391 (Folio: 14711.000; PID: 011-347-678)
- Civic: 2600 Hebert Road
Owner: Pentecostal Assembly of Canada (Emmanuel Assembly)

3. Subject to Section 224 (2)(a) of the *Community Charter*, the following Miscellaneous Non-Profit lands and improvements, unless otherwise specified, shall be exempt from taxation for the 2021 taxation year:

- (1) LOT 1, PLAN 7108 (Folio: 12270.000; PID: 010-024-115)

Civic: 1449 Green Bay Road
Owner: Green Bay Bible Camp

And

DISTRICT LOT 5205 (Folio: 15592.000)

Civic: 1449 Green Bay Road
Owner: Green Bay Bible Camp

- (2) LOT 15, DISTRICT LOT 486, PLAN 18115 (Folio: 12643.018; PID: 008-313-857)

Civic: 2545 Churchill Road
Owner: Central Okanagan Community Food Bank Society

- (3) LOT A, DISTRICT LOT 3189, PLAN KAP68635 (Folio: 14626.035; PID: 024-973-246)

Civic: 3031 McIver Road
Owner: Morning Star Bible Camp

- (4) LOT 96, DISTRICT LOT 3481, PLAN 20022 (Folio: 14732.099; PID: 007-928-190)

Civic: 2829 Inverness Road
Owner: Central Okanagan School District #23 (Leased by Okanagan Boys and Girls Club)

- (5) LOT 4, DISTRICT LOT 486, PLAN KAP4967 (Folio: 12562.000; PID: 010-394-672)

Civic: 2476 Main Street
Owner: Pathways Abilities Society

4. Subject to Section 224 (2)(a) of the *Community Charter*, the following Miscellaneous Non-Profit lands and improvements, unless otherwise specified, shall be partially exempt (90% of value exempted) from taxation for the 2021 taxation year:

- (1) LOT 1, PLAN KAP81960, LAND DISTRICT 41 (Folio: 15509.000; PID: 026-813-912)

Civic: 2372 Dobbin Road
Owner: City of West Kelowna (Greater Westside of Board of Trade)

5. Subject to Section 224(2) (d)(i) of the *Community Charter*, the following land or improvements that are owned by a public/local authority unless otherwise specified, shall be exempt from taxation for the 2021 taxation year:

- (1) LOT 57, DISTRICT LOT 4662, PLAN 27476 (Folio: 15361.190;
PID: 004-772-695)

Civic: Westlake Road
Owner: Nature Trust of BC (Park Leased by the City of West Kelowna)

- (2) LOT B, DISTRICT LOT 485, PLAN KAP85543 (Folio: 12371.021;
PID: 027-333-680)

Civic: Casa Palmero Drive
Owner: Westbank First Nations

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

Notice of intention to proceed with this bylaw will be published on the 14th and 21st day of October 2020, in the *WestK News* newspaper, circulating in the City of West Kelowna, pursuant to Section 94 of the *Community Charter*.

ADOPTED THIS DAY OF , 2020

MAYOR

CITY CLERK



Taxation Department
2760 Cameron Road, West Kelowna, BC, V1Z 2T6
Tel: (778) 797-8860 Fax: (778) 797-8851
Email: taxes@westkelownacity.ca

Notice is hereby given, pursuant to Section 227 of the *Community Charter*, that Council will give final consideration to *Property Tax Exemption Bylaw No. 0283, 2020* at a meeting of Council on the 27th day of 2020 at 6:00 p.m. at 2760 Cameron Road, West Kelowna, B.C.

Property Tax Exemption Bylaw No. 0283, 2020 proposes to exempt from taxation the following buildings, the lands on which the buildings stand and the lands surrounding certain buildings for the year 2021

PROPERTY DESCRIPTION		2021			2022	2023
		ESTIMATE FOR AMOUNT OF TAX			(2019 + 3%)	(2020 + 3%)
		REVENUE FOREGONE BASED ON				
		2020 + 3%				
		CITY REVENUE	OTHER GOVERNMENT REVENUE	TOTAL REVENUE	TOTAL REVENUE	TOTAL REVENUE
Buildings for Public Worship - Community Charter s.224.2(f) and/or Private Schools - Community Charter s.224.2(h)						
Trustees of Westbank United Church 224.2(f) Buildings for Public Worship	3672 Brown Road BLOCK D, DISTRICT LOT 486, PLAN 761 (Folio: 12433.000; PID: 004-004-094)	\$ 628.69	\$ 485.22	\$ 1,113.91	\$ 1,147.33	\$ 1,181.75
Synod of the Diocese of Kootenay (St. George's Anglican Church) 224.2(f) Buildings for Public Worship	3690 Brown Road BLOCK D, DISTRICT LOT 486, PLAN 761 (Folio: 12434.000; PID: 012-091-413)	\$ 1,559.95	\$ 1,203.95	\$ 2,763.90	\$ 2,846.82	\$ 2,932.22
Trustees of Westbank Bible Chapel 224.2(f) Buildings for Public Worship	2412 Apollo Road LOT 1, DISTRICT LOT 486, PLAN 17912 (Folio: 12617.000; PID: 008-339-392)	\$ 644.22	\$ 494.45	\$ 1,138.67	\$ 1,172.83	\$ 1,208.01
Redeemer Lutheran Church of Westbank 224.2(f) Buildings for Public Worship	3637 Brown Road LOT 7, DISTRICT LOT 486, PLAN 17912 (Folio: 12623.000; PID: 001-901-818)	\$ 683.92	\$ 527.79	\$ 1,211.71	\$ 1,248.06	\$ 1,285.50
Roman Catholic Bishop of Nelson (Our Lady of Lourdes Catholic Church) 224.2(f) Buildings for Public Worship 224.2(h) Private Schools	2547 Hebert Road LOT B, DISTRICT LOT 486, PLAN 33022 (Folio: 12643.714; PID: 003-267-695)	\$ 3,036.58	\$ 2,343.61	\$ 5,380.19	\$ 5,541.60	\$ 5,707.85
		\$ 174.66	\$ 99.31	\$ 273.97	\$ 282.19	\$ 290.66
Total for Our Lady of Lourdes Catholic Church		\$ 3,211.24	\$ 2,442.92	\$ 5,654.16	\$ 5,823.79	\$ 5,998.51
The Trustees of the Congregation of the Highway Gospel Hall 224.2(f) Buildings for Public Worship	2549 Hebert Road LOT A, DISTRICT LOT 486, PLAN 33509 (Folio: 12643.717; PID: 003-164-900)	\$ 826.54	\$ 632.26	\$ 1,458.80	\$ 1,502.56	\$ 1,547.64
The B.C. Conference of the Mennonite Brethren Churches (Sunridge Community Church) 224.2(f) Buildings for Public Worship	1190 Stevens Road LOT B, PLAN 31241 (Folio: 12713.158; PID: 003-761-801)	\$ 5,268.18	\$ 4,065.55	\$ 9,333.73	\$ 9,613.74	\$ 9,902.15
Lakeview Heights Baptist Church 224.2(f) Buildings for Public Worship	2630 Alhambra Drive LOT 19, DISTRICT LOT 506, PLAN 29377 (Folio: 12746.675; PID: 004-340-078, PID: 004-340-086, and PID: 004-340-248)	\$ 1,757.49	\$ 1,354.89	\$ 3,112.38	\$ 3,205.75	\$ 3,301.92
Grace Lutheran Church of Westbank 224.2(f) Buildings for Public Worship	1162 Hudson Road LOT A, DISTRICT LOT 506, PLAN 35557 (Folio: 12746.730; PID: 001-736-795)	\$ 2,491.75	\$ 1,911.48	\$ 4,403.23	\$ 4,535.33	\$ 4,671.39
Christian and Missionary Alliance-Can (Westside Alliance Church) 224.2(f) Buildings for Public Worship	2011 Daimler Drive LOT 2, DISTRICT LOT 2601, PLAN 34258 (Folio: 14135.112; PID: 003-000-842)	\$ 1,383.07	\$ 1,067.44	\$ 2,450.51	\$ 2,524.03	\$ 2,599.75
Stach, Edwin G and Ball, James and Montgomery, Darren (Glenrosa Congregation of Jehovah's Witnesses) 224.2(f) Buildings for Public Worship	3797 Glenway Road LOT A, DISTRICT LOT 3188, PLAN 32791 (Folio: 14590.552; PID: 003-311-791)	\$ 2,123.17	\$ 1,626.62	\$ 3,749.79	\$ 3,862.28	\$ 3,978.15
Powers Creek Community Church 224.2(f) Buildings for Public Worship	3718 Glenway Road LOT A, DISTRICT LOT 3188, PLAN 34442 (Folio: 14590.670; PID: 002-976-951)	\$ 919.15	\$ 704.26	\$ 1,623.41	\$ 1,672.11	\$ 1,722.27
B.C. Corp Seventh-Day Adventist Church (Westbank Seventh-Day Adventist Church) 224.2(f) Buildings for Public Worship 224.2(h) Private Schools	3155 Glenrosa Road LOT 1, DISTRICT LOT 3189, PLAN 36431 (Folio: 14626.664; PID: 003-490-823)	\$ 199.11	\$ 152.38	\$ 351.49	\$ 362.03	\$ 372.89
		\$ 3,146.83	\$ 1,790.85	\$ 4,937.68	\$ 5,085.81	\$ 5,238.38
Total for Seventh Day Adventist Church		\$ 3,345.94	\$ 1,943.23	\$ 5,289.17	\$ 5,447.84	\$ 5,611.27
Pentecostal Assembly of Canada (Emmanuel Assembly) 224.2(f) Buildings for Public Worship	2600 Hebert Road DISTRICT LOT 3480, PLAN B5391 (Folio: 14711.000; PID: 011-347-678)	\$ 922.60	\$ 704.21	\$ 1,626.81	\$ 1,675.61	\$ 1,725.88
Not-for-profit Organizations - Community Charter s.224.2(a)						
Green Bay Bible Camp 224.2(a) Not-for-profit	1449 Green Bay Road LOT 1, PLAN 7108 (Folio: 12270.000; PID: 010-024-115)	\$ 42,365.55	\$ 28,676.38	\$ 71,041.93	\$ 73,173.19	\$ 75,368.39
	AND 1449 Green Bay Road DISTRICT LOT 5205 (Folio: 15592.000)	\$ 3,852.50	\$ 2,917.95	\$ 6,770.45	\$ 6,973.56	\$ 7,182.77
Total for Green Bay Bible Camp		\$ 46,218.05	\$ 31,594.33	\$ 77,812.38	\$ 80,146.75	\$ 82,551.16

PROPERTY DESCRIPTION		2021			2022	2023
		ESTIMATE FOR AMOUNT OF TAX			(2019 + 3%)	(2020 + 3%)
		REVENUE FOREGONE BASED ON				
		2020 + 3%				
		CITY REVENUE	OTHER GOVERNMENT REVENUE	TOTAL REVENUE	TOTAL REVENUE	TOTAL REVENUE
Central Okanagan Community Foodbank Society <i>224.2(a) Not-for-profit</i>	2545 Churchill Rd LOT 15, DISTRICT LOT 486, PLAN 18115 (Folio: 12643.018; PID: 008-313-857)	\$ 4,812.10	\$ 2,759.92	\$ 7,572.02	\$ 7,799.18	\$ 8,033.16
Morning Star Bible Camp <i>224.2(a) Not-for-profit</i>	3031 McIver Road LOT A, DISTRICT LOT 3189, PLAN KAP68635 (Folio: 14626.035; PID: 024-973-246)	\$ 16,350.51	\$ 11,339.85	\$ 27,690.36	\$ 28,521.07	\$ 29,376.70
Central Okanagan School District #23 (Leased by Okanagan Boys and Girls Club) <i>224.2(a) Not-for-profit</i>	2829 Inverness Road LOT 96, DISTRICT LOT 3481, PLAN 20022 (Folio: 14732.099; PID: 007-928-190)	\$ 12,066.71	\$ 6,885.30	\$ 18,952.01	\$ 19,520.57	\$ 20,106.19
Pathways Abilities Society <i>224.2(a) Not-for-profit</i>	2476 Main Street LOT 4, DISTRICT LOT 486, PLAN KAP4967 (Folio: 12562.000; PID: 010-394-672)	\$ 3,594.49	\$ 2,056.81	\$ 5,651.30	\$ 5,820.84	\$ 5,995.47
City of West Kelowna leased by Greater Westside Board of Trade (Chamber of Commerce) <i>224.2(a) Not-for-profit</i>	2372 Dobbin Rd LOT 1, PLAN KAP81960, LAND DISTRICT 41 (Folio: 15509.000; PID: 026-813-912)	\$ 2,108.39	\$ 1,205.08	\$ 3,313.47	\$ 3,412.87	\$ 3,515.26
Municipal Property - Community Charter s.224.2(d)						
Nature Trust of BC (Park Leased by the District of West Kelowna) <i>224.2(d) Municipal Property</i>	Westlake Road LOT 57, DISTRICT LOT 4662, PLAN 27476 (Folio: 15361.190; PID: 004-772-695)	\$ 1,098.35	\$ 812.56	\$ 1,910.91	\$ 1,968.24	\$ 2,027.29
Westbank First Nations <i>224.2(d) Municipal Property</i>	Casa Palmero Drive LOT B, DISTRICT LOT 485, PLAN KAP85543 (Folio: 12371.021; PID: 027-333-680)	\$ 34.42	\$ 25.47	\$ 59.89	\$ 61.69	\$ 63.54
TOTALS		\$ 112,048.93	\$ 75,843.59	\$ 187,892.52	\$ 193,529.29	\$ 199,335.18

As required by Section 227 of the *Community Charter*, estimated costs of providing the permissive tax exemptions for the current year and the next two years are presented above. Not-for-profit organizations, municipal properties, and recreational properties are required to complete a renewal application each year in order for Council to consider their application for permissive tax exemption. Exemptions are provided by bylaw adopted prior to October 31st of each year for the following calendar year.

The above Bylaw may be inspected at Municipal Hall, 2760 Cameron Road, West Kelowna, B.C. during normal office hours (Monday through Friday, 8:30 a.m. to 4:30 p.m.) excluding statutory holidays.



INFORMATION ONLY COUNCIL REPORT

To: Paul Gipps, CAO

Date: October 13, 2020

From: Dallas Clowes, Senior Planner

File No: P20-01

Subject: **P20-01, West Kelowna Community Vision (Preliminary Framework) – Snapshot of Emerging Elements**

STRATEGIC AREA(S) OF FOCUS

Strengthen Our Community – Community Visioning

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 placed on hold due to the COVID-19 pandemic.

From March to May 2020, the project team redesigned the community engagement plan in context of physical distancing requirements necessitated by the COVID-19 pandemic. In May 2020, Council was provided with an option to proceed with the development of a

Community Vision, with a predominant shift to online community engagement. Following this meeting, the project team engaged the community from June 15 to September 21 2020 to gain early insights into the priorities, concerns and ideas of our community members. This round of engagement included a broad range of participation opportunities including questionnaires, kid's activities, "Ideas" postcards, outreach to community stakeholders and community groups, online meetings, videos and social media presence.

Purpose of Today's Presentation

Jana Zelenski, the OCP Consultant from Lanarc, will be (virtually) present at the Council meeting to summarize the highlights of the public engagement methods undertaken to-date as well as provide an overview of the emerging themes stemming from this consultation that are being considered to build the draft Community Vision (*Attachment 1 and 2*). The purpose of the presentation is to obtain Council's preliminary comments and feedback on the draft framework to further inform the building of West Kelowna's Community Vision.

Next Steps

Following the meeting, the project team will incorporate Council's feedback and will refine the draft Community Vision. It is anticipated that a follow-up presentation will be scheduled for the October 27, 2020 Council Meeting for a more in-depth review of the public engagement findings and a refined first draft of the Community Vision. The Draft Community Vision will then be reviewed through a second round of community engagement, anticipated to occur November to December 2020. Following the completion of the second round of community engagement, the draft Vision will be further refined and will be presented to Council in the new year.

FINANCIAL IMPLICATIONS

The project cost of the development of a Community Vision is \$100,000, allocated from the 2020 budget. Future phases of the OCP review will require additional funds, to be deliberated as part of 2021 budget discussions.

COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
May 26, 2020	Update on Community Visioning (Phase 1 OCP Review)	N/A
February 25, 2020	Update on Community Visioning (Phase 1 OCP Review)	N/A
July 23, 2020	Community Visioning Update – Information Report	N/A
May 21, 2019	Community Visioning Update – Information Report	N/A

February 26,
2020

THAT Council adopt the 2019-2022 Strategic Plan
as presented.

C118/10

REVIEWED BY

Brent Magnan, Planning Manager

Mark Koch, Director of Development Services

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☒ No ☐

Attachments:

1. #OURWK Memo - Emerging Draft Vision Plan Directions
2. Presentation – West Kelowna Community Vision (Preliminary Framework)



MEMO

To: Dallas Clowes, Senior Planner, City of West Kelowna
From: Jana Zelenski, Lanarc 2015 Consultants Ltd.
Date: 2020.06.05
Re: DRAFT Community Vision Document Framework

1 INTRODUCTION

The following memo is prepared to outline an initial framework for a DRAFT West Kelowna Community Vision document for Council’s initial preview and feedback. This framework is an opportunity to map out the general format, content, and emerging themes of the DRAFT Community Vision to identify potential gaps or changes in direction before the DRAFT is further developed. Once feedback is received, the DRAFT vision will be updated and presented to Council prior to being reviewed by the community in late fall.

2 ENGAGEMENT OVERVIEW

Phase 1 of the engagement process focused on raising awareness in the community about #OURWK and gaining early insights to people’s priorities, concerns, and ideas. The engagement was undertaken in the context of physical distancing requirements put in place due to the COVID-19 pandemic. The goals of the engagement remained the same: raising awareness in the community and seeking opportunities to involve and engage the West Kelowna community.

2.1 KEY ACTIVITIES

Community engagement was undertaken between June 15 and September 21, 2020 and included a broad range of outreach and input activities, including:

- ▶ A **project website** (ourwk.ca) that was updated weekly to post new information and encourage involvement.
- ▶ One main **“Ideas” Community Questionnaire** that asked participants about their values and concerns and to share their knowledge about special sites, places for improvement, and big ideas for the future of West Kelowna.
- ▶ A series of **eight “Weekly Topic” Questionnaires** that invited participants to delve more deeply into areas of interest including: Environment; Parks, Recreation & Culture; Transportation; Operations; Health & Learning; the Economy; Housing; and Growth & Development.



- ▶ Distribution of **hard-copy questionnaires** to any interested community members, with approximately 200 distributed over the course of engagement.
- ▶ A series of **nine Topic Backgrounders** that provided an overview of the project, key topic areas, including highlights on trends, current OCP directions, and observed issues and opportunities.
- ▶ **One project launch video** to introduce the community to the purposes and importance of Community Visioning.
- ▶ **Thirteen videos** featuring Mayor and Council to spread awareness in the community about the #OURWK process and share highlights about key topics being explored.
- ▶ **65 Facebook posts** on the City's Facebook page, with over 55,000 views and over 2,000 'engagements' (clicks, likes, shares, comments).
- ▶ **65 Instagram posts** on the City's Instagram page, with over 30,000 views and over 700 'engagements' (likes, comments).
- ▶ **63 Twitter posts** on the City's Twitter page with over 19,000 views and over 500 'engagements' (clicks, likes, retweets, comments).
- ▶ **Direct outreach** via email and phone to neighbouring jurisdictions, community groups and stakeholders to invite their participation in the process.
- ▶ **Three online Welcome Meetings** to introduce #OURWK to community leaders and ask for their support in sharing information and encouraging participation throughout the community.
- ▶ **Four online Topic Meetings** over the course of the summer to invite interested participants to a facilitated discussion on different key topics. Meetings included participation by City staff in key meetings representing parks and recreation, planning, engineering and operations, and economic development, as well as support and participation by Interior Health.
- ▶ A weekly **Instagram Photo Challenge** that asked participants to share their photos of West Kelowna to help build excitement about #OurWK among a younger demographic.
- ▶ **Project cards** distributed at City Hall, the Okanagan Regional Library Westside Branch, and the Westside Food Bank.
- ▶ Distribution of **Community Leader Kits** to Mayor and Council, members of our Council Committees and interested Community Leaders to help spread awareness of the project.
- ▶ **Two large project signs** – one stationary sign posted at Gellatly Bay Recreational Corridor and one rotating sign that was moved to alternate locations throughout the summer including Anders Park, Boucherie Pickleball Courts, Last Mountain Park, and Moonbeam Park.
- ▶ **Posters** at municipal and regional park trailheads within the City (with permission from the RDCO).



- ▶ **Kids Activity Kits** distributed through West Kelowna recreation summer programs, Boys and Girls Club, and local daycares with school-aged children in attendance.
- ▶ **Two Visioning postcard stations** at Johnson Bentley Memorial Aquatic Centre and City Hall to provide an opportunity for modified “in-person” engagement.
- ▶ Notifications in the City’s quarterly **Recreation Guides**.
- ▶ Announcements and updates by Mayor and Acting Mayor(s) at **Council meetings**.
- ▶ **Email blasts** distributed to the City’s mailing list (one per month), sharing upcoming opportunities for involvement in the process.
- ▶ **Media releases** (one per month) sharing information about the process.
- ▶ **Radio Interviews** by the Mayor.
- ▶ **Vehicle magnets** on City fleet vehicles to help build awareness about #OurWK.
- ▶ **Advertisements in the Westside Weekly** to announce launch of the process and remind people about participation before the engagement period closed.
- ▶ Support from **City Hall front-line staff** to share information about the process (including the distribution of project cards with issued Building Permits and customers paying property taxes).
- ▶ **Announcements by organizations** to their membership including the Greater Westside Board of Trade, UDI Okanagan, West Kelowna Shelter Society, Rotary, and Interior Health, and others.
- ▶ Support from Interior Health to distribute project cards and paper questionnaires to local health facilities and **senior’s residences**.

2.2 PARTICIPATION HIGHLIGHTS

A complete engagement summary is currently being prepared and will be shared with Council as part of the October 27 update. Key participation highlights include:

- ▶ 5,290 distinct comments submitted in questionnaires, postcards, kids’ activities, and written submissions.
- ▶ 1,409 responses to the main “Ideas” Community Questionnaire – largest participation to date in a West Kelowna questionnaire.
- ▶ 469 responses to the Weekly Topic Questionnaires.
- ▶ 58 participants in three online Welcome Meetings.
- ▶ 37 participants in four Topic Workshops.
- ▶ 107 written or drawn ideas in kids’ activity booklets.
- ▶ 193 total social media posts.



- ▶ 25 vision postcard submissions.
- ▶ 29 photo contest submissions.
- ▶ 1 written submission from the Lakeview Heights Neighbourhood Association.

This collective information is being used to form the building blocks of a DRAFT Community Vision.

3 COMMUNITY VISION DOCUMENT

3.1 OVERVIEW

The DRAFT Community Vision document is proposed to be:

- ▶ A stand-alone document that informs future City plans and policies but is structured particularly for future integration with the upcoming OCP Update.
- ▶ Focused and to the point (target length is <25 pages).
- ▶ Engaging and interesting to read for all audiences.
- ▶ Graphic in nature with figures and imagery to help depict the vision.
- ▶ Reflective of the input received through the Round 1 engagement process.

3.2 PRELIMINARY CONTENTS OUTLINE

The DRAFT Community Vision document is proposed to have the following components:

1) Welcome and introduction (1 page)

- Explains why West Kelowna has created a Community Vision and how it will be used, including how it will support the OCP Update.

2) The Visioning Process (1-2 pages)

- An infographic summary of process and participation (1 page).

3) #OURWK Vision (1-2 pages)

- A brief statement or series of statements that outline what West Kelowna wants to be in the future.

4) #OURWK Foundational Elements (1-2 pages)

- The base elements that will support West Kelowna's goals and directions.
- These are the touchpoints for organizing all that the vision seeks to achieve into a coherent framework.
- Format: 1-2 page graphic and introduction.

5) #OURWK Goals, Directions & Signs of Success (8-12 pages)

- Provides more details about community priorities for advancing the vision.
- Goals organized beneath each foundational element with content such as:
 - » Where we are today
 - » Where we want to go tomorrow



- » Strategic ideas or catalysts to set us on a strong path forward
- » Learning from others – examples of success in other communities
- » Signs of success

6) Our Next Steps (1-2 pages)

- Working together to advance the collective #OURWK Community Vision.
- Game-changing opportunities.
- The Community Vision as a foundation to the OCP update.

3.3 EMERGING THEMES

The project team is currently reviewing the 5,000+ comments received through the Phase 1 engagement and working to capture and organize emerging themes into a meaningful structure. While this process continues, the graphic and table below summarizes elements that appear to be emerging as potential directions for the DRAFT Community Vision for Council's early preview and feedback. This should be considered an initial list only to initiate review discussions with Council. The content will be refined as the DRAFT Community Vision is built and further feedback is received.



Foundational Element	Emerging Goals / Directions	Emerging Sample Ideas* (additions / refinements to follow)
OUR People	<ul style="list-style-type: none"> An opportunity for each of us to feel at home 	<ul style="list-style-type: none"> Continue to evolve policy to support innovative options that increase the diversity in our housing spectrum



Foundational Element	Emerging Goals / Directions	Emerging Sample Ideas* (additions / refinements to follow)
	<ul style="list-style-type: none"> Engaged young minds that will become future leaders 	<ul style="list-style-type: none"> Work with BC Housing and other senior levels of government to secure funding and lands to advance affordable housing initiatives
		<ul style="list-style-type: none"> Engage young citizens in our community by connecting the City and schools
		<ul style="list-style-type: none"> Promote multi-generational programs that connect children and older adults to support well-being and learning
	<ul style="list-style-type: none"> A healthy community that supports healthy individuals 	<ul style="list-style-type: none"> Partner with leading organizations to provide educational opportunities like the Farm to School Program that connects the local farming community with schools
		<ul style="list-style-type: none"> Create a “health” precinct that attracts health services to a centralized location and more health care providers to the local area
		<ul style="list-style-type: none"> Reduce trips across the bridge for primary health services
		<ul style="list-style-type: none"> Continue to build spaces and trails that encourage exercise and healthy lifestyles
		<ul style="list-style-type: none"> Increase the connectivity of the local food network to increase food security and better distribute resources
		<ul style="list-style-type: none"> Plan now for future renewal, replacement, or expansion of major recreational facilities like the aquatic centre and arenas
	<ul style="list-style-type: none"> A caring community that supports one another and recognizes our diversity 	<ul style="list-style-type: none"> Help identify opportunities that can connect people experiencing poverty with meaningful employment opportunities
		<ul style="list-style-type: none"> Create public spaces that are accessible and inclusive
OUR Places	<ul style="list-style-type: none"> A “City of compact neighbourhoods” where people have what they need close to home 	<ul style="list-style-type: none"> Create neighbourhood commercial nodes within walking distance for most
		<ul style="list-style-type: none"> Support neighbourhood social networks through great public spaces and programs
	<ul style="list-style-type: none"> A commitment to transforming Westbank Centre 	<ul style="list-style-type: none"> Increase density and mix of uses and consider incentives to catalyze downtown renewal Continue to monitor and reduce the impacts of Highway 97 on Westbank Centre



Foundational Element	Emerging Goals / Directions	Emerging Sample Ideas* (additions / refinements to follow)
	<ul style="list-style-type: none"> A fulfilled dream of a connected, accessible, and vibrant waterfront 	<ul style="list-style-type: none"> Establishment of a complete pedestrian/cyclist linkage from Bennett Bridge to Peachland
		<ul style="list-style-type: none"> Advancement in the creation of Gellatly Village to bring mixed use including cafes, shops, and residences to the waterfront area
		<ul style="list-style-type: none"> Ongoing efforts to secure additional public waterfront and increase / improve access to the West Kelowna's lakes
	<ul style="list-style-type: none"> Protection of our green spaces and connections for future generations 	<ul style="list-style-type: none"> Minimizing sprawl and promoting compact forms of development that preserve greenspace Building a network for green linkages for wildlife, water, and people
OUR Connections	<ul style="list-style-type: none"> A regional approach that benefits all Central Okanagan neighbours 	<ul style="list-style-type: none"> Recognize the integration of our region, choosing to collaborate rather than duplicate
		<ul style="list-style-type: none"> Continue participating in regional planning initiatives like the Regional Growth Strategy Implementation and the Regional Transportation Plan
	<ul style="list-style-type: none"> A noticeable and sustained shift in our transportation choices away from single-occupancy vehicle choices 	<ul style="list-style-type: none"> Prioritize trails that connect people to where they want to go – parks, waterfront, recreation destinations – without getting in a car
		<ul style="list-style-type: none"> Reframe our thinking about road rights-of-way, shifting them to be multi-modal public corridors that allocate space for many different mobility options as well as beautiful places
OUR Adaptability	<ul style="list-style-type: none"> A growing cultural scene that connects us to one another and to our community 	<ul style="list-style-type: none"> New spaces that support arts and culture
		<ul style="list-style-type: none"> Visible art in the community
	<ul style="list-style-type: none"> Preparing to be nimble and responsive to changes and new opportunities 	<ul style="list-style-type: none"> Seek opportunities to pilot new ideas including assessment, learning, and improvement
		<ul style="list-style-type: none"> Take time to record learnings from each emergency like flooding and the pandemic to be prepared to respond to future unknown events
	<ul style="list-style-type: none"> Taking bold actions to address the impacts of climate change 	<ul style="list-style-type: none"> Set and accept only high climate and environment standards for new development



Foundational Element	Emerging Goals / Directions	Emerging Sample Ideas* (additions / refinements to follow)
OUR Prosperity		<ul style="list-style-type: none"> Set and achieve aggressive targets for greenhouse gas emission reduction
	<ul style="list-style-type: none"> Planning ahead for our future infrastructure needs 	<ul style="list-style-type: none"> Look to the future to predict and prepare for major infrastructure needs and ensure it is paid for fairly and efficiently
	<ul style="list-style-type: none"> Reducing consumption and waste 	<ul style="list-style-type: none"> Increase programs and services that make it easy for people to participate in reducing their resource consumption and waste generation
	<ul style="list-style-type: none"> Learning from Syilx/Okanagan stewards 	<ul style="list-style-type: none"> Learning to become better stewards of the land that sustains us
OUR Prosperity	<ul style="list-style-type: none"> Attracting, retaining and expanding businesses that create meaningful jobs close to home 	<ul style="list-style-type: none"> Identify and market the downtown as a central location for professionals and business
		<ul style="list-style-type: none"> Recognize the increasing trend of working from home and develop support networks that help connect this business community
		<ul style="list-style-type: none"> Recognize that businesses and individuals are drawn to cities that provide high quality-of-life indicators like a variety of housing options, attractive design, walkability, and recreational assets
	<ul style="list-style-type: none"> Continuing and supporting our foundational roots in agriculture and industry 	<ul style="list-style-type: none"> Improve relations with those living and working within the interface between agricultural/industrial areas and residential areas
	<ul style="list-style-type: none"> Continuing a place for tourism to thrive 	<ul style="list-style-type: none"> Continue to create and collaborate to promote tourism through initiatives like the Farm Loop and Westside Wine Trail to market the Westside's assets

**The sample ideas have been generated through public engagement inputs and review of current literature and best practices. These sample ideas are a list in-progress that will be added to, revised, and refined as the engagement findings summary is completed.*



4 NEXT STEPS

Over the coming weeks, analysis of input and further development of a DRAFT Community Vision Document will continue. Upcoming deliverables to be shared at the October 27 Council Meeting include:

- ▶ **Detailed Round 1 Engagement Summary** – A full summary of all engagement methods and input received through the first round of engagement for the Community Visioning process.
- ▶ **DRAFT Community Vision Document** – A first full DRAFT of the Community Vision Document for Council’s review and consideration prior to review by the community.
- ▶ **Round 2 Engagement Approach** – An overview of planned engagement activities and process for the community review of the DRAFT Community Vision Document.

West Kelowna Community Vision (DRAFT Framework)



Photo: Jonathan Behnke

Council Update: Snapshot of Emerging Elements
October 13, 2020



TODAY'S TOPICS

1

Engagement Highlights

2

DRAFT Community Vision Document
Preliminary Contents Outline

3

DRAFT Community Vision Document
Emerging Themes

4

Next Steps



#OURWK: A COMMUNITY VISION FOR WEST KELOWNA

Photo: Darren Hull

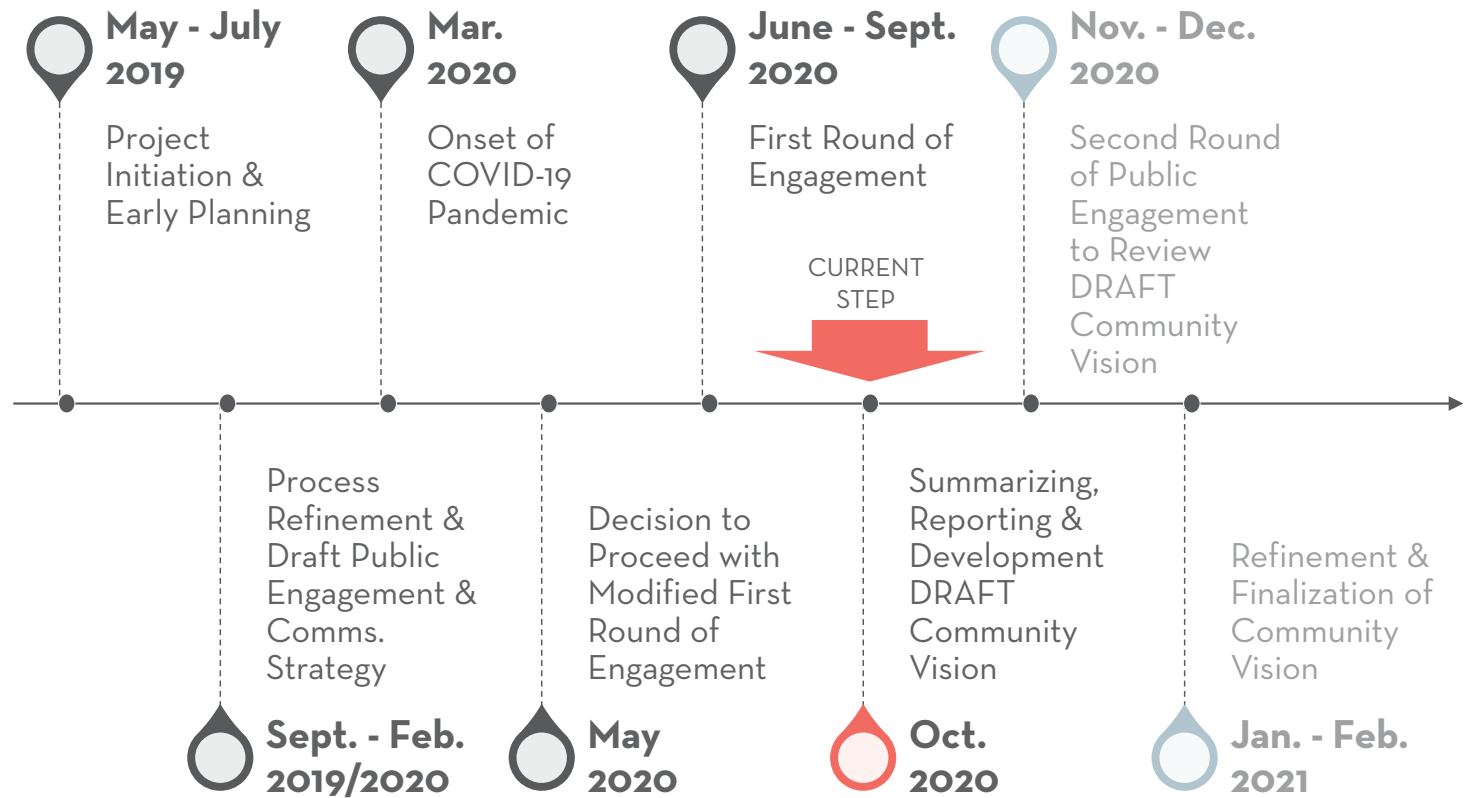
3

Process Timeline for **Step 1: Community Visioning**



PROCESS DETAILS

How We've
Arrived Here
and What's Next



PHASE 1 ENGAGEMENT

building
blocks to
a draft
vision



a community conversation

PHASE 1 ENGAGEMENT ACTIVITIES

How did we connect
with participants?

1 Project Website

1 Main “Ideas” Questionnaire

8 “Weekly Topic” Questionnaires

9 Topic Backgrounders

1 Project Launch Video

13 Videos with Mayor & Council

65 Facebook Posts

65 Instagram Posts

63 Twitter Posts

Direct outreach calls and emails

3 Online Welcome Meetings

4 Online Topic Meetings

1000s of Project Cards

Weekly Instagram Challenge

Community Leaders Kits

Kids Activity Kits

2 Visioning Postcard Stations

2 Outdoor Project Signs

Posters at Trailheads

Rec Guide Notices

Council Meeting Announcements

Email Blasts & Media Releases

Radio Interviews

Vehicle Magnets

Westside Weekly Ads

City Hall Front-line Staff

Organization Announcements

Drops to Seniors Residences

PHASE 1 ENGAGEMENT PARTICIPATION HIGHLIGHTS

How many
submissions did
we receive?

5,290 distinct comments

1,409 responses to the Main “Ideas” Questionnaire

469 responses to the “Weekly Topic” Questionnaires

58 participants in the online Welcome Meetings

37 participants in online Topic Workshops

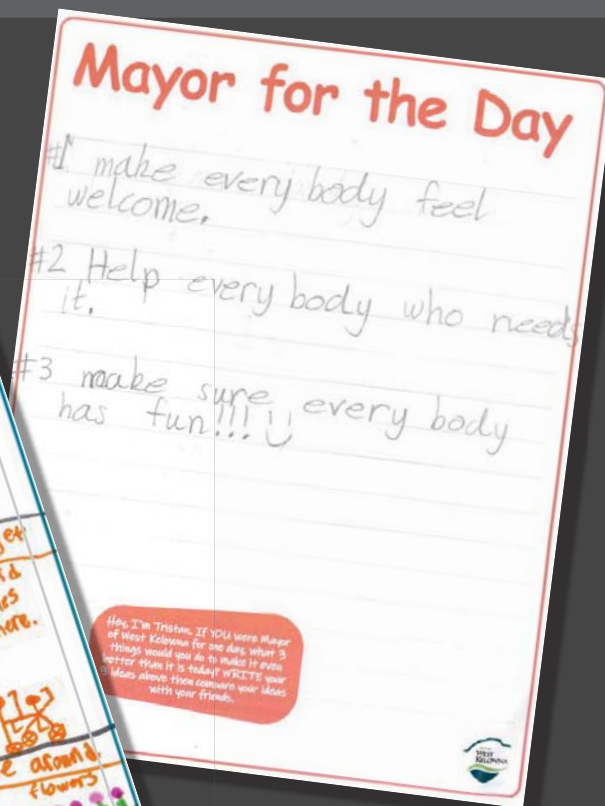
107 drawings or written ideas from kids

25 vision postcard submissions

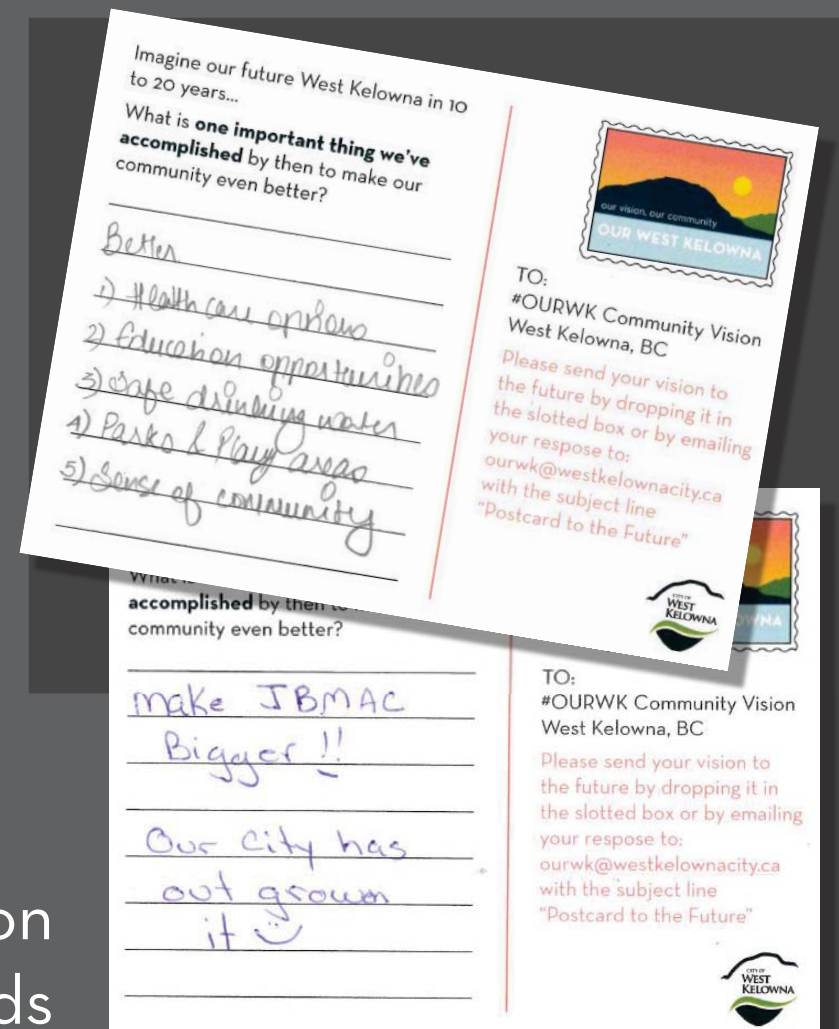
29 photo contest submissions

1 written submission from LHNA

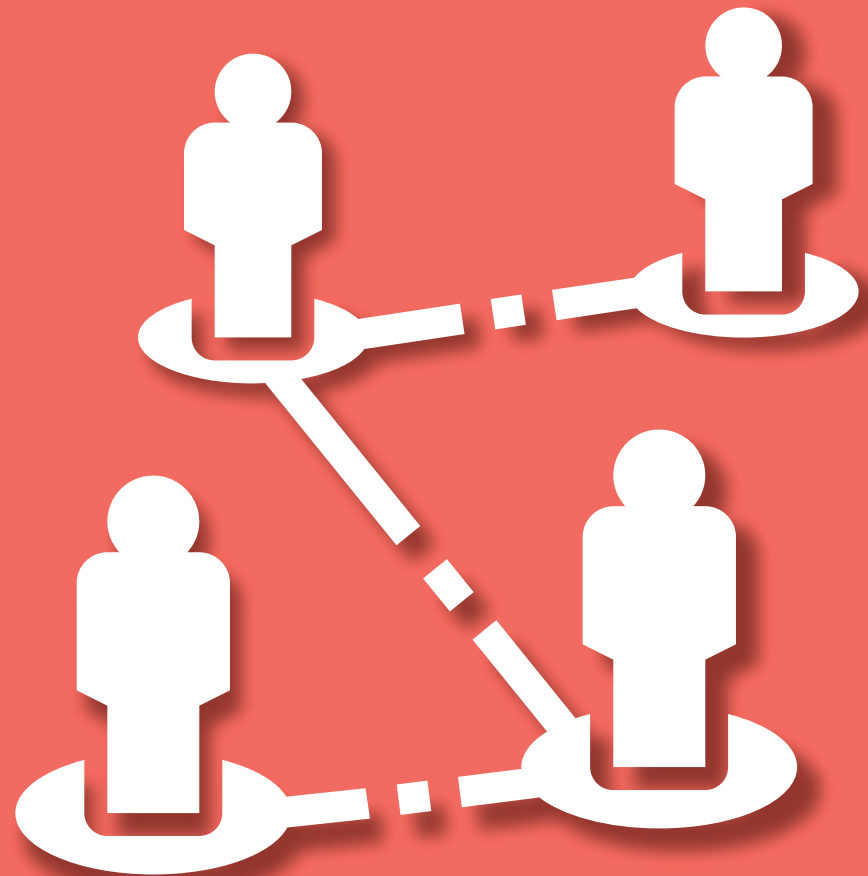
What Kids Told Us



Vision Postcards



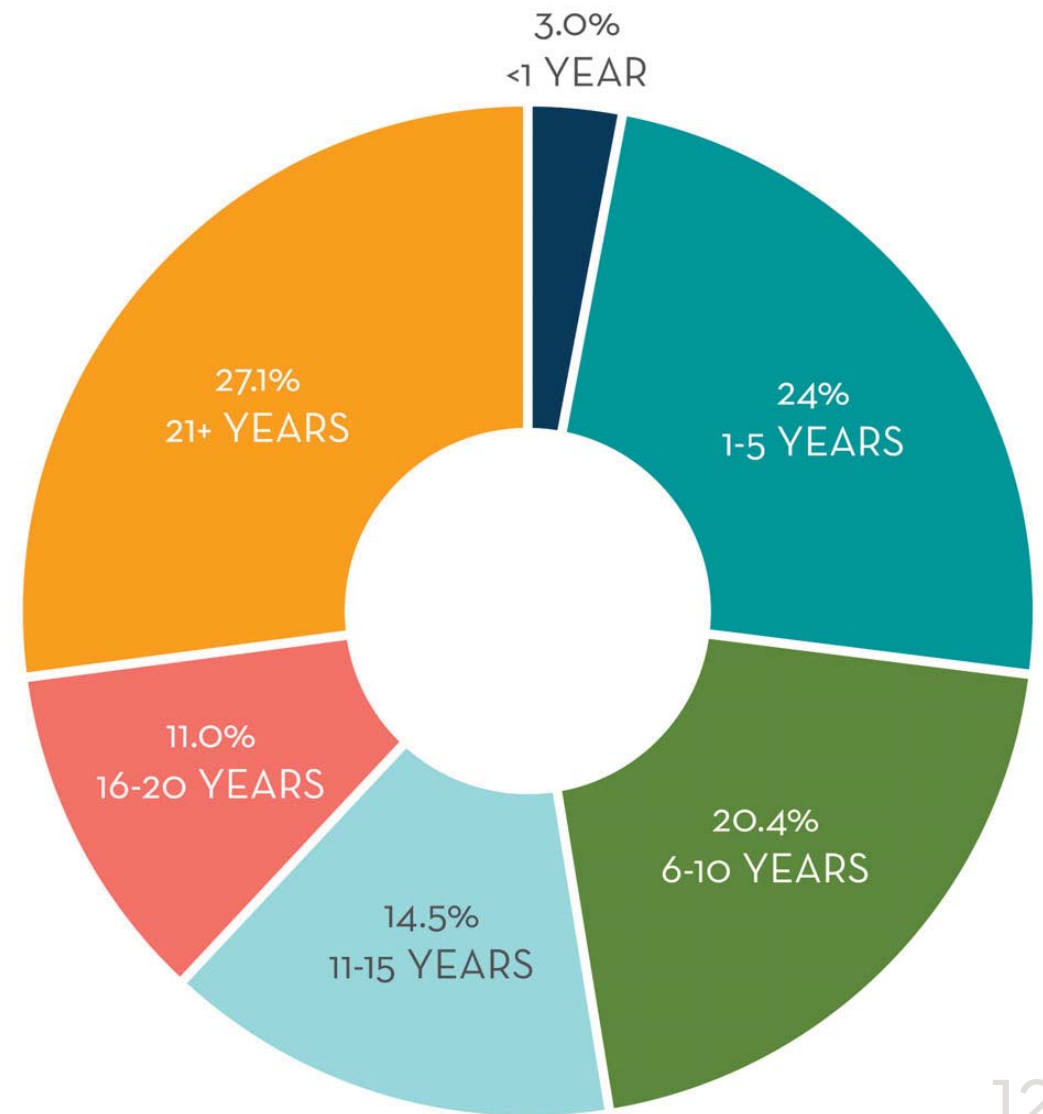
WHO
PARTICIPATED ?



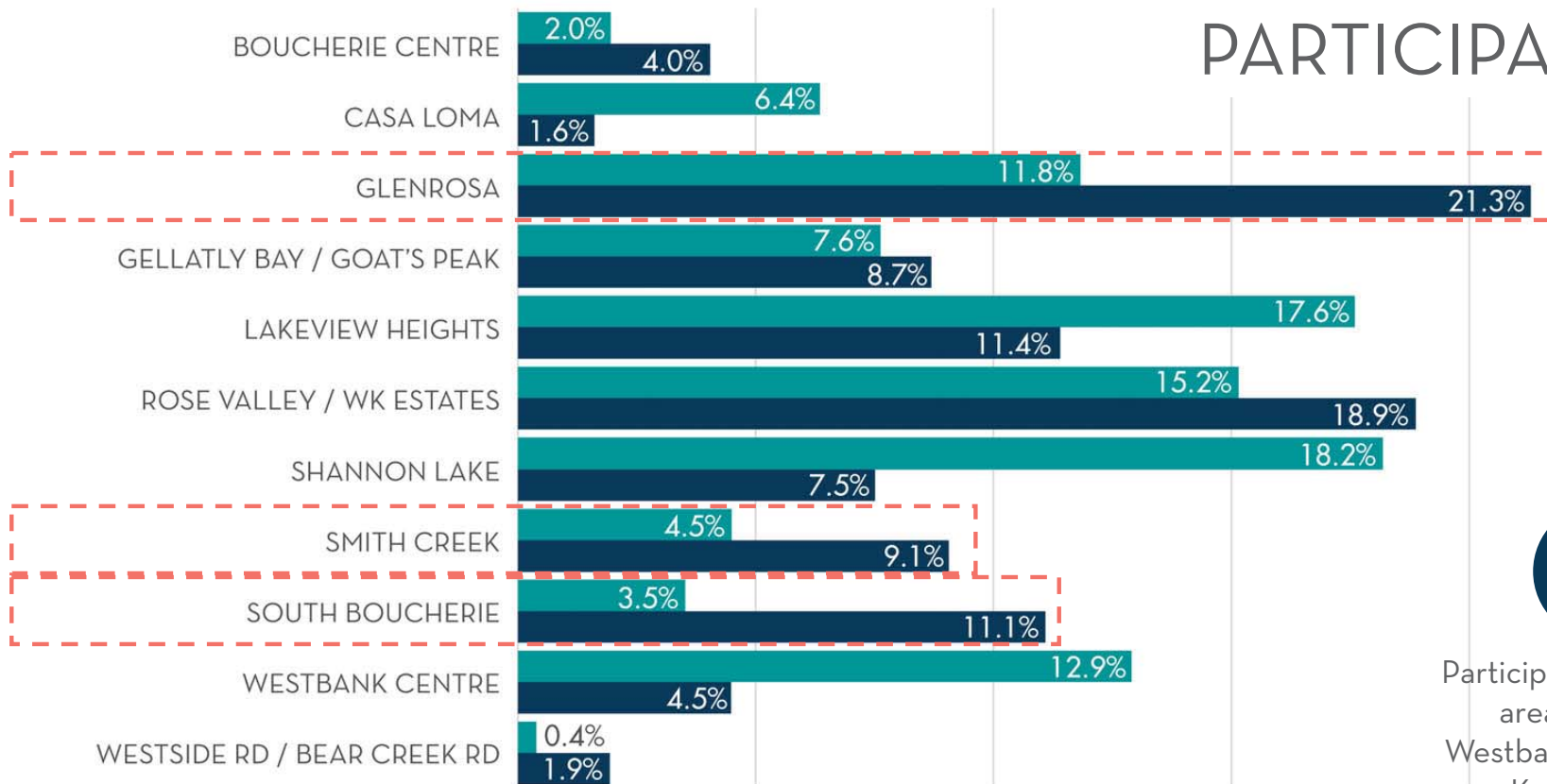
PARTICIPANT RELATIONSHIP TO WEST KELOWNA



TIME LIVING IN WEST KELOWNA



NEIGHBOURHOOD PARTICIPATION



~80

Participants from other areas including Westbank First Nation, Kelowna, and Peachland



Lower Participation Rates
(potential for more targeted outreach in upcoming phase)



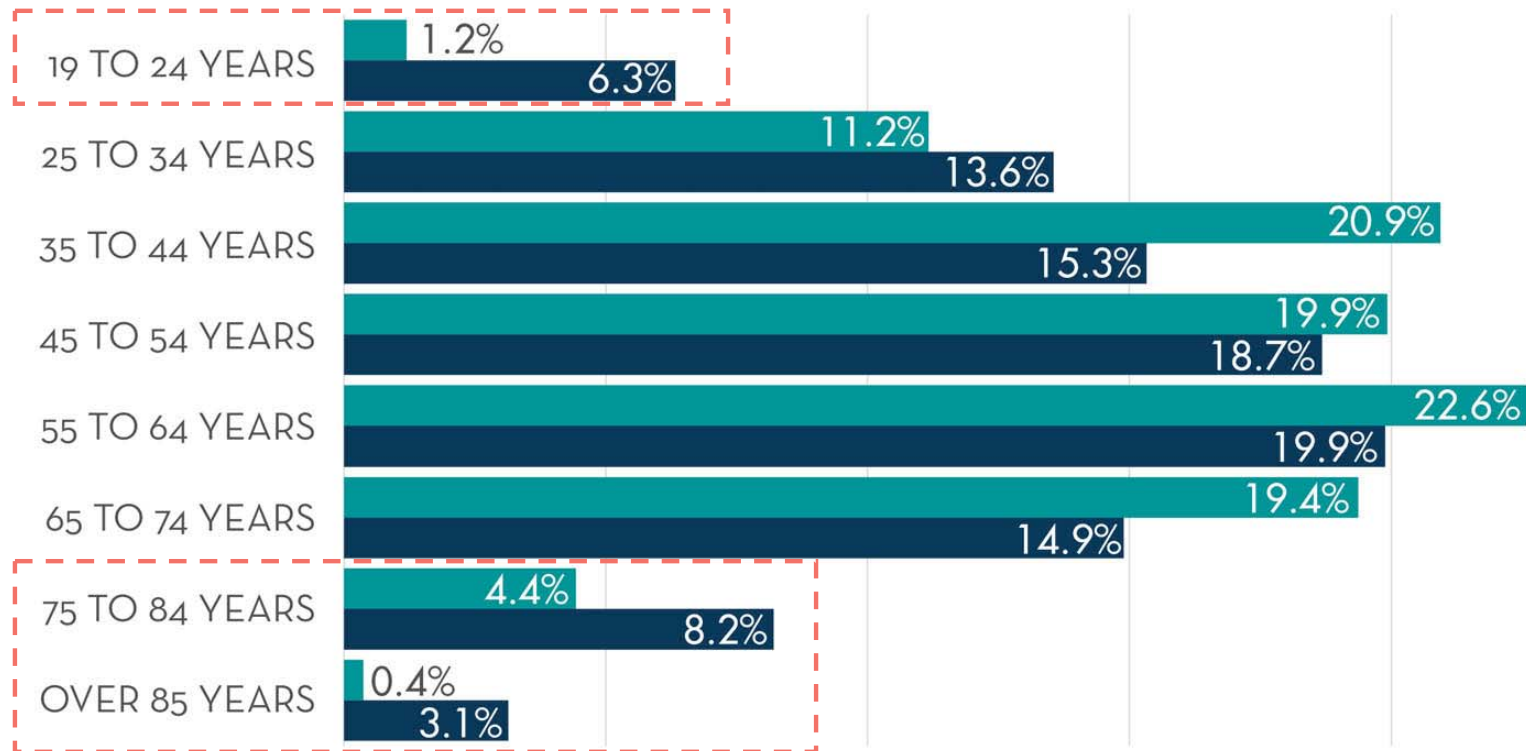
% Survey Participation



% City Population

Note: % City Population numbers based on 2016 Census data.

AGE OF PARTICIPANTS (OVER 19)



Lower Participation Rates
(targeted outreach in additional
engagement activities)



% Survey Participation



% City Population

A GLIMPSE INTO AREAS OF INTEREST



THE DRAFT COMMUNITY VISION DOCUMENT



PRELIMINARY DOCUMENT PRINCIPLES

Stand-alone document that informs future plans

Focused and brief (<25 pages)

Accessible and engaging to all audiences

Graphic in nature with figures and imagery

Reflective of community input received

PRELIMINARY DOCUMENT CONTENTS (DRAFT)

1	Welcome & Intro	4	#OURWK Foundational Elements
2	The Visioning Process	5	#OURWK Goals, Directions & Signs of Success
3	#OURWK Community Vision	6	Next Steps

1

WELCOME & INTRO

- Why we're creating a community vision
- How the City intends to use its vision
- Length = 1 page



Photo: Darren Hull

19



2

THE VISIONING PROCESS

- Infographic summary of process and participation
- Length = 1 - 2 pages

Photo: Darren Hull

20

3

#OURWK COMMUNITY VISION

- Brief statement that sums up what West Kelowna wants to be in the future
- Length = 1 - 2 pages

An aerial photograph of a vineyard with a road running through the center. The vineyard is divided into neat rows of grapevines. A road with a yellow center line runs from the foreground towards the background. On the right side of the road, there are a few houses and a small building. In the background, there is a large body of water and a range of mountains under a cloudy sky.

4

#OURWK FOUNDATIONAL ELEMENTS

- Graphic summary of base elements that support the goals and strategic directions
- Organizing framework for the vision
- Length = 1 - 2 pages

Photo: Darren Hull

22

5

#OURWK GOALS, DIRECTIONS & SIGNS OF SUCCESS

- Details on advancing the vision
 - Where we are today
 - Where we want to go tomorrow
 - A strong path forward
 - Learning from others
 - Signs of success
- Length = 8 – 12 pages

Photo: Darren Hull

23

6

NEXT STEPS

- Collaboration
- Game-changing opportunities
- Connecting to an updated OCP
- Length = 1 - 2 pages



Photo: Darren Hull

24

A SNAPSHOT OF EARLY THEMES (THESE WILL EVOLVE)



EMERGING FOUNDATIONAL ELEMENTS OVERVIEW (PRELIMINARY)



OUR PEOPLE



Photo: Darren Hull 27

OUR CONNECTIONS



Photo: CWK 28

OUR ADAPTABILITY



Photo: Darren Hull

29

OUR PROSPERITY



Photo: Darren Hull 30

OUR PLACES



Photo: Jonathan Behnke

31

UPCOMING INFORMATION

(October 27 Update)

- Detailed Round 1 Engagement Summary
- DRAFT Community Vision Document
- Round 2 Engagement Approach

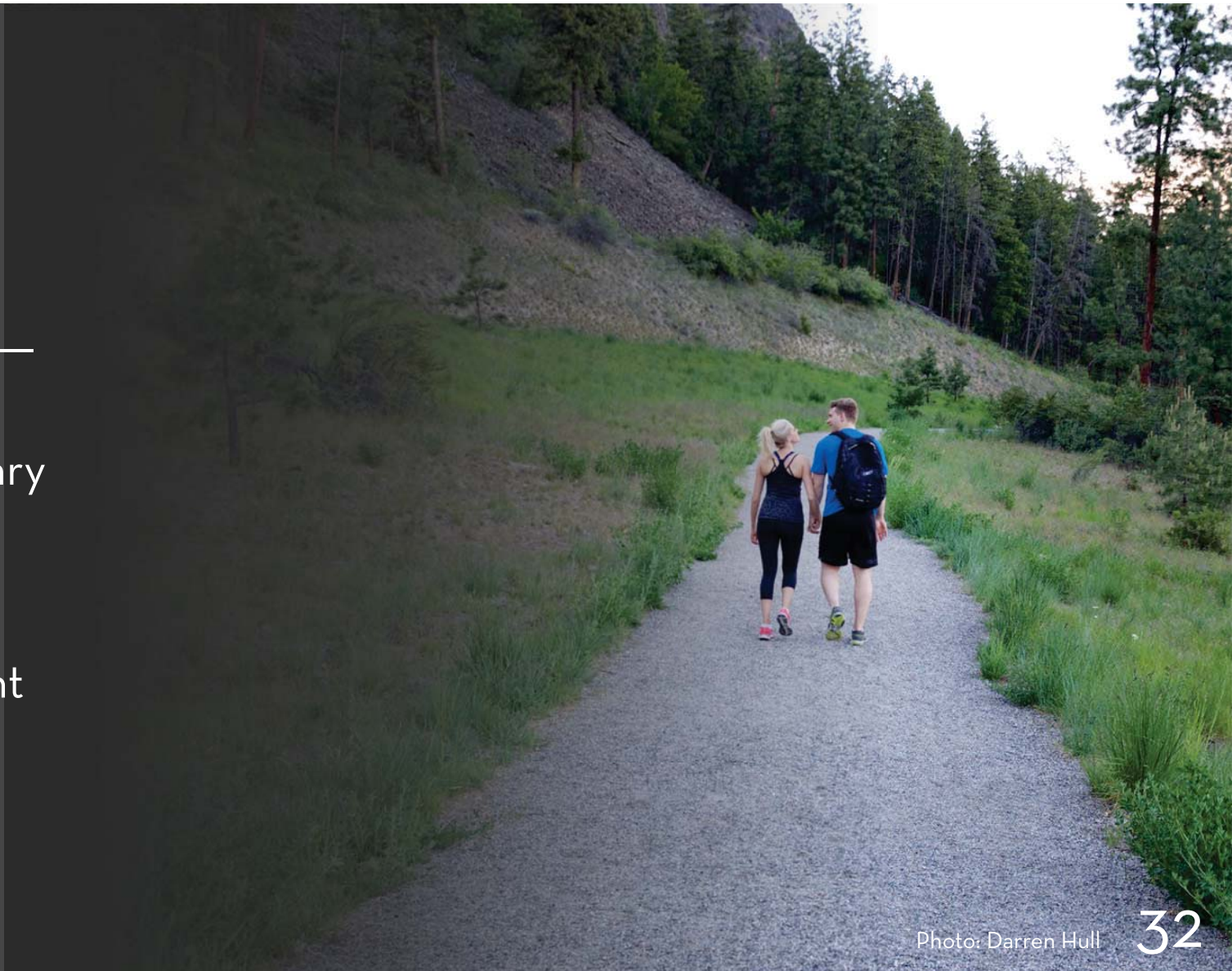


Photo: Darren Hull

32



Photo: Jonathan Behnke



Thank you!



COUNCIL REPORT

To: Paul Gipps, CAO

Date: October 13, 2020

From: Hailey Rilkoff, Planner II

File No: DVP 20-08 & A 20-01

Subject: **DVP 20-08 & A 20-02; Development Variance Permit & ALR Non-Farm Use; 2789 Highway 97 S**

RECOMMENDATION

THAT Council authorize the issuance of a Development Variance Permit (DVP 20-08) for Lot A, DL 3188, Plan 26860 Except Plan KAP63607 (2789 Highway 97 S) to allow construction of a winery building in general accordance with the attached permit to vary Zoning Bylaw No. 0154 Section 8.1.5(e) to increase the maximum building height from 15.0 m (49.2 ft) to 35.05 m (115 ft) for the proposed winery building, subject to the following conditions:

- a. An application to NAV Canada's Land Use Program is required to be submitted and completed prior to Building Permit issuance to assess if the proposed building would require further approvals from NAV Canada;
- b. Dimensions, siting and design of the new winery building to be constructed on the property in accordance with Schedule 'A'; and
- c. Exterior lighting shall be designed to not spill over onto, or create glare on, adjacent properties; and

THAT Council support the request to permit a non-farm use for a winery production and tasting building in the Agricultural Land Reserve (File: A 20-01) for Lot A, DL 3188, Plan 26860 Except Plan KAP63607 (2789 Highway 97 S); and further

THAT Council directs Staff to forward the application to the Agricultural Land Commission for consideration.

STRATEGIC AREA(S) OF FOCUS

Economic Growth and Prosperity – Growth in local business; Quality, innovative urban development; Continued growth in tourism (Council's 2020-2022 Strategic Priorities).

BACKGROUND

This application proposes a winery tasting and production building on the subject property. The proposed building requires a variance to increase the maximum building height from 15.0m to 35.05 m

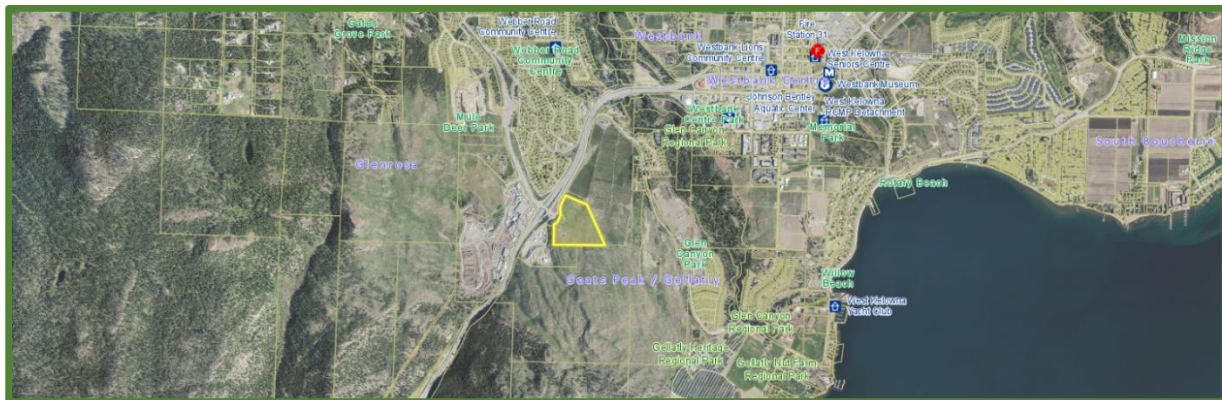
PROPERTY DETAILS

Address	2789 Highway 97 S		
PID	004-988-914		
Folio	36414590.375		
Lot Size	17.8 acres (7.1 ha)		
Owner	Goats Peak Winery Ltd. Inc. BC1171993	Agent	Darrel Monette (Monette Farms Ltd.) & Chris Nagy (Bronag Contracting Ltd.)
Current Zoning	A1 - Agricultural	Proposed Zoning	-
Current OCP	Agricultural	Proposed OCP	-
Current Use	Vacant	Proposed Use	Winery
Development Permit Areas	Hillside; Terrestrial		
Hazards	n/a		
Agricultural Land Reserve	Yes		

ADJACENT ZONING & LAND USES

North	^	A1 – Agricultural (ALR) Zoned Parcel
East	>	A1 – Agricultural (ALR) Zoned Parcel
West	<	I3 – Timber Processing and Manufacturing (Gorman Bros. Lumber Mill) & C4 – Service Commercial Zoned Parcels
South	v	RU5 Rural Resource & RU3 Rural Residential Medium Parcel Zoned Parcels

NEIGHBOURHOOD MAP



PROPERTY MAP



History

In 2018, an Agricultural Land Commission (ALC) Application was submitted for Transportation, Utility, and Recreation Uses that permitted the dedication and construction of a 20m wide Road Right of Way that will provide access to the Goat's Peak CDP area.

Proposal – Non Farm Use

The applicant proposes to construct a 557 m² (6,000 ft²) wine production facility and a 140 m² (1,500 ft²) tasting facility on the subject property to facilitate the development of a vineyard and winery, with the working name of Goat's Peak Winery. As the property is located within the Agricultural Land Reserve (ALR), regulations require that the primary farm product be harvestable prior to development of a winery. Therefore, approval for a Non-Farm Use from the Agricultural Land Commission (ALC) is required to construct the winery prior to the vineyard being planted and the grapes being harvestable.

Proposal - Variance

The proposed Goat's Peak Winery tasting and production building is proposed to exceed the maximum height regulated by the City's Zoning Bylaw. The proposed Winery Tasting Building is 140 m² in floor area and 35 m (115 ft) in height and has been conceptualized as a lighthouse. The City's A1 - Agricultural Zone limits the height of buildings to 15.0 m (49 ft).

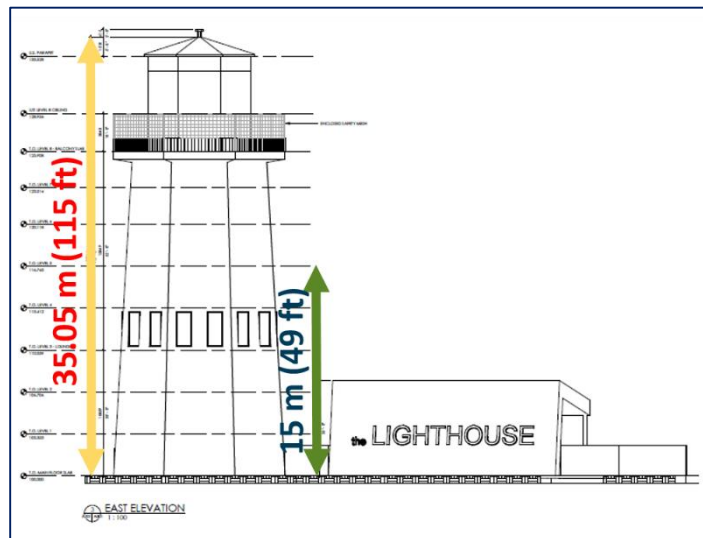


Figure 1 – Proposed Height Variance

Applicant's Rationale

Two letters of rationale have been provided by the applicant in regards to the Non-Farm Use and Development Variance Permit applications (*Attachment 2*). The applicant has indicated that the vineyard is not expected to produce until the harvest season of 2022/2023, and are requesting a 3 year relief from the requirement to harvest 50% of the primary farm product on site. The applicants have indicated they will secure a minimum of 50% of their annual production through lease agreements on other properties.

A smaller building footprint has been proposed to minimize the impact on the farmable land, however they feel the buildings unique theme and height will add to the development of the community and create a destination for tourists to visit.

In regards to the requested height variance, the applicant's vision is to make the Westside Wine Trail and West Kelowna a world destination for wine tourism. This proposed winery is intended '*to be a "beacon" for tourism and local pride ...*' and is inspired by other famous towers and iconic lighthouses.

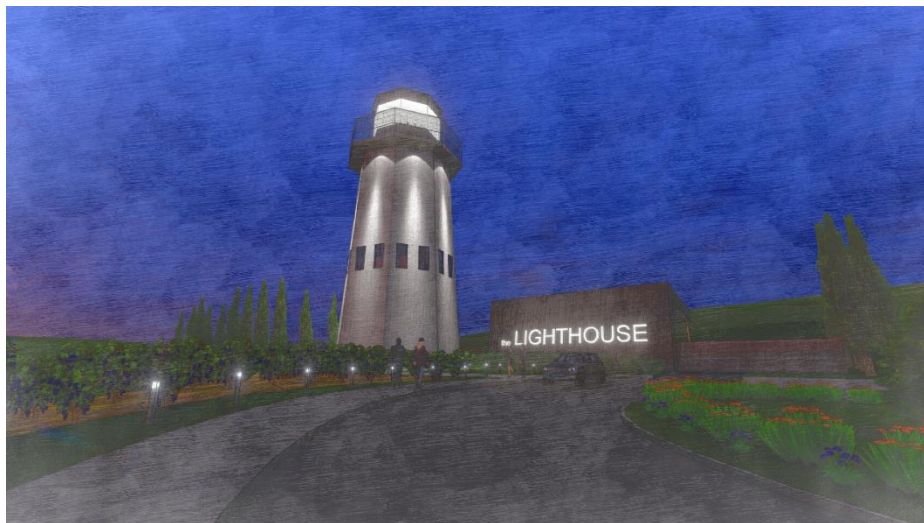


Figure 2 – Rendering of proposed winery building

Visual Impact Assessment

The applicant has provided a Visual Impact Assessment (*Attachment 3*) which provides additional details on how the proposed over height winery building could impact views. The assessment identifies views of the proposed building from various nearby roads (Figure 3). The assessment indicates that the building would bring visual interest from the highway and feels the lighthouse building would be an attractive feature on the landscape.



Figure 3 – View of proposed winery building from Gellatly Road

Policy & Bylaw Review

Official Community Plan Bylaw No. 0100

The City's Official Community Plan (OCP)'s guiding principles support protecting and enhancing agriculture while supporting an economically sound community¹. Specific Agricultural Land Use Designation objectives speak to supporting land use decisions which are consistent with the ALC and the City's Agricultural Plan and promoting innovative agricultural activities².

The subject property borders the northern end of the Goats Peak Comprehensive Development Area which is envisioned to be a mix of residential and rural residential uses in the future.

While Agricultural developments are not subject to a Development Permit process, where Commercial and Industrial developments would be, a general development guideline related to exterior lighting should be considered. Light pollution from the proposed lighthouse building could have negative impacts on future residential developments in the Goats Peak Comprehensive Development Area. To reduce light pollution, the building should be designed so that exterior lighting does not spill over onto or create glare on adjacent properties³.

Agricultural Plan

The City's Agricultural Plan recommends encouraging efforts to increase the economic activity of the agricultural industry⁴ as well as supporting agritourism activities⁵. However, the Agricultural Plan also provides a recommendation which encourages food processing on farms when the development is consistent with the ALC Act and Regulations⁶.

Zoning Bylaw No. 0154

The subject property is zoned A1 – Agricultural, which permits a winery as a principal use. The proposed development meets all of the development requirements including setbacks and parcel coverage for the A1 zone with the exception of building height. The A1 zone regulates the maximum building height of 15.0 m (49.2 ft) with exceptions which are lower for homes, agricultural worker dwellings, accessory buildings and carriage houses (5 m to 12 m) and higher for barns (20 m)⁷.

Agricultural Land Reserve (ALR) Use Regulation

Section 13 (2) of the ALR Use Regulation requires that at least 50% of the primary farm product (grapes) used to make the alcohol product (wine) are harvested from the agricultural land on which the alcohol production facility (winery production building) is

¹ 2.5.1 OCP Guiding Principles for Planning & Design

² 3.3.8 Agricultural Land Use Designation Objectives

³ OCP 4.3.1 General Guidelines That Apply to All Development Permit Areas 26. Exterior Lighting

⁴ Section 4.5.6 Recommendation 13: Economic Development Strategies

⁵ Section 4.5.9 Recommendation 16: Agritourism and Culinary Tourism

⁶ Section 4.5.10 Recommendation 17: Processing and Value-Added

⁷ Section 8.1.5 (e) Agricultural Zone (A1) - Development Regulations

located. The ALC requires that the primary farm product be growing and harvestable prior to a winery being constructed on ALR lands.⁸

ALC has also provided a policy which relates to development of farm structures for farm related commercial and industrial uses in the ALR. The guidelines in this policy recommends a lot coverage limit of 5% for parcels greater than 4 ha (10 acres) in order to limit the amount of land taken out of agricultural production. The lot coverage limit includes buildings, outdoor storage, landscaped areas, parking and loading areas and new access roads. The applicant's proposal indicates that they intend to meet this guideline of the 5% lot coverage limit (*Attachment 5*). The proposed building area is 1,080 m² while the proposed access road, parking, and landscaped areas total 2,456 m². Therefore the proposed lot coverage is a total of 3,536 m² or 4.42%. This is within the 3,576 m² or 5% of the parcel that could be developed.

Technical Review

Planning

The proposed use of a winery is permitted in the A1 Zone and is considered a farm-use under the ALR Use Regulation. The applicants have provided invoices for the purchase of plants (vines) and are committed to the development of a vineyard on the subject property. The non-farm use is only required as a transitional approval while the vineyard is being established.

The height variance of the proposed winery building is significant. The proposed building height of 35 m is over double the current maximum height of 15 m (4 storeys). 15 m is the highest permitted building height within any zone in the City of West Kelowna. There has been a site specific text amendment to permit up to 22 m high (6 storeys) for an apartment building development in Westbank Centre. If the variance were approved, the proposed building would be the tallest in West Kelowna.

Agricultural Advisory Committee (AAC)

The City's AAC considered the application at their June 4th, 2020 meeting held via Zoom video conferencing. Discussion points included:

- Proposed height doesn't impact agricultural footprint;
- The ALC policy which requires grapes to be planted prior to the winery

The AAC passed the following motions:

THAT the AAC support file A20-01, Non-Farm Use Application, 2789 Highway 97 South with the condition that the first five (5) acres be planted before construction.

THAT the AAC support DVP 20-08, DVP Application, 2789 Highway 97 South as presented.

⁸ ALR Use Regulation Part 2 Farm Uses – Alcohol Production 13 (2)

Ministry of Agriculture

The Ministry of Agriculture commented on a number of considerations with the application as proposed. The Ministry identified potential impacts to future residential neighbours in regards to noise from the winery production operations and liquor service hours for the lounge and tasting room. The Ministry also identified that the neighbouring agricultural property has a cherry orchard (to the north and east) and advised that the proposed building height may impact the use of helicopters as part of their operations.

Transport Canada & NAV Canada

Due to the proposed height of the winery building, the application was referred to Transport Canada to provide comments on potential impacts to air traffic. Transport Canada responded that the development does not propose any navigational concerns in regards to the Kelowna Airport, however indicated that an application to NAV Canada's Land Use Program should be submitted to assess if the project requires further approvals. The applicant will be required to submit this NAV Canada Application and provide details on any considerations to air traffic flight paths prior to a building permit being issued for the development.

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.

Under Section 20 of the *Agricultural Land Commission (ALC) Act*, an owner may apply to the ALC for permission under S. 25 for a non-farm use. An application for non-farm use must not proceed to the ALC for consideration unless authorized by a resolution of the local government.

Public Notification

In accordance with the *Local Government Act*, 9 notification letters were sent to all property owners and their tenants within 100 metres of the subject property (*Attachment 6*) 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.

DISCUSSION

Supporting the growth of agri-business is a priority of the City's Economic Development Focus Plan, through programs such as the Westside Wine Trail. The creation of additional wineries can support agriculture while creating new jobs and investment. The proposed Goat's Peak Winery could become a bookend of the Westside Wine Trail with its location along the south-west highway entrance to the City. There are currently 15 destinations listed as members of the Westside Wine Trail, with more destinations under development.

The City's Official Community Plan and Agricultural Plan have no direct policies that address the form and character or height buildings on agricultural lands. The proposed

lighthouse building would stand out in the landscape and would be the tallest building in West Kelowna if constructed. The proposed building style of a lighthouse would be unique in the region and a one of a kind landmark. Other local wineries have structural landmarks such as the pyramid at Summerhill Pyramid Winery in Kelowna or the tower at Mission Hill Winery.

The Mission Hill Winery bell tower is a structure with a comparable height that is familiar in the landscape of West Kelowna. This tower, constructed as part of a major redesign of the winery which was completed in 2002, is 27.4 m (90 ft) tall from the plaza level (Figure 4) and the main grounds of the Mission Hill Winery, and is 33.8 m (111 ft) tall from the lower level (Figure 5).

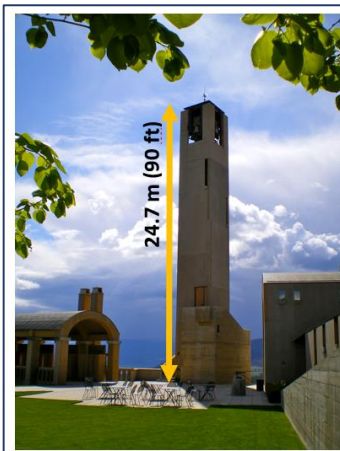


Figure 4 – Plaza Level Height Comparison

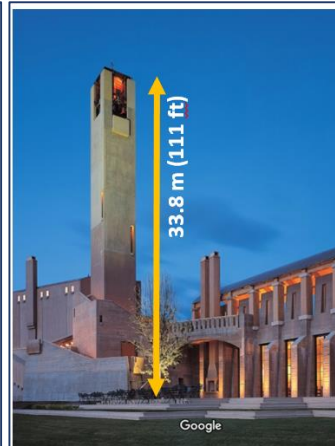


Figure 5 – Lower Level Height Comparison



The proposed lighthouse winery building would be 1.2m (4 ft) higher than the Mission Hill Winery bell tower (*Attachment 4*). The Mission Hill Winery tower is approximately 11 ft wide at the top, and 20 ft wide at the base. The proposed lighthouse winery building would be approximately 27 feet wide at the top and 45 ft wide at the base.

If the Development Variance Permit Application was approved by Council, and the Non-Farm Use Application were supported and subsequently approved by the ALC, the applicants could apply for a Building Permit to begin construction.

CONCLUSION

It is recommended that Council approve the proposed variance application DVP 20-08 and support the Non-Farm Use ALR application (A 20-01). The proposed winery building is not anticipated to create significant negative impacts and the applicant has provided documentation to support the intended planting of a vineyard.

ALTERNATE MOTIONS

Alternate Motion 1: Deny Variance, Support ALR Non-Farm Use

THAT Council deny the issuance of a Development Variance Permit (DVP 20-08) for Lot A, DL 3188, Plan 26860 Except Plan KAP63607 (2789 Highway 97 S); and

THAT Council support the request to permit a non-farm use for a winery production and tasting building in the Agricultural Land Reserve (File: A 20-01) Lot A, DL 3188, Plan 26860 Except Plan KAP63607 (2789 Highway 97 S); and further

THAT Council directs Staff to forward the application to the Agricultural Land Commission for consideration.

Should Council deny the requested variance, the file will be closed. The applicants would be advised to redesign the proposed winery building to meet the Zoning Bylaw's height regulations. 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.

A local government report will be sent to the ALC advising that Council supports the Non-Farm Use application.

Alternate Motion 2: Approve Variance, Not Support ALR Non-Farm Use

THAT Council authorize the issuance of a Development Variance Permit (DVP 20-08) for Lot A, DL 3188, Plan 26860 Except Plan KAP63607 (2789 Highway 97 S) to allow construction of a winery building in general accordance with the attached permit to vary Zoning Bylaw No. 0154 Section 8.1.5(e) to increase the maximum building height from 15.0 m (49.2 ft) to 35.05 m (115 ft) for the proposed winery building, subject to the following condition:

- a. An application to NAV Canada's Land Use Program is required to be submitted and completed prior to Building Permit issuance to assess if the proposed building would require further approvals from NAV Canada;
- b. Dimensions, siting and design of the new winery building to be constructed on the property in accordance with Schedule 'A'; and
- c. Exterior lighting shall be designed to not spill over onto, or create glare on, adjacent properties; and

THAT Council not support the request to permit a non-farm use for a winery production and tasting building in the Agricultural Land Reserve (File: A 20-01) for Lot A, DL 3188, Plan 26860 Except Plan KAP63607 (2789 Highway 97 S); and further

THAT Council directs Staff to forward the application to the Agricultural Land Commission for formal consideration.

Should Council choose this motion, the Development Variance Permit would be issued and a local government report will be sent to the ALC advising that Council does not support the Non-Farm Use application. By forwarding the application, Council is advising their non-support, but defers to the ALC for a formal decision.

Alternate Motion 3: Deny Variance, Not Support ALR Non-Farm Use

THAT Council deny the issuance of a Development Variance Permit (DVP 20-08) for Lot A, DL 3188, Plan 26860 Except Plan KAP63607 (2789 Highway 97 S); and

THAT Council not support the request to permit a non-farm use for a winery production and tasting building in the Agricultural Land Reserve (File: A 20-01) for Lot A, DL 3188, Plan 26860 Except Plan KAP63607 (2789 Highway 97 S); and further

THAT Council directs Staff to forward the application to the Agricultural Land Commission for formal consideration.

Should Council choose this motion, the file will be closed. The applicants would be advised to redesign the proposed winery building to meet the Zoning Bylaw's height regulations. A local government report will be sent to the ALC advising that Council does not support the Non-Farm Use application, but defers to the ALC for a formal decision.

REVIEWED BY

Brent Magnan, Planning Manager

Mark Koch, Director of Development Services

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☒ No ☐

Attachments:

1. Draft DVP 20-08
2. Applicant's Rationale Letters
3. Visual Impact Assessment
4. Height Comparison
5. Site Coverage Assessment
6. Public Notification Map



**CITY OF WEST KELOWNA
DEVELOPMENT VARIANCE PERMIT
DVP 20-08**

To: Chris Nagy, Bronag Contracting
c/o Goats Peak Winery Ltd., Inc.No. BC1171993
PO Box 29262 Kelowna RPO Okanagan Mission
Kelowna, BC V1W 4A7

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 District Lot 3188 ODYD Plan 26860 Except Plan KAP63607 (2789 Highway 97 S)

3. This Permit increases the maximum building height for a proposed winery building in accordance with Schedule A. Specifically, this permit varies the following sections of Zoning Bylaw No. 0154:
 - **8.1.5(e)** to increase the maximum building height from 15.0 m to 35.05 m for the proposed winery building.
4. This Permit is subject to the following conditions:
 - a. An application to NAV Canada's Land Use Program is required to be submitted and completed prior to Building Permit issuance to assess if the proposed building would require further approvals from NAV Canada;
 - b. Dimensions, siting and design of the new winery building to be constructed on the property in accordance with Schedule 'A'; and
 - c. Exterior lighting shall be designed to not spill over onto, or create glare on, adjacent properties.
5. The land described herein shall be developed strictly in accordance with the terms and conditions of this Permit.
6. **This Permit is not a Building Permit.**

AUTHORIZING RESOLUTION NO. C####/## PASSED BY THE MUNICIPAL COUNCIL ON
DATE, 2020.

ISSUED ON _____ Signed on _____

City Clerk

Schedules:

- A. Development Drawings, prepared by Sahuri + Partners Architecture, dated May 2, 2020

DRAFT

[illegible]

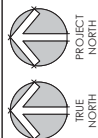
Seed

Client

Project Title	THE LIGHTHOUSE
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Drawing Title
COVER PAGE

Drawing info		Project Number	20-012
Scale		Drawing Number	A000
Date	2020-05-02		
Drawn	JASON UNGER		
Checked	TIM SAHURI		
Partner	TIM SAHURI		



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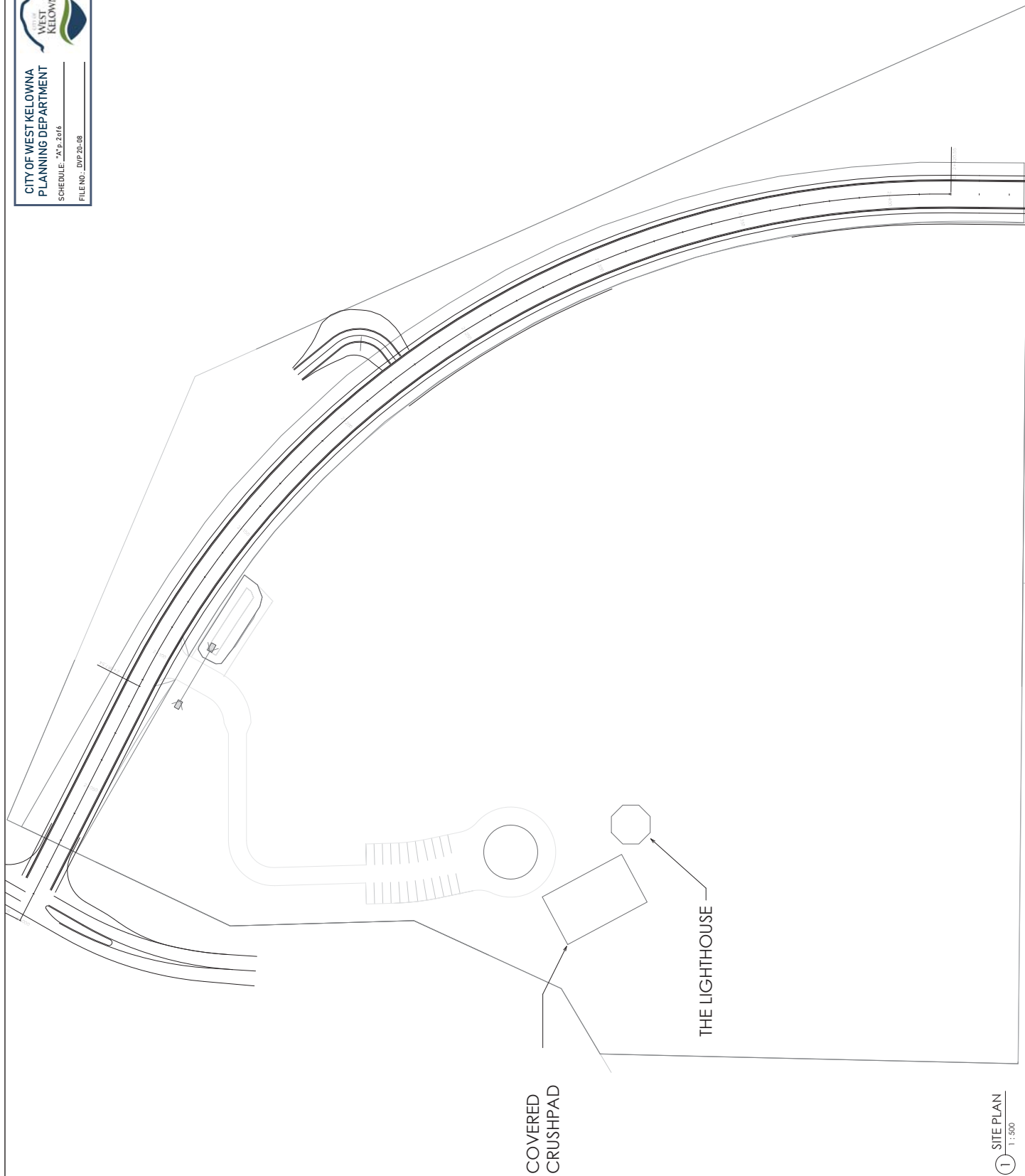
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Client

Project Title
THE LIGHTHOUSE

Drawing Title
PROJECT SITE PLAN

Drawing info	Project Number 20-012
Scale	1 : 500
Date	2020-05-02
Drawn	JASON UNGER
Checked	TIM SAEUR
Partner	TIM SAEUR



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Client

Project Title
THE LIGHTHOUSE

Drawing Title
EXTERIOR ELEVATION

Drawing into		Project Number
Scale	1 : 100	20-012
Date	2020-05-02	Drawing Number
Drawn	JASON LUNGER	A502
Checked	TIM SAHURI	
Partner	TIM SAHURI	



The 17-acre parcel located at 2789 Hwy 97 South in West Kelowna was purchased in the fall of 2019 by Monette Farms with the intent to develop the underutilized farmland into a 12-acre estate vineyard and winery. Located adjacent to Goat's Peak Regional Park. The working name for the project is "Goat's Peak Winery" a name which pays tribute to the lands and park that have an important history in the community. Once complete, the project will consist of a producing vineyard, a wine manufacturing facility, a tasting room, lounge and special events area.

Located within the ALR, the project and site plan have been designed to maximize vineyard planting, and to meet the ALC's 5% site coverage policy related to wine manufacturing. Construction is expected to take 18 to 24 months to complete. Located within the ALR, Goat's Peak will be licensed as a Land-based Winery and will only sell wines made from 100% BC grown fruit. Goat's peak will focus on selling wine through its tasting room and wine shop with bottles ranging from \$18-\$55 in price. Varietal focuses will be: Pinot Blanc, Pinot Gris, Pinot Noir and Gamay.

At the time of purchase, there was no agricultural activity taking place on-site, existing as bare land for an extended period. Although the site has its' challenges and risks as a growing location, we feel it will be a successful winery property. As the vineyard is not expecting to produce until harvest of 2022/23, we are applying to the ALC for a non-farm use application to allow the development of Goat's Peak Winery to move forward. We are requesting 3-year relief from the requirement that our property be harvesting 50% of the PFP on the basis that we will secure a minimum of 50% of our annual production through leases on other properties and 3-year evergreen grape purchase agreements.

Below is an overview of our proposed annual winery production and grape sources over the next 5 years.

Varietal	2020	2021	2022	2023	2024	2025
Annual Production (Cases)	-	3,500	4,000	5,000	6,000	8,000
Grapes Required (Tons)	-	53	60	75	90	120
Grapes Grown	-	-	15	35	50	50
Sourced Under Lease		40	40	40	40	40

Grapes planted on-site will be: Pinot Gris, Pinot Blanc, Pinot Noir and Gamay.

Since the property was acquired, approximately \$75,00 has been spent towards dirt works and earth shaping to prepare the site for vineyard planting. The vineyard will be planted in two stages with 5-acres planted prior to construction in 2020 and an additional 5-7 acres planted in 2021. As of March 2020, \$25,000 has been spent on vineyard irrigation, \$40,000 to purchase root stock, and \$50,000 on trellis



system supplies such as posts and wire. Additionally, a deer fence will be installed in spring of 2020 to ensure the new plantings have the best chance of survival.

As shown on the attached Site Plan and Project Renders, the winery will consist of a 6,000 sq. ft. production building and 1,200 sq. ft. tasting room. Once complete, production will be able to handle all aspects of the wine making process from receiving the grapes on the crush pad, crushing and pressing into tanks, fermentation, and aging prior to bottling and packaging. Filtration and bottling activities will be done on-site by 3rd party vendors.

The tasting room has been conceptualized as a light house. The building has been designed with a small footprint to minimize the impact on farming land, but at 100ft tall will be a unique building that will add to the development of the community and create a destination for tourists to visit. As with other wineries, Goat's Peak plans to leverage its location in West Kelowna to generate sales. The on-site retail store will be situated on the highest point on the property, providing guests with a panoramic view looking across West Kelowna and North up Okanagan Lake. Beyond capitalizing on growing tourism traffic, we will be developing strong relationships with the local tour operators and expect Goat's Peak to be a new destination for guests to visit.



Out of everything that motivates us, the one thing that matters the most is our dream of building something that will create positive change for our community. West Kelowna is where we call home, and we love it here. When we first embarked on creating the hatch, we had a deeper vision of making the Westside Wine Trail and West Kelowna, a world destination for wine. In 2016, after it was clear to us that the hatch was going to be a success, we started to look for locations along the trail for yet another winery. We found an amazing location on Boucherie Rd near Friends Pub and started planning. Soon after that a location across the street became available and this too became a part of our plan, and not long after we also began working on building sister site to the hatch, a brewpub called "the hatching post" to go up near Volcanic Hills Winery. Our vision of making Boucherie road a dense and diverse tourist attraction was beginning to take form! But things haven't slowed for us, we recently acquired Truck 59 Cidery, located near the downtown core, and have begun building yet another winery destination right next door to that. We feel the opportunity for development in this area is ripe, and if managed properly the downtown could be the epicenter of the West Side Wine Trail (But maybe it will need to change its name to account for the diverse offerings we plan on creating).

Our dreams are big, and even though we have accomplished a lot, they don't stop there. We talk for hours on our long drives to vineyards and other possible locations. These talks cover a lot of topics, but we always seem to come back to the next "impossible" thing we want to do. The thing that would help build our home into the premiere destination we know it should be. We focused our attention on what any destination needs, an iconic landmark, something that stands out and defines the WK "silhouette". We have been working with Monette Farms, a family-run agricultural powerhouse based out of Saskatchewan, to do just that. We purchased a piece of land near Gorman's Mill on Goat's Peak, right at highway 97 "entrance and exit". We have also aligned ourselves with Bronag Contracting for all of our current and future winery projects. Our concept is centered around our original dream, creating a destination for people to be drawn to. We wanted this place to be a "beacon" for tourism and local pride and as it happens, sometimes the simplest version of an idea is the best one. We started developing the idea of building a "towering beacon" on the hillside of Goat's Peak, a new landmark that will show the world how great this town truly is.

We sat down with a paper and pen and started to flesh things out. We looked to famous towers from film and real-life to find inspiration, iconic lighthouses (100-250'), the Tower of Sauron from The Lord of the Rings (4500'), the Leaning Tower of Pisa (187'), Big Ben (314') and many more. There was one thing that started to become clear: scale matters. After we discovered that The Cap-des-Rosiers Lighthouse (the largest in Canada) was 112' feet it became clear that we needed to be larger, even if by just a few feet so we settled on a number: 115' tall. This meant we would need to push the boundaries of what was permitted under the zoning laws, but we felt was worth the effort to make happen.



So here we are today, it's a pivotable moment, one that will determine how far we let our dreams take us in the future. We are confident in the positives and unaware of any real negatives the requested zoning changes will create. We also know that many of you in the council support the direction we are heading, but we also know that no decisions are simple or easy to make and that each decision needs to be considered carefully.

I feel that it is important for me to say, that my dreams are not driven by money or profits, they truly come from a place of compassion and a need to contribute to this community. If there are unforeseen consequences that we haven't thought of, and they are the reason our proposal gets denied, then I support your decision 100%. I do think, however, that any negatives are dwarfed by the immense positives this project can bring to our community.



September 11, 2020

2760 Cameron Road
West Kelowna, BC
V1Z 2T6

Attention: **City of West Kelowna**

Re: The Lighthouse Winery

The Lighthouse is intended to be an attractive landmark winery and attraction for the City of West Kelowna.

It is a small footprint winery leaving more land for agricultural use while providing a unique visual beacon and tower viewing area for the general public.

The building is approximately 5,166 sf. at a height of 115 feet.

The location does not block any views or site access from adjacent properties. The views from nearby roads are illustrated demonstrating minimal negative visual impact from adjacent neighborhoods. The building brings visual interest from the adjacent highway and its long distance views are intended as an attractive feature on the backdrop of Goat's Peak.

We believe that this will be a positive feature and tourist attraction for the City of West Kelowna.

Sincerely,

Tim Sahuri
Principal, Executive Architect
AIBC, AAA, MRAIC, LEED® AP

TS/dh



principal:

Tim Sahuri*
Architect AIBC, AAA
MRAIC, LEED® AP

partners:

Joanne Smith*
Architect AIBC, AAA,
MRAIC, LEED® AP

Allan Law*
CET, MABEC, LEED® AP
Project Team Director

*denotes corporation

SAHURI + Associates Architecture Inc. is a wholly owned subsidiary of SAHURI + Partners Architecture Inc.

associates:

Lee Miller
Architect AAA, MRAIC

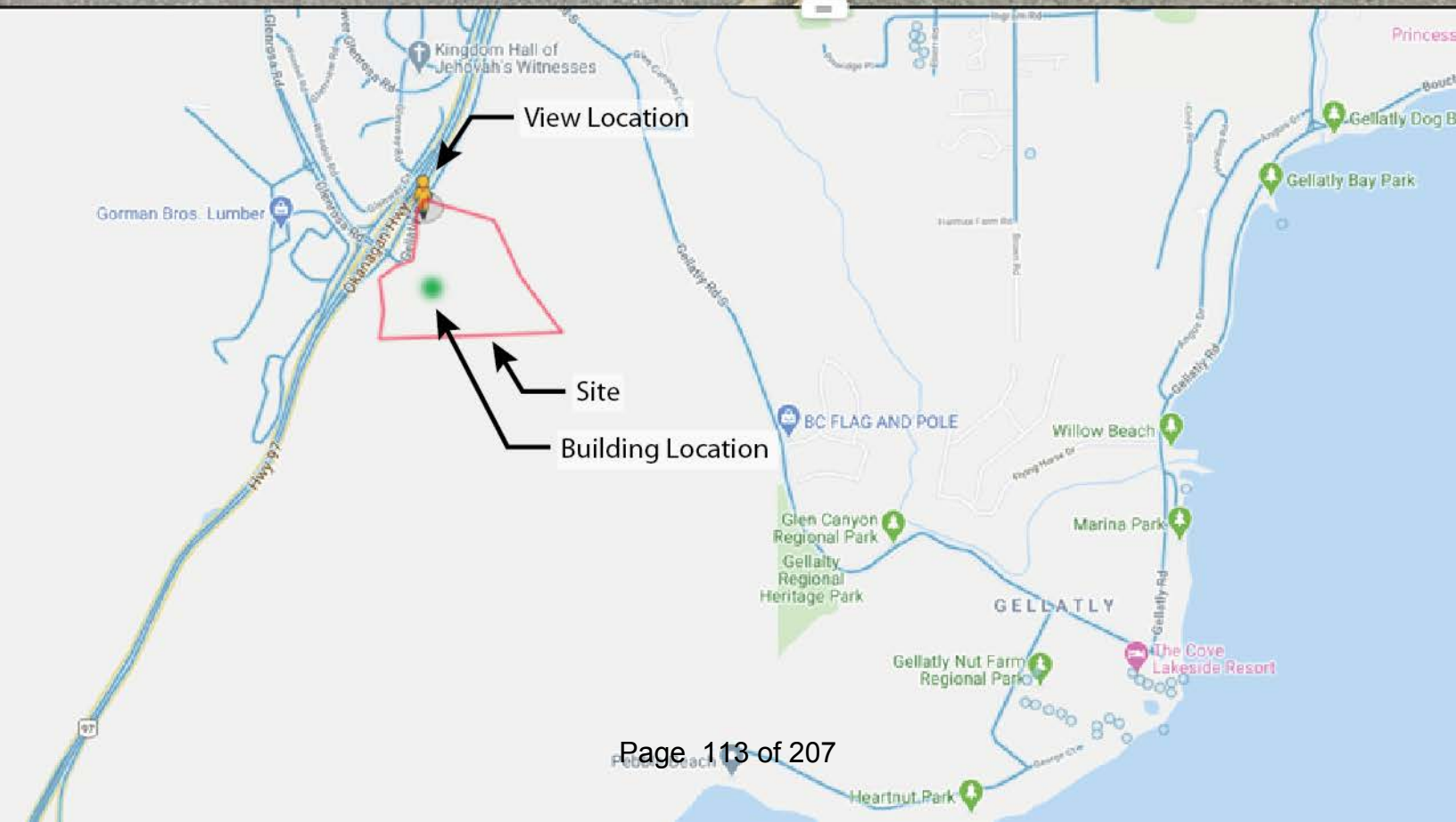
Kelowna:
405 – 460 Doyle Avenue
Kelowna, BC
V1Y 0C2

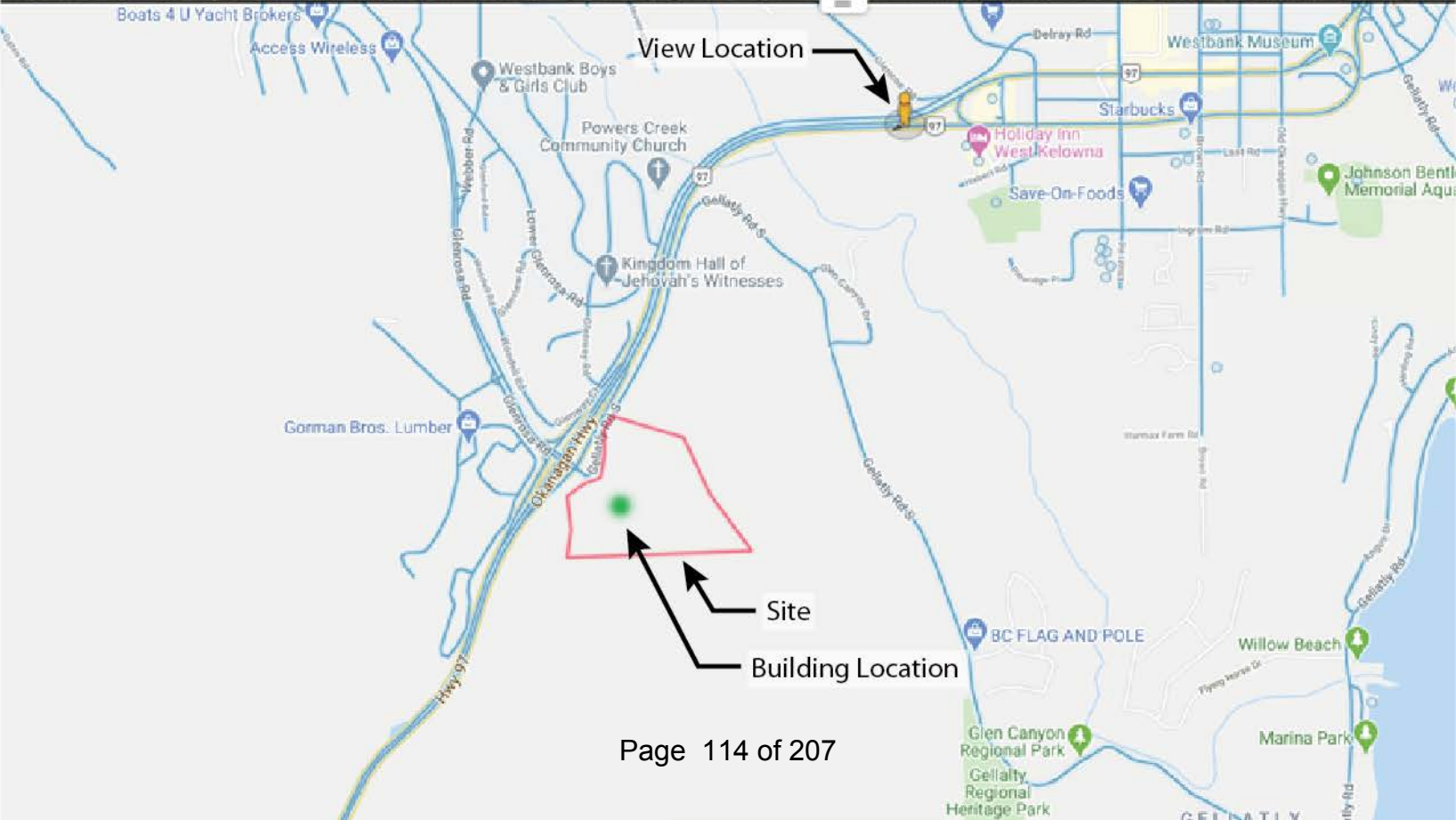
Tel: 778.478.1479
Fax: 403.228.4699

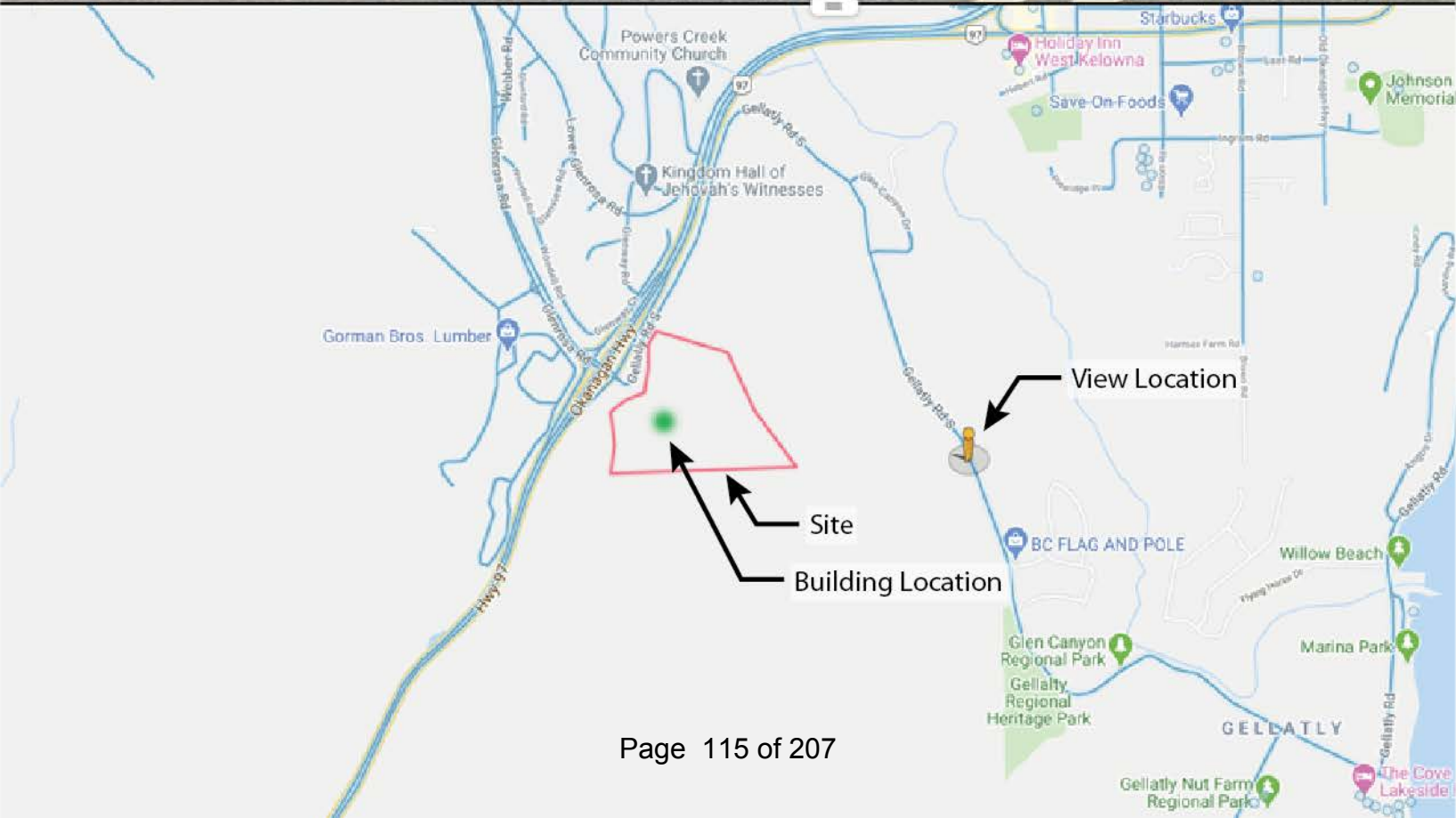
Calgary:
Suite 201
123 Forge Road SE
Calgary, AB T2H 0S9

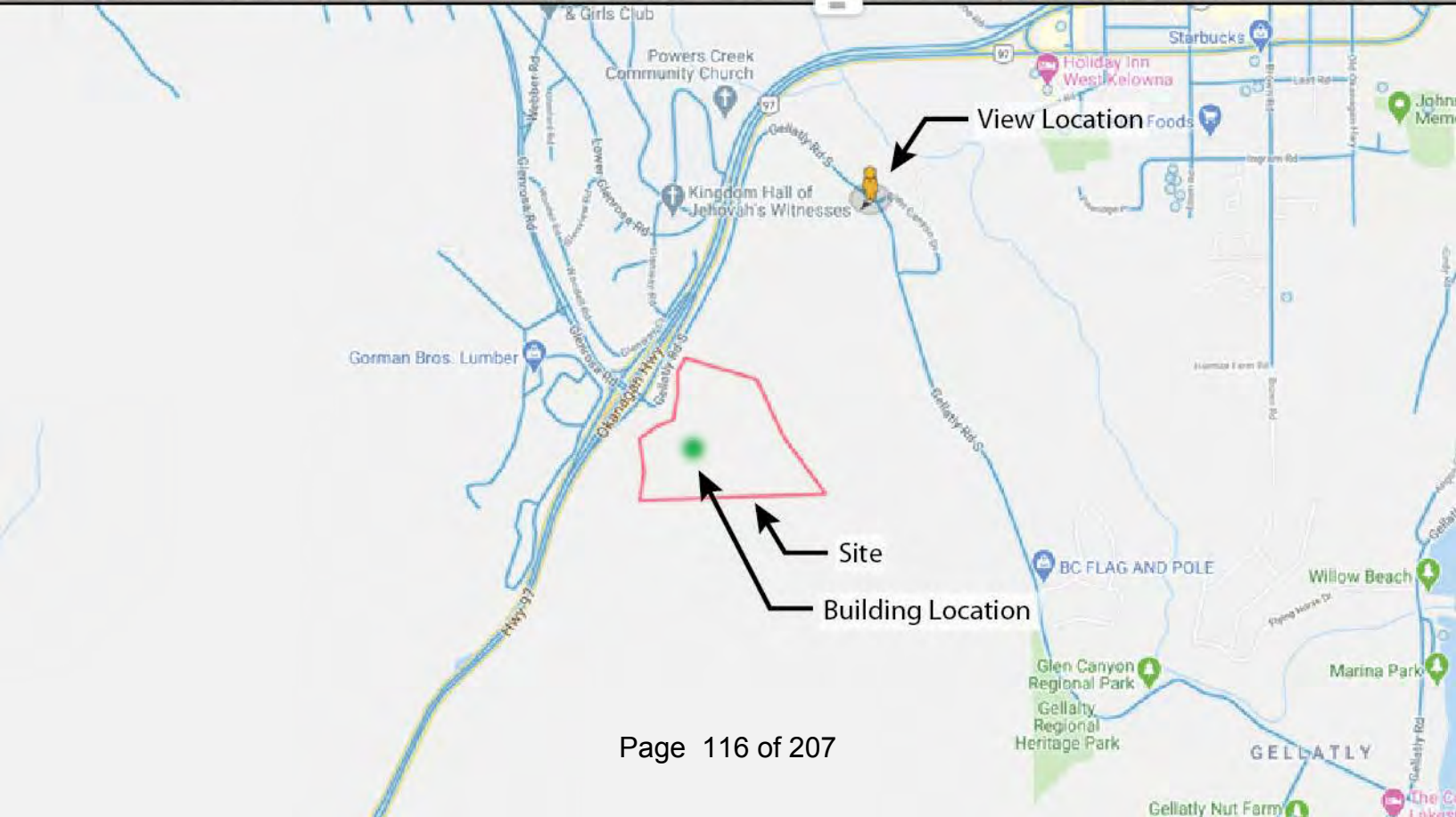
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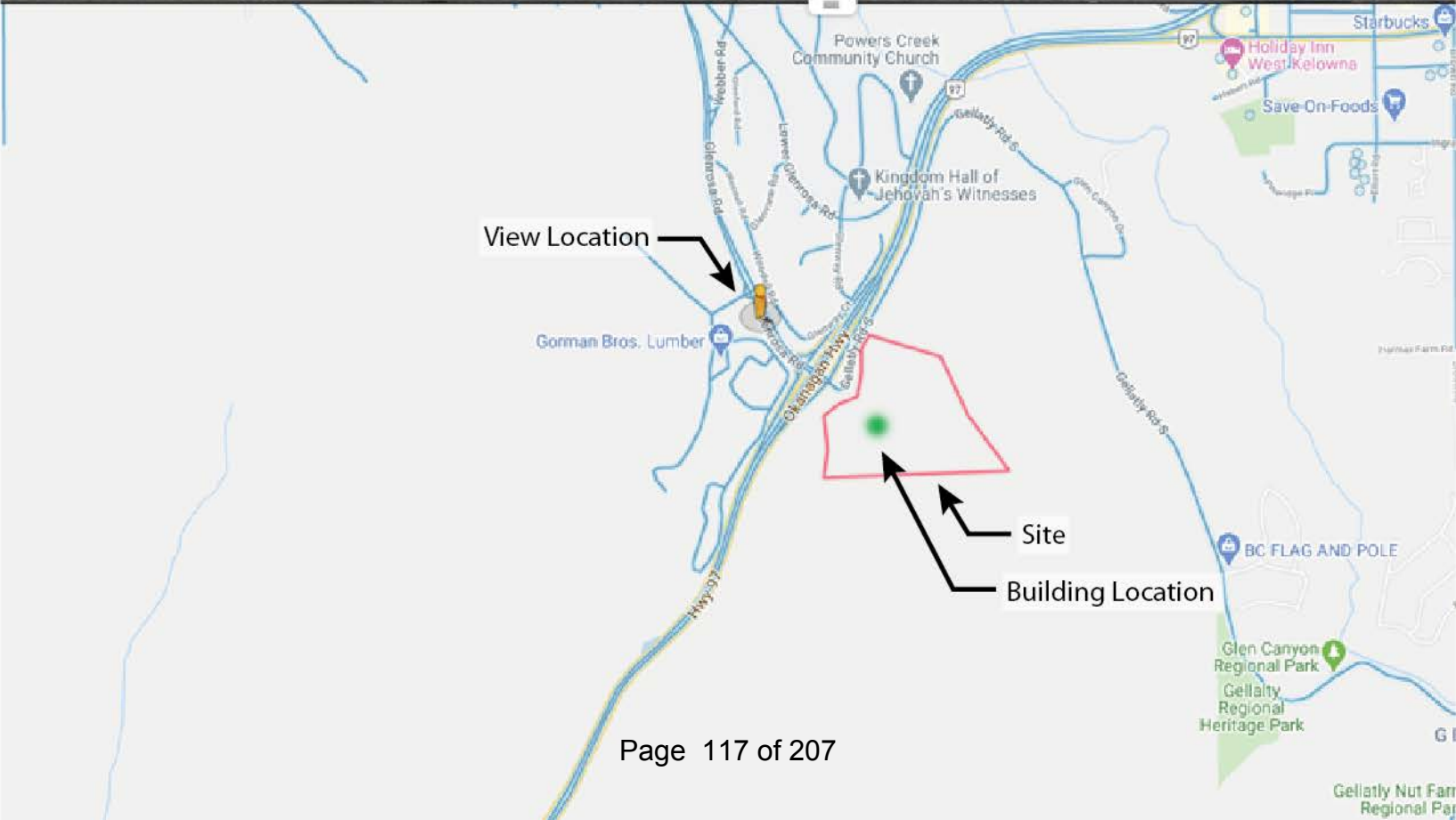
www.sahuri.com

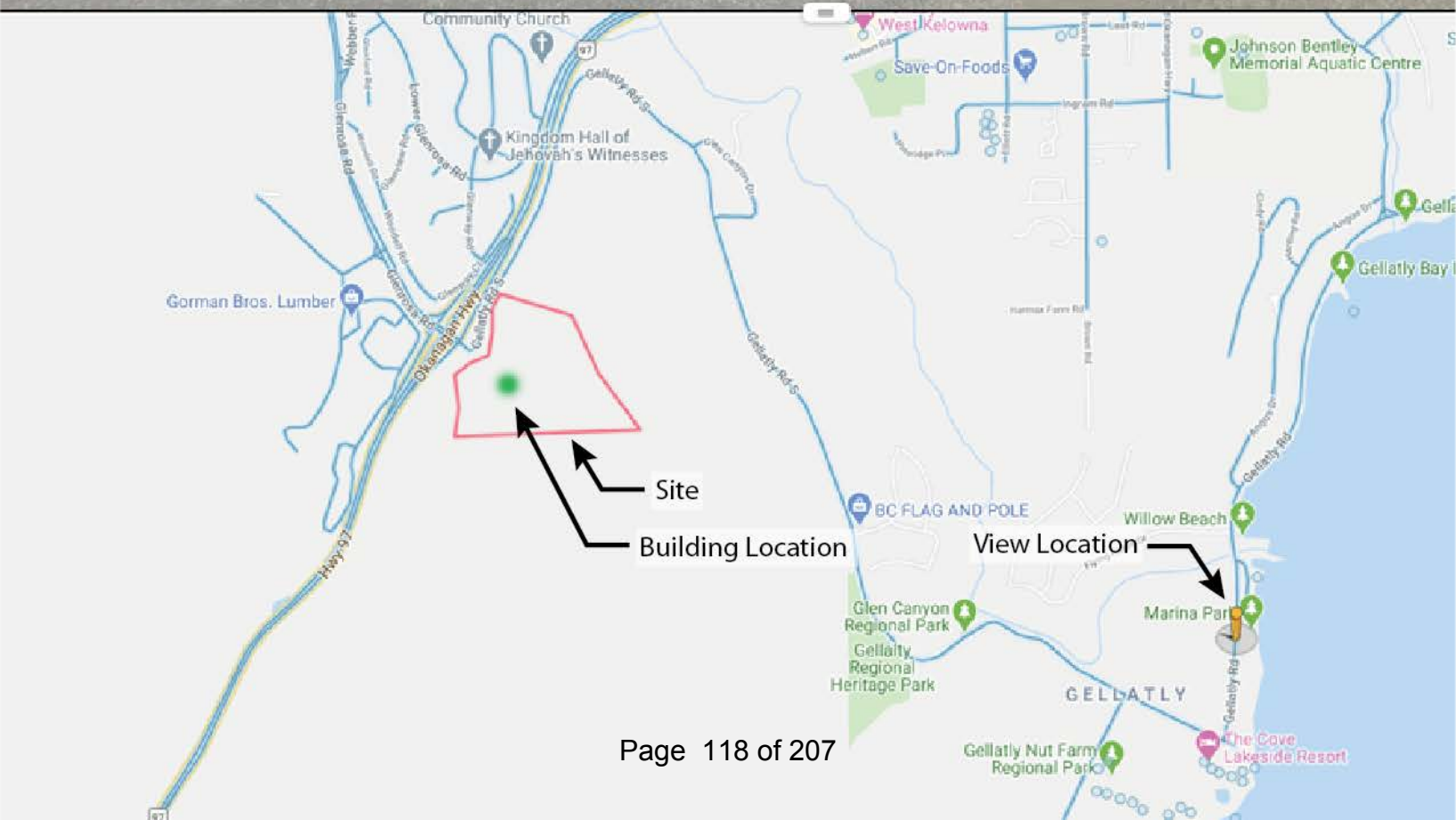














Height Comparison: Mission Hill Winery Tower

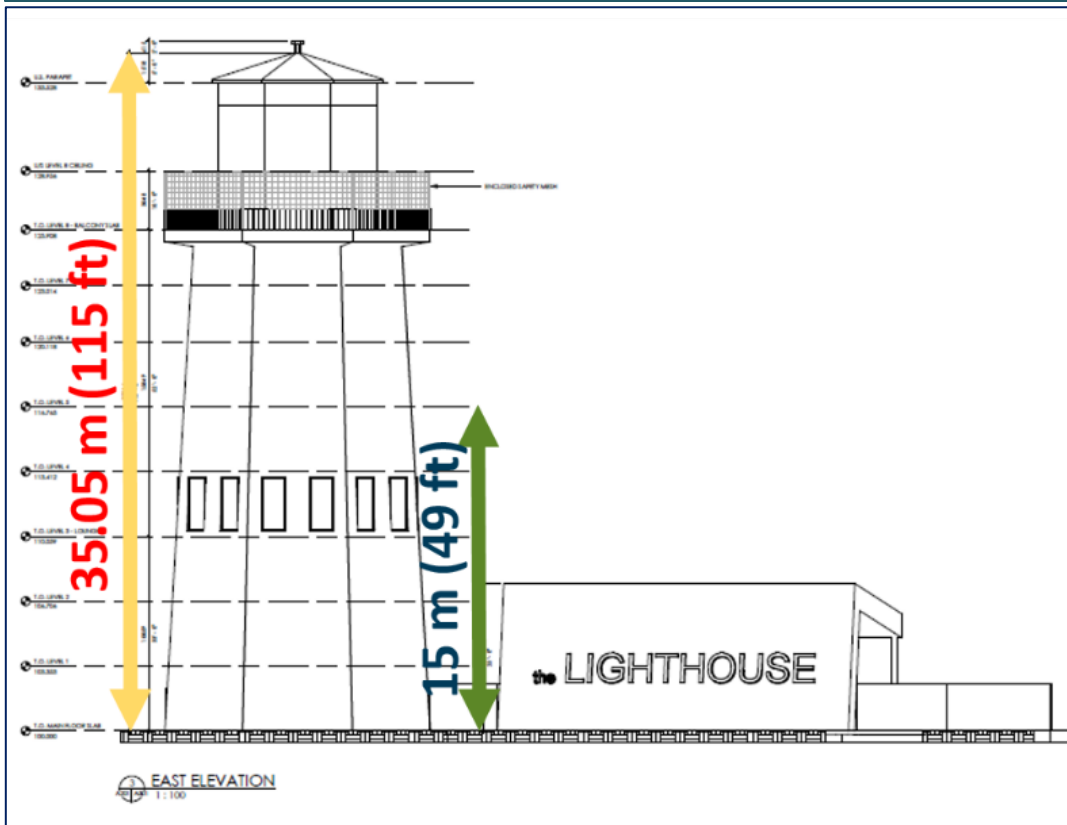
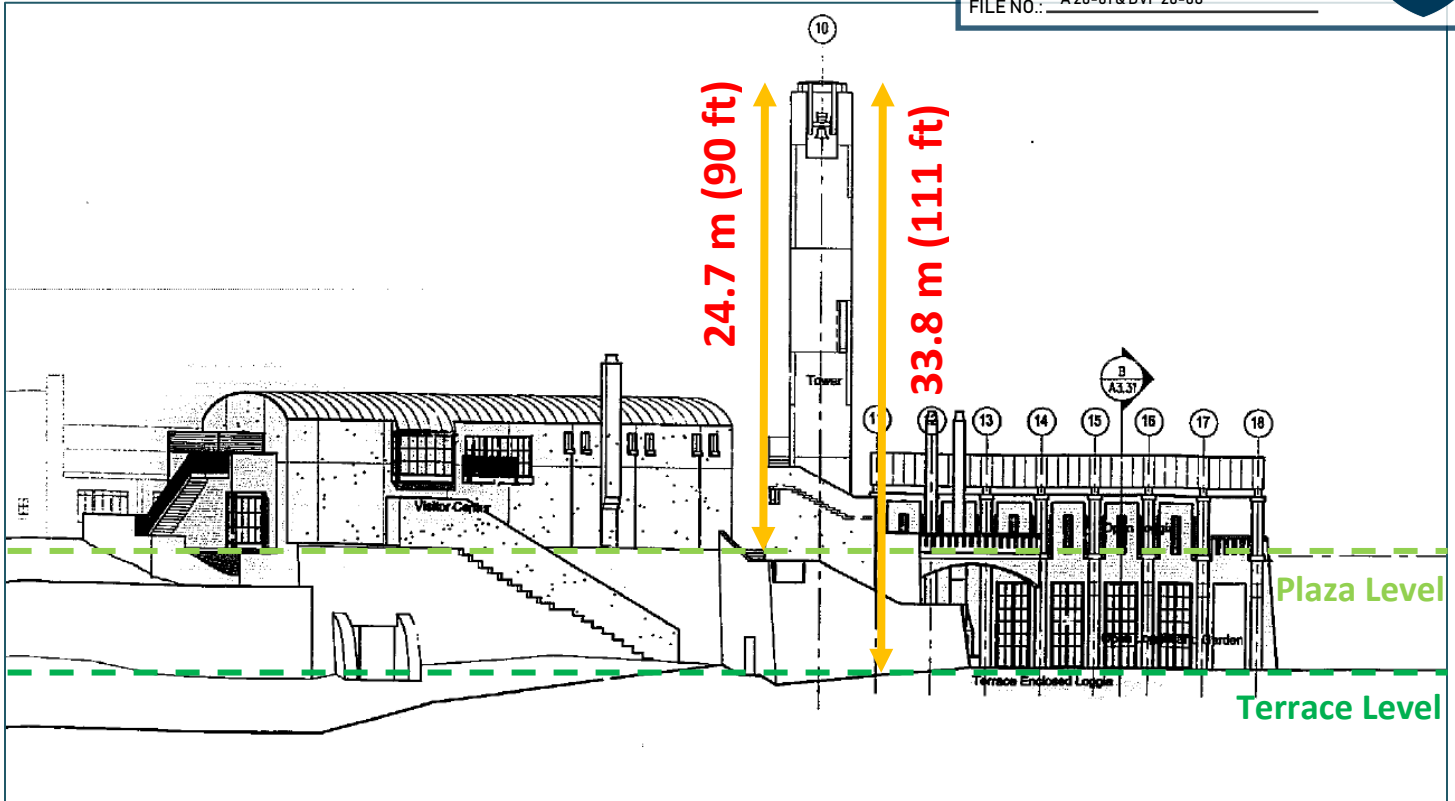
File No: DVP 20-08
Location: 2789 Highway 97 S

CITY OF WEST KELOWNA
PLANNING DEPARTMENT



ATTACHMENT: 4

FILE NO.: A 20-01 & DVP 20-08





1a. Mission Winery Tower - Height from Plaza Level



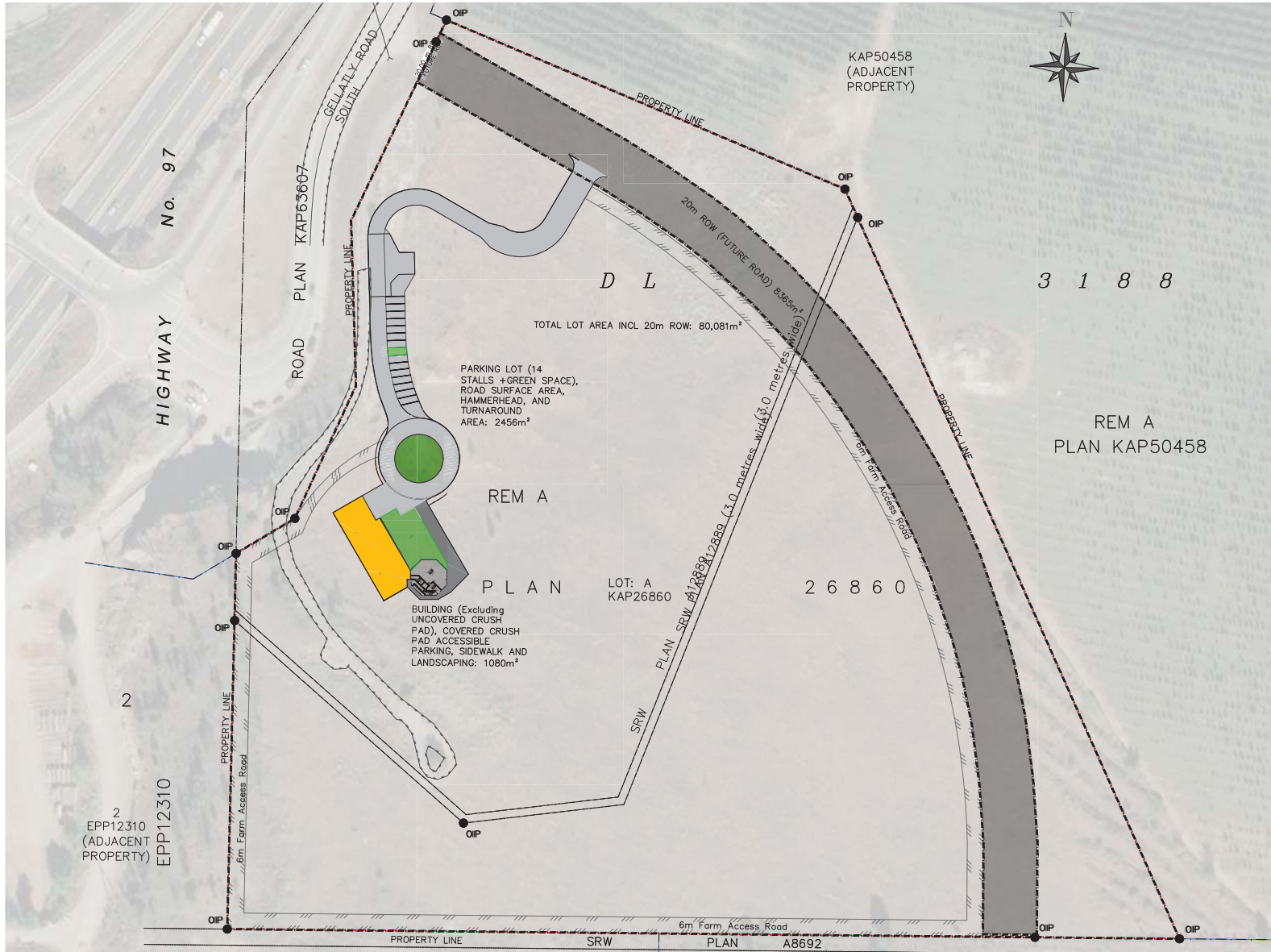
1b. Proposed Lighthouse Winery Height



2a. Mission Winery Tower - Height from Lower Level



2b. Proposed Lighthouse Winery Height



Goats Peak Site Coverage Areas

Total Area including 20m ROW	80081	m²	
Building Area - Building (excluding uncovered crush pad), Sidewalk, Accessible Parking, Crush Pad Access	1080	m²	1.3%
Access Rd, 14 Parking Stalls + green space, Hammerhead, Traffic Circle + Greenspace	2456	m²	3.1%
Total	3536	m²	4.42%

LEGEND	PROP	EX
WATER	MANHOLE	EX
SANITARY SEWER	CATCH BASIN	EX
STORM SEWER	WATER VALVE	EX
EOA	CURB STOP	EX
CURB	HYDRANT	EX
	IC	EX
	POWER POLE	EX
	LAMP STANDARD	EX
	DRYWELL	EX



DESIGN: NW
DRAWN: NW
CHECKED:
DATE: 20/07/17
SCALE: 1:750

CITY OF WEST KELOWNA
GOATS PEAK WINERY
BRONAG CONSTRUCTION
SITE COVERAGE AREAS

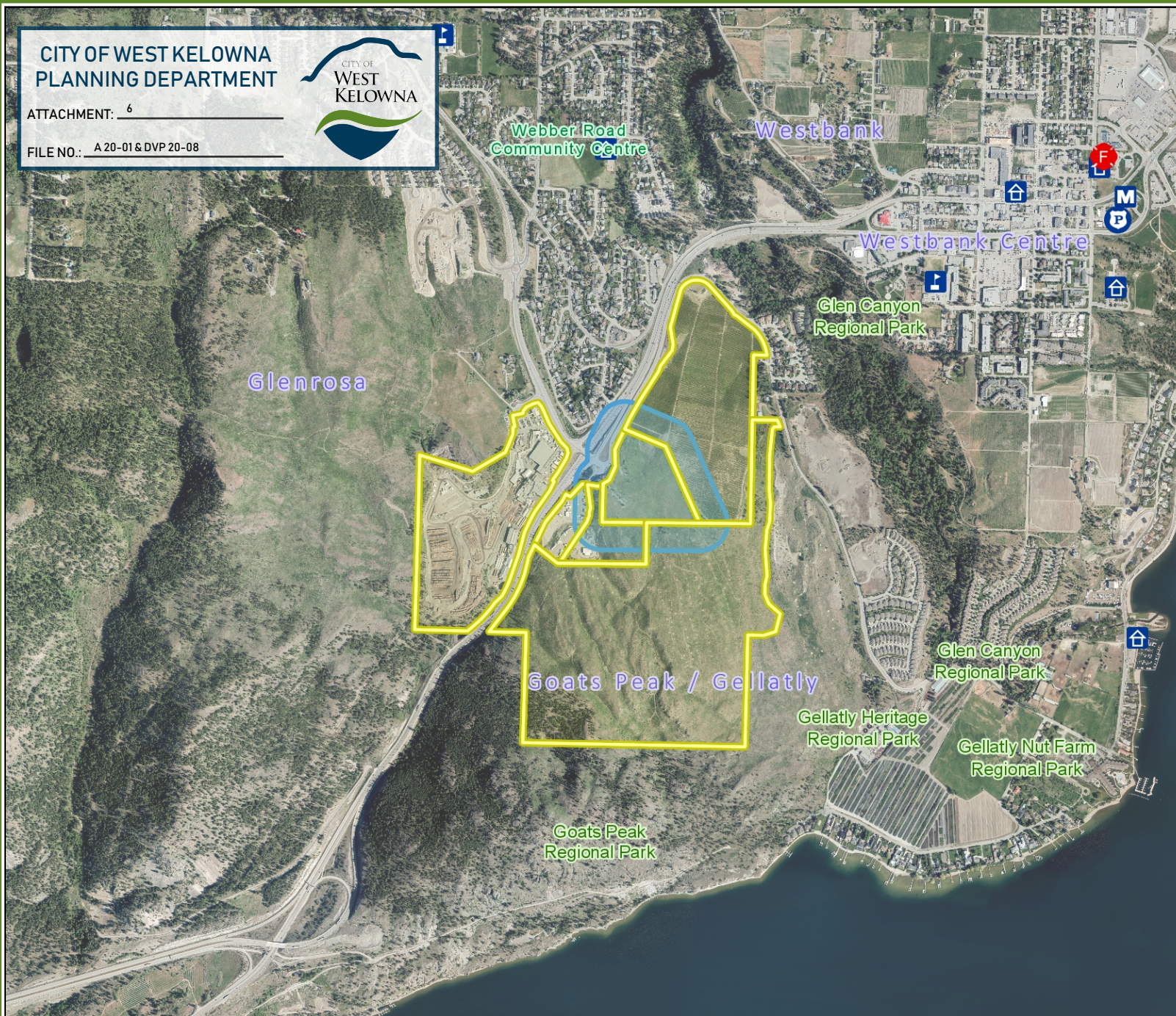
Drawing No.	Rev.No
CK-19-056-C-0.1	C

CITY OF WEST KELOWNA PLANNING DEPARTMENT



ATTACHMENT: 6

FILE NO.: A 20-01 & DVP 20-08



GIS Notification Map DVP 20-08

Legend

Landmarks

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

Basemap Parcel Type

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



Scale 1 : 20,000

Notes

0 508 1,016 Meters

Map Projection: NAD_1983_UTM_Zone_11N

© City of West Kelowna

Map Produced on: 7/23/2020 10:11:55 AM



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.



COUNCIL REPORT

To: Paul Gipps, CAO

Date: October 13, 2020

From: Jayden Riley, Planner II

File No: Z 20-02

Subject: **Z 20-02; Zoning Amendment Bylaw No. 0154.91, 2020 (Adoption); 2417 Apollo Road**

RECOMMENDATION

THAT Council adopt City of West Kelowna Zoning Amendment Bylaw No. 0154.91, 2020.

STRATEGIC AREA(S) OF FOCUS

Economic Growth and Prosperity (Strategic Plan Priorities 2020-2022)

BACKGROUND

This application proposes to amend the zoning designation of the subject property from Single Detached Residential (R1) to Urban Centre Commercial (C1) to support a mixed-use development. The conditions established at 3rd reading have been satisfied.

PROPERTY DETAILS			
Address		2417 Apollo Road	
PID		012-083-992	
Folio		36412444.000	
Lot Size		566 sq. m.	
Owner	Elias and Kevin Ferreira	Agent	Randi Fox, Fox Architecture
Current Zoning	Single Detached Residential (R1)	Proposed Zoning	Urban Centre Commercial (C1)
Current OCP	Commercial	Proposed OCP	N/A
Current Use	Single Family Dwelling	Proposed Use	Mixes Use
Development Permit Areas	Commercial; Multiple Family and Intensive Residential		
Hazards	No		
Agricultural Land Reserve	No		

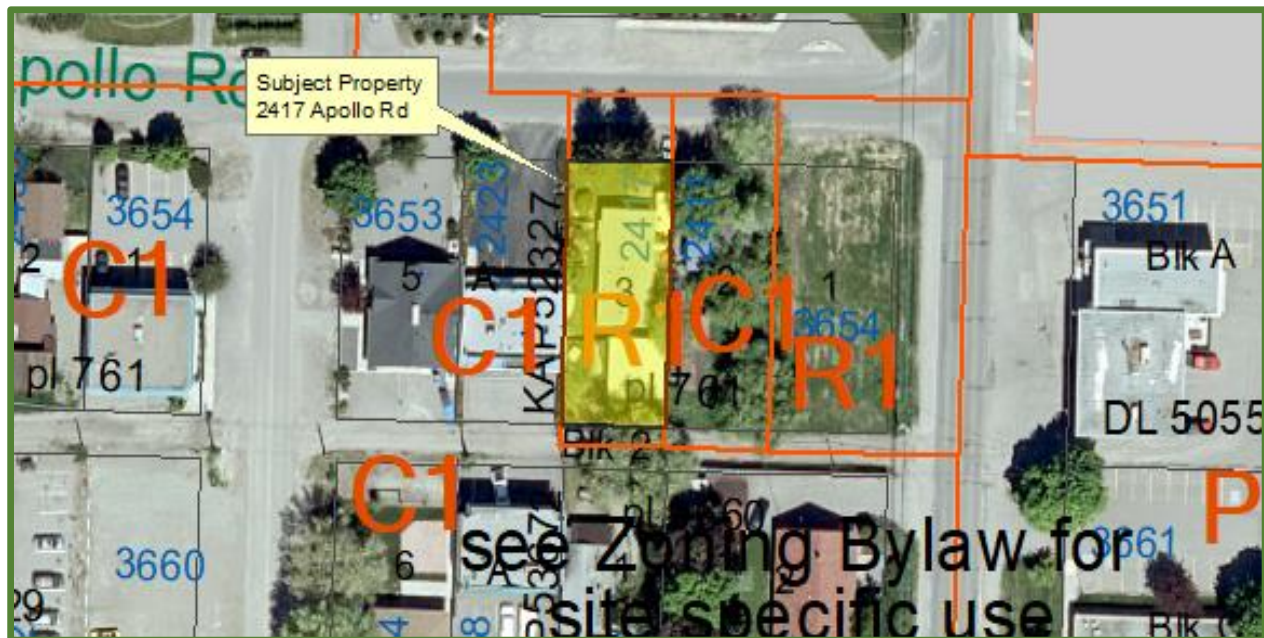
ADJACENT ZONING & LAND USES

North	^	Institutional and Assembly (P2)
East	>	Urban Centre Commercial (C1)
West	<	Urban Centre Commercial (C1)
South	v	Urban Centre Commercial (C1)

NEIGHBOURHOOD MAP



PROPERTY MAP



COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
July 14, 2020	THAT Council give first and second reading to City of West Kelowna Zoning Amendment Bylaw No. 0154.91 (File: Z 20-02); and THAT Council direct staff to schedule a public hearing for the proposed Zoning Amendment Bylaw	C181/20
August 25, 2020	Z 20-02; Zoning Amendment Bylaw No. 0154.91, 2020 (Public Hearing); 2417 Apollo Road	N/A
September 8, 2020	THAT Council give 3 rd reading to City of West Kelowna Zoning Amendment Bylaw No. 0154.91, 2020 (File Z 20-02); and THAT Council direct staff to schedule the bylaw for consideration of adoption following approval of the bylaw by the Ministry of Transportation and Infrastructure	C227/20

CONCLUSION

The zoning amendment bylaw received approval from the Ministry of Transportation and Infrastructure on September 16, 2020. All conditions established at 3rd reading have therefore been satisfied.

Alternate Motion:

Alternate 1 – Postpone Consideration

THAT Council postpone adoption City of West Kelowna Zoning Amendment Bylaw No. 0154.91, 2020 (File: Z 20-02).

Should Council postpone consideration of the proposed Amendment Bylaw, further direction to staff on how to proceed is requested.

Alternate 2 – Deny Application

THAT Council deny City of West Kelowna Zoning Amendment Bylaw No. 0154.91, 2020 (File: Z 20-02).

Should Council deny the proposal, the application will be closed in accordance with Development Application Procedures Bylaw No. 0260 and the applicant may re-apply after a period of six (6) months.

REVIEWED BY

Brent Magnan, Planning Manager

Mark Koch, Director of Development Services

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒

Attachments:

1. Zoning Amendment Bylaw No. 0154.91

CITY OF WEST KELOWNA

BYLAW NO. 0154.91

A BYLAW TO AMEND "ZONING BYLAW NO. 0154"

WHEREAS the Council of the City of West Kelowna desires to amend "CITY OF WEST KELOWNA ZONING BYLAW NO. 0154" under the provisions of the *Local Government Act*.

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

1. Title

This Bylaw may be cited as "CITY OF WEST KELOWNA ZONING AMENDMENT BYLAW No. 0154.91, 2020".

2. Amendments

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

- 2.1 By changing the zoning on Lot 3, Block 2, DL 486, ODYD, Plan 761 as shown on Schedule 'A' attached to and forming part of this bylaw from Single Detached Residential Zone (R1) to Urban Centre Commercial Zone (C1).
- 2.2 By depicting the change on "Zoning Bylaw No. 0154 Schedule B" (Zoning Bylaw map).

READ A FIRST AND SECOND TIME THIS 14TH DAY OF JULY, 2020

PUBLIC HEARING HELD THIS 25TH DAY OF AUGUST, 2020

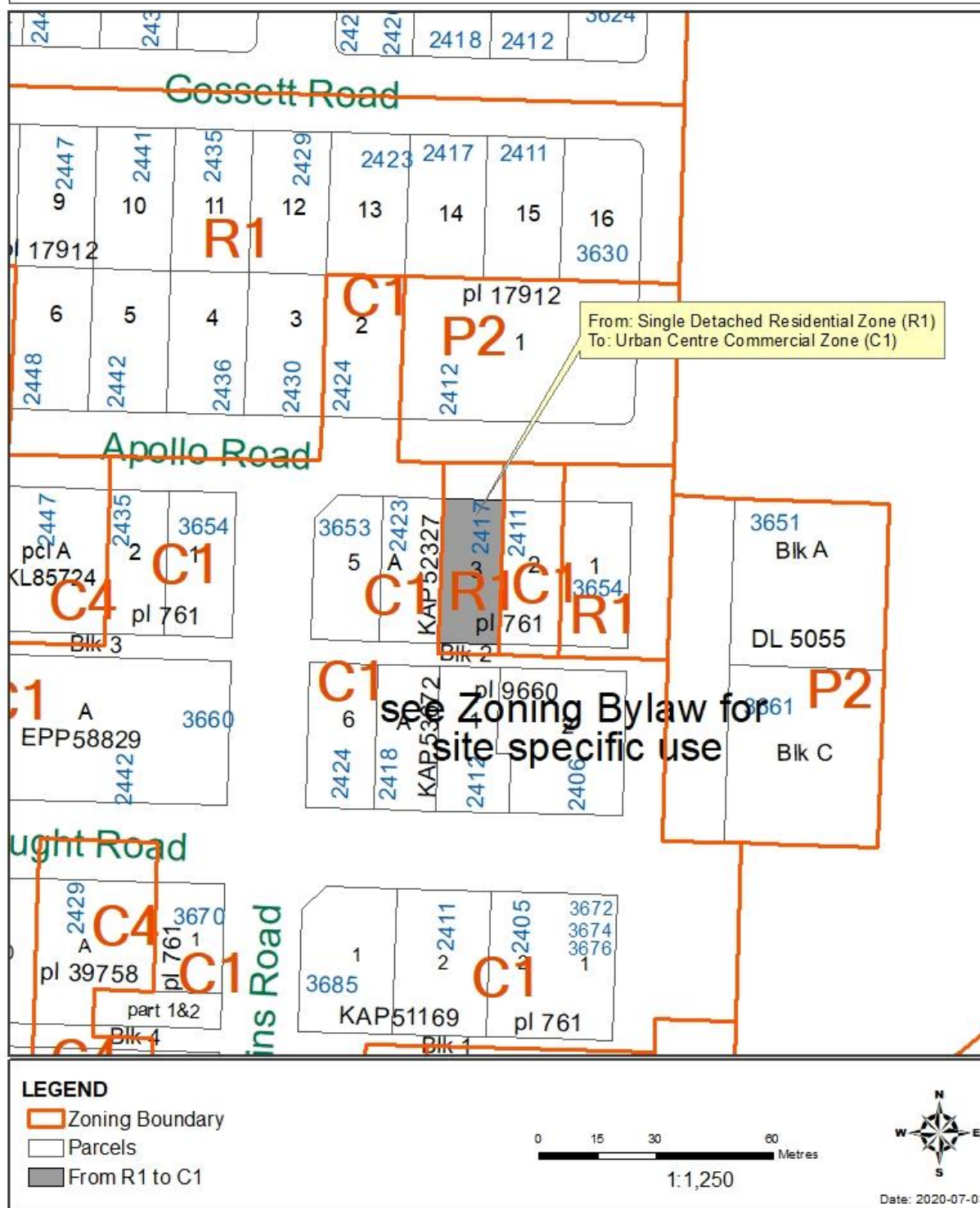
READ A THIRD TIME THIS 8TH DAY OF SEPTEMBER, 2020

APPROVED BY MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE THIS 16TH DAY OF SEPTEMBER, 2020

ADOPTED

MAYOR

CITY CLERK





COUNCIL REPORT

To: Paul Gipps, CAO

Date: October 13, 2020

From: Jayden Riley, Planner II

File No: DP 20-11

Subject: **DP 20-11; Commercial, Multiple Family and Intensive Residential Development Permit; 2417 Apollo Rd**

RECOMMENDATION

THAT Council authorize the issuance of a Development Permit (DP 20-11) to support a mixed commercial and residential building consisting of eight (8) residential units and 110 sq. m. of commercial space, located at 2417 Apollo Road, subject to conditions outlined in the attached Development Permit (*Attachment 1*), including submission of a landscape security in the amount of \$7,656.25.

STRATEGIC AREA(S) OF FOCUS

Economic Growth and Prosperity (Strategic Plan Priorities 2020-2022)

BACKGROUND

This application is requesting a commercial and multiple family and intensive residential development permit to support a mixed-use development, consisting of a three (3) storey building with 110 sq. m. of ground-level commercial space and two (2) storeys of residential above, each with four (4) units. This is a mirrored concept of a recently approved development permit (DP 20-03) for the adjacent property, 2411 Apollo Road (*Attachment 2, Figure 2*). This development permit application has been submitted concurrently with a rezoning application (File Z 20-02); therefore, consideration of this application is subject to rezoning approval.

PROPERTY DETAILS			
Address	2417 Apollo Road		
PID	012-083-992		
Folio	36412444.000		
Lot Size	566 sq. m.		
Owner	Elias and Kevin Ferreira	Agent	Randi Fox, Fox Architecture

Current Zoning	Single Detached Residential (R1)	Proposed Zoning	Urban Centre Commercial (C1)
Current OCP	Commercial	Proposed OCP	N/A
Current Use	Single Family Dwelling	Proposed Use	Mixes Use
Development Permit Areas	Commercial; Multiple Family and Intensive Residential		
Hazards	No		
Agricultural Land Reserve	No		

ADJACENT ZONING & LAND USES

North	^	Institutional and Assembly (P2)
East	>	Urban Centre Commercial (C1)
West	<	Urban Centre Commercial (C1)
South	v	Urban Centre Commercial (C1)

NEIGHBOURHOOD MAP



PROPERTY MAP



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 specific to form and character of a proposed mixed commercial and multiple family residential development.

DISCUSSION

Proposal

This application is seeking a Commercial, 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 m² 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. The proposal also includes Class I and II bicycle parking spaces for the 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: mirrored development concept

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 m² commercial spaces, with a lobby and garage at grade and two (2) 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 the second and third storeys, with a common corridor and stairwell to the lobby and main residential and commercial entrance, as well as 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 façade (*Attachment 2, Figure 3*). The east façade is designed to the zero lot line and intended to abut and mirror the development on the adjacent property, 2411 Apollo Rd (*Figure 2*). The west façade is stepped back from the property line and has articulated massing, decks, windows and planters that consider the adjacent property.

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 3*). A landscape security in the amount of \$7,656.25 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.

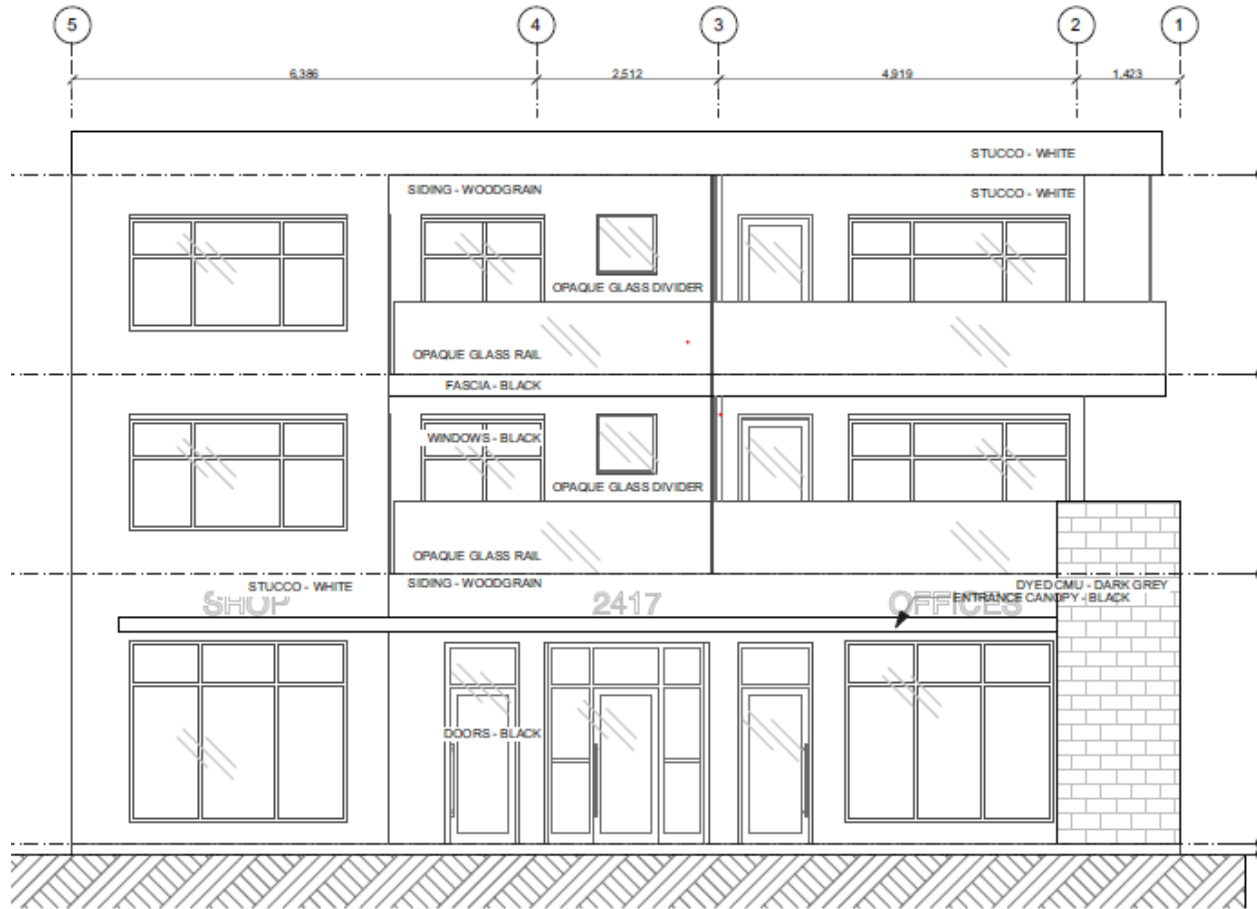


Figure 3: building details



Figure 4: building elevations (from Apollo Road)



Figure 5: building elevations (from south lane)

Zoning Bylaw No. 0154

Consideration of this application is subject to approval of a concurrent rezoning application (File: Z 20-02) that is proposing to rezone the subject property from Single Detached Residential (R1) to Urban Centre Commercial (C1).

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*.

As noted in *Table 1*, the C1 zone permits a zero interior parcel boundary setback; therefore, due to the intention to mirror the development (*Figure 2*), the proposal includes an expansive concrete wall at the interior lot line intended to abut the adjacent building (*Figures 2, 4 and 5, Attachment 2*).

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

Table 1: zoning analysis table

Parking:

As per S.4.12.2(a).2¹ and S 4.12.4(b)1² 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 2*). The cash in-lieu contribution permits 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.

¹ 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.

² 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.

Off Street Parking Requirements	Required (C1)	Proposed
8 x 1-bedroom units	8	7
Visitor	1	1
110 sq. m. of commercial (retail)	2	0
Total	11	8* (reduction of 2 spaces by cash in lieu and 1 space by bike lockers and showers)

Table 2: parking analysis

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, while also providing recommendations on site preparation, foundation design, and drainage. Further details regarding servicing will be reviewed at building permit.

CONCLUSION

Staff recommend that Council approve the development permit based on the following 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).

Alternate Motions:

Alternate Motion 1: Postpone Consideration of Development Permit DP 20-11

THAT Council postpone consideration of Development Permit (DP 20-11).

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.

Alternate Motion 2: Deny the Application

THAT Council deny Development Permit (DP 20-11).

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 BY

Brent Magnan, Planning Manager

Mark Koch, Director of Development Services

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☒ No ☐

Attachments:

1. Development Permit (DP 20-11)
2. Architectural Submission (site plan, elevations, renderings)
3. Landscape Plan



CITY OF WEST KELOWNA
DEVELOPMENT PERMIT
DP 20-11

To: Elias and Kevin Ferreira
 2265 East 25th 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 3, Block 2, DL 486, ODYD, PLAN 761
 (2417 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 12, 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 12, 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 12, 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 \$7,656.25.

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 20-11 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. _____ 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 20-11 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:

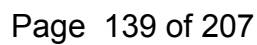
A. Architectural Drawings (site plan, elevations, building plans, renderings), drawing no. A-001, A-101, A-201-202, and A-901, prepared by Fox Architecture Inc., dated May 12, 2020.

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

H:\DEVELOPMENT SERVICES\PLANNING\3060 Development Permits\3060-20 Permits\2020\DP 20-11 2417 Apollo Rd\Permit_Security

Development Permit (File No. DP 20-11, 2417 Apollo Road)

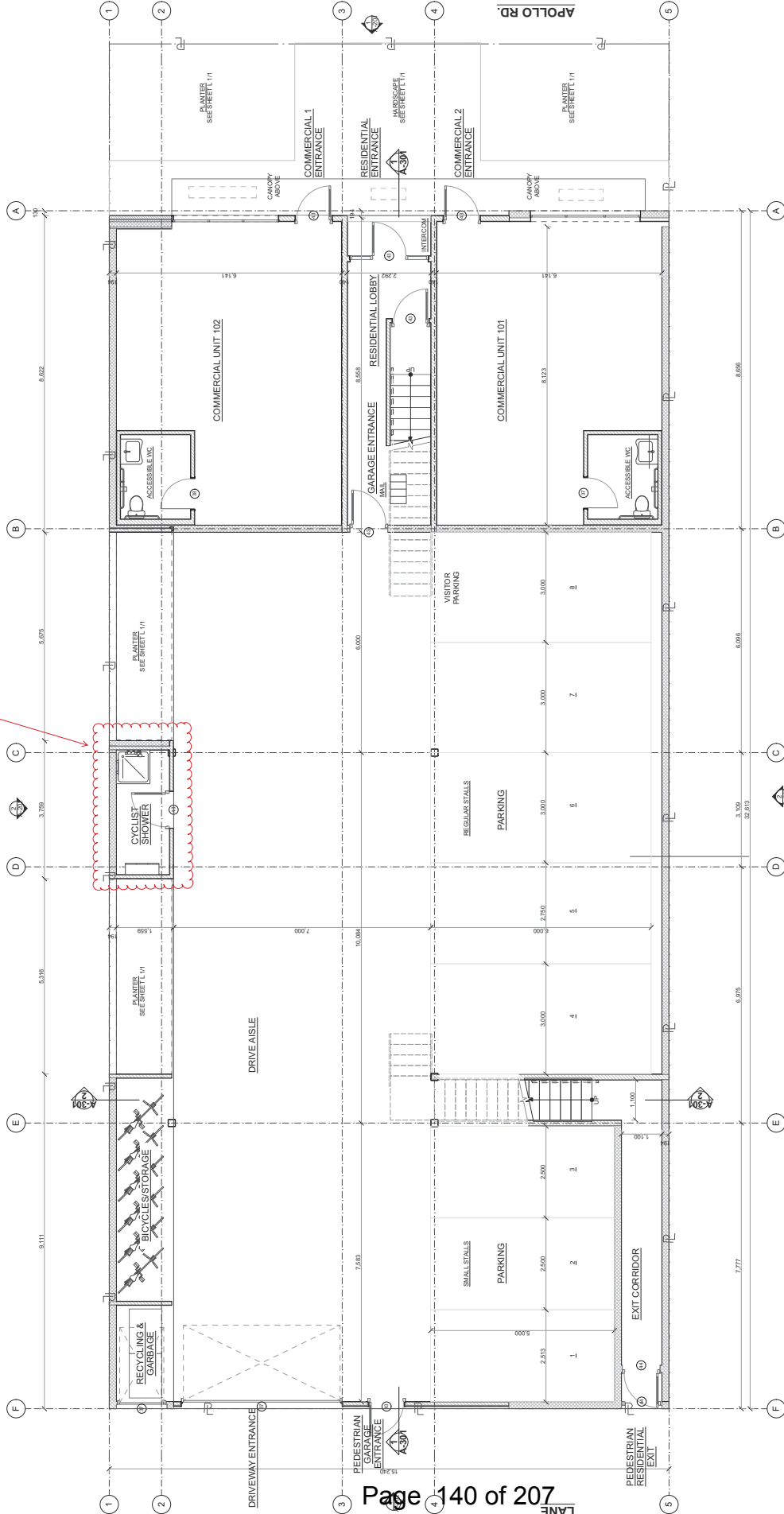
Page 2 of 2

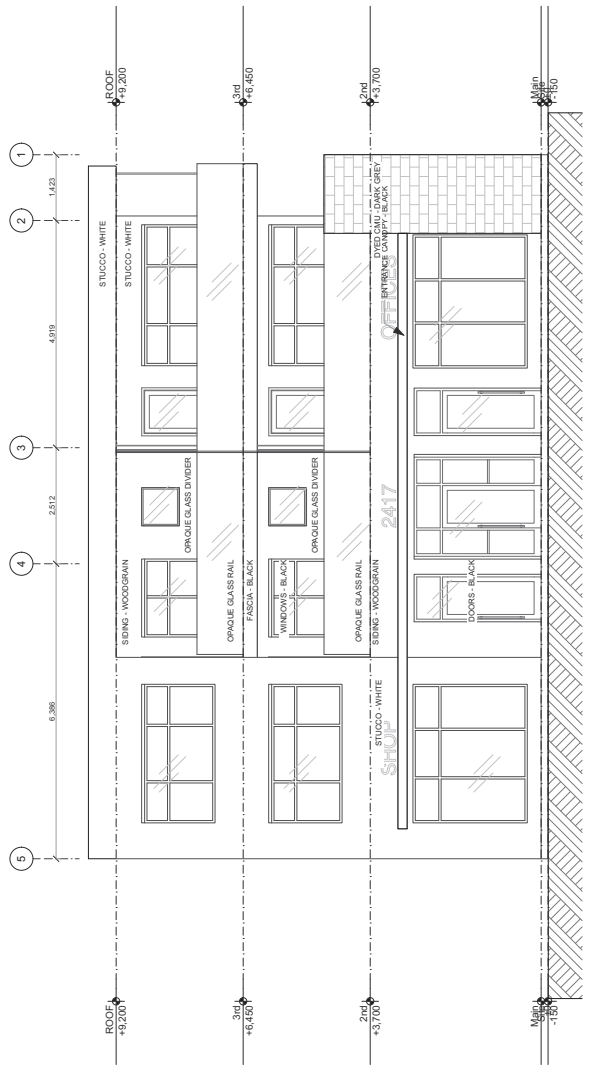




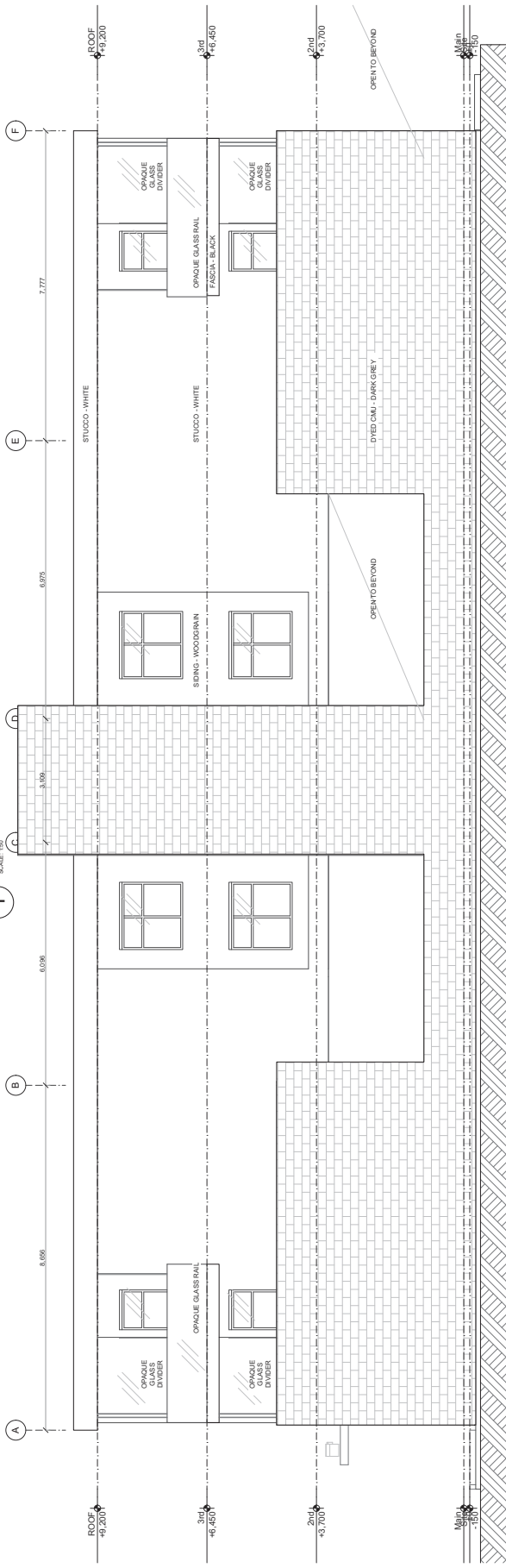
1 MAIN FLOOR PLAN

SCALE: 1/8"



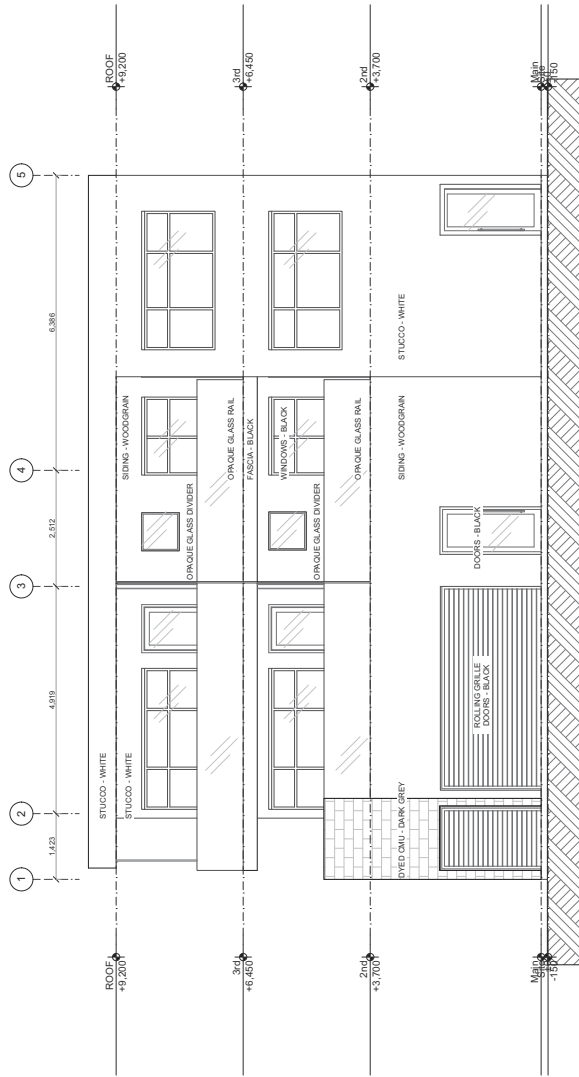


1 NORTH ELEVATION

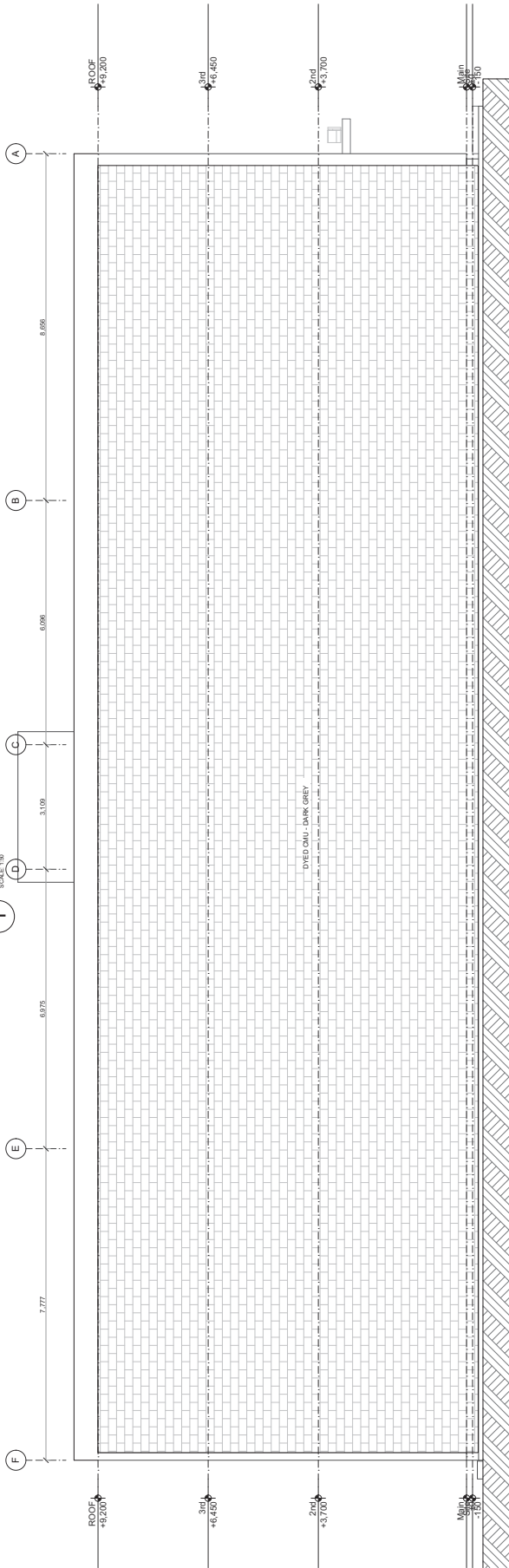


2 WEST ELEVATION

SCALE 1/8"



1 SOUTH ELEVATION



2 EAST ELEVATION



3 3/4 STREET VIEW



4 3/4 LANE VIEW



2 STREET VIEW



5 LANE VIEW



1 3/4 STREET VIEW



6 3/4 LANE VIEW




2 VIEW TO SW



1 VIEW TO SE

A-902	ISSUED FOR PERMITS & DP 05.12.20	
	3-D PHASE 2	
PRELIMINARY	Apollo Mixed-Use Phase 2	
	2417 Apollo Rd West Kelowna BC Lot 3, Blk 2, DL 486, ODYD Ptn 761	
20-032	510 West Ave Kelowna BC V1Y 4Z4 Foxarchitectural.ca 778.484.3696	FOX ARCHITECTURE SUSTAINABLE MODERN DESIGN

A-903	ISSUED FOR REZONE & DP 05.12.20	
	3-D PHASE 1 & PHASE 2	
PRELIMINARY	Apollo Mixed-Use Phase 2	
	2417 Apollo Rd West Kelowna BC Lot 3, Blk 2, DL 486, ODYD Pln 761	
	20-00-02	
510 West Ave Kelowna BC V1Y 4Z4 foxarchitectural.ca 778.484.3696		 <div>FOX ARCHITECTURE MODERN DESIGN SUSTAINABLE</div>



1 PHASE 1 & 2 VIEW TO SE



2 PHASE 1 & 2 VIEW TO SW



PROJECT TITLE
2417 APOLLO ROAD

DESIGNER
Vivian Kalamas, BC

DRAWING TITLE
**CONCEPTUAL
LANDSCAPE PLAN**

SHEET NO. / REVISION	
1	20.03.27
2	
3	
4	
5	

PROJECT INFO	
PROJECT NO.	200206
DESIGN BY	MA
DRAWN BY	YK
CHECKED BY	BB
DATE	04.07.2020
DATE	04.07.2020
DATE	24.08.20

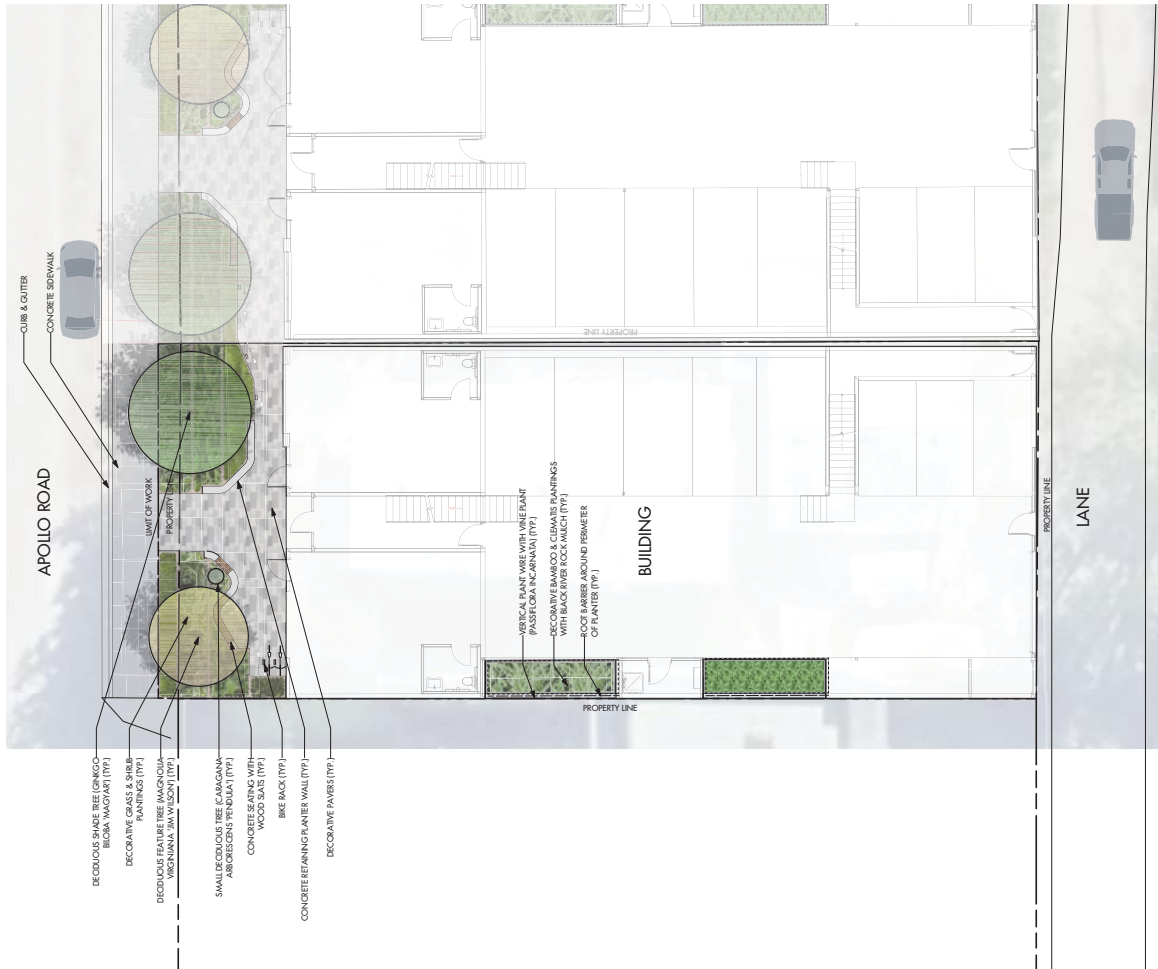
SCALE



DRAWING NUMBER

L1/1

ISSUED FOR REVIEW ONLY
This drawing is for review only and shall not be reproduced, stored, or
transmitted in any form or by any means.



NOTES

1. THIS DRAWING AND CONSTRUCTION METHODS SHALL MEET OR EXCEED CANADIAN LANDSCAPE NURSERY STANDARDS.
2. ALL SOFT LANDSCAPE AREAS SHALL BE WATERED BY A RUSTY AUTOMATIC IRRIGATION UNDERGROUND IRRIGATION SYSTEM.
3. TREE AND SHRUB BEDS TO BE GRESSED IN A MINIMUM 75mm DECORATIVE WOOD MULCH. LANDSCAPE FABRIC TO BE PLACED UNDERNEATH TREE AND SHRUB BEDS.
4. SHRUBBEDS TO RECEIVE A MINIMUM 45mm DEPTH TOPSOIL PLACEMENT. TREE BEDS 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
TREES		
CELESTIAL ARBORESCENS 'PRINCE OF WALES'	WEINER PLASHUB	1 3m CAL
GINKGO BILBA	GINKGO BILBA	1 6m CAL
MAGNOLIA VIRGINIANA 'JIM WILSON'	MOONFLOW SWEETBAY MAGNOLIA	1 6m CAL
SHRUBS		
ELIX GABRIA 'LUXURY' ARBORESCENS	ELIX GABRIA 'LUXURY' ARBORESCENS	21 400 COH / 75 AN O.C. SPACING
ELIX GABRIA 'LUXURY' ARBORESCENS	ELIX GABRIA 'LUXURY' ARBORESCENS	1 400 COH / 75 AN O.C. SPACING
PERENNIALS & GRASSES		
ASTRUM TUBIFLORUM	LADY FERNS	32 400 COH / 75 AN O.C. SPACING
FARGESIA NITIDA 'GREAT WALL'	GREAT WALL CLIMBING BAMBOO	4 400 COH / 75 AN O.C. SPACING
PERENNIALS & GRASSES	PERENNIALS & GRASSES	16 400 COH / 75 AN O.C. SPACING
NASSELLA TENUSMA	PERENNIALS & GRASSES	16 400 COH / 75 AN O.C. SPACING



OUTLAND DESIGN
LANDSCAPE ARCHITECTURE

March 27, 2020

2411 Apollo Road Mixed Use

C/o Fox Architecture

510 West Avenue

Kelowna, BC V1Y 4Z4

Attn: Randi Fox, Architect

Tel: (778) 484-3936

Email: rfox@foxarchitecture.ca

Re: 2411 Apollo Road— Preliminary Cost Estimate for Bonding

Dear Randi:

Please be advised of the following preliminary cost estimate for bonding of the proposed landscape works shown in the 2411 Apollo Road conceptual landscape plan dated 20.03.27;

- 60 square metres (646 square feet) of improvements = \$6,125.00

This preliminary cost estimate is inclusive of trees, shrubs, mulch, topsoil & irrigation.

You will be required to submit a performance bond to the City of West Kelowna in the amount of 125% of the preliminary cost estimate. Please do not hesitate to contact me with any questions about the landscape plan.

Best regards,

Fiona Barton, MBCSLA, CSLA

as per

Outland Design Landscape Architecture

303-590 KLO Road, Kelowna, BC, V1Y 7S2P 250.868.9270

outlanddesign.ca



COUNCIL REPORT

To: Paul Gipps, CAO

Date: October 13, 2020

From: Hailey Rilkoff, Planner II

Subject: **Temporary Expanded Service Area Authorization, LCRB Extension of Blanket Approval**

RECOMMENDATION

THAT Council support the extension of Temporary Expanded Service Area authorizations to October 31, 2021; and,

THAT Council direct staff to submit a letter of support to the Liquor and Cannabis Regulation Branch.

STRATEGIC AREA(S) OF FOCUS

Economic Growth and Prosperity

We support initiatives that promote the community's livability, local business growth, agriculture, wineries, natural beauty, amenities, rich culture, and other attributes that position West Kelowna as a place to live, invest, work and play.

BACKGROUND

In response to pandemic and reopening requirements for the hospitality sector, the Liquor and Cannabis Regulation Branch (LCRB) implemented an expedited process for LCRB licensees to temporarily expand their service area footprint until October 31, 2020. This was announced in Policy Directive 20-13 on May 22, 2020. On June 9, 2020, Council provided a blanket pre-approval for all applications to the LCRB for these expansions (*Attachment 1*).

Temporary Expanded Service Areas allow licensees of food primary, liquor primary, and manufacturing establishments to comply with requirements under the Public Health officer, primarily related to physical distancing.

DISCUSSION

Temporary Expanded Service Area, Extension

In an effort to continue to support the hospitality industry in maintaining their operations through BC's Restart Plan and within the orders and guidelines of the Provincial Health Officer related to the COVID-19 pandemic, the LCRB recently announced an extension of Temporary Expanded Service Areas until October 31, 2021 (*Attachment 2*). The LCRB is now reaching out to local governments who have establishments with approved expanded areas to confirm support for the extension to October 31, 2021. Local governments have until October 16, 2020 to confirm their position.

If the City is supportive of the extension, staff will prepare a letter of support to submit to the LCRB.

Local Authorizations

To date, six (6) West Kelowna licensees have taken advantage and received approval for a Temporary Expanded Service Area. These licensees are:

- Grizzli Winery
- Frind Estate Winery
- Ciao Bella Winery
- Kalala Organic Estate Winery
- Black Swift Vineyards
- The Hatch

Figure 1 shows an example of a floor plan submitted by Grizzli Winery for their expanded service area. The yellow area shows the proposed service area expansion, while the light green area shows their regular service area.

Through the Bylaw Department's proactive inspections for COVID-19 compliance, all six businesses have been confirmed to be following the Provincial Health Officer's requirements. West Kelowna RCMP have not noticed any significant increase in calls for service related to these locations.

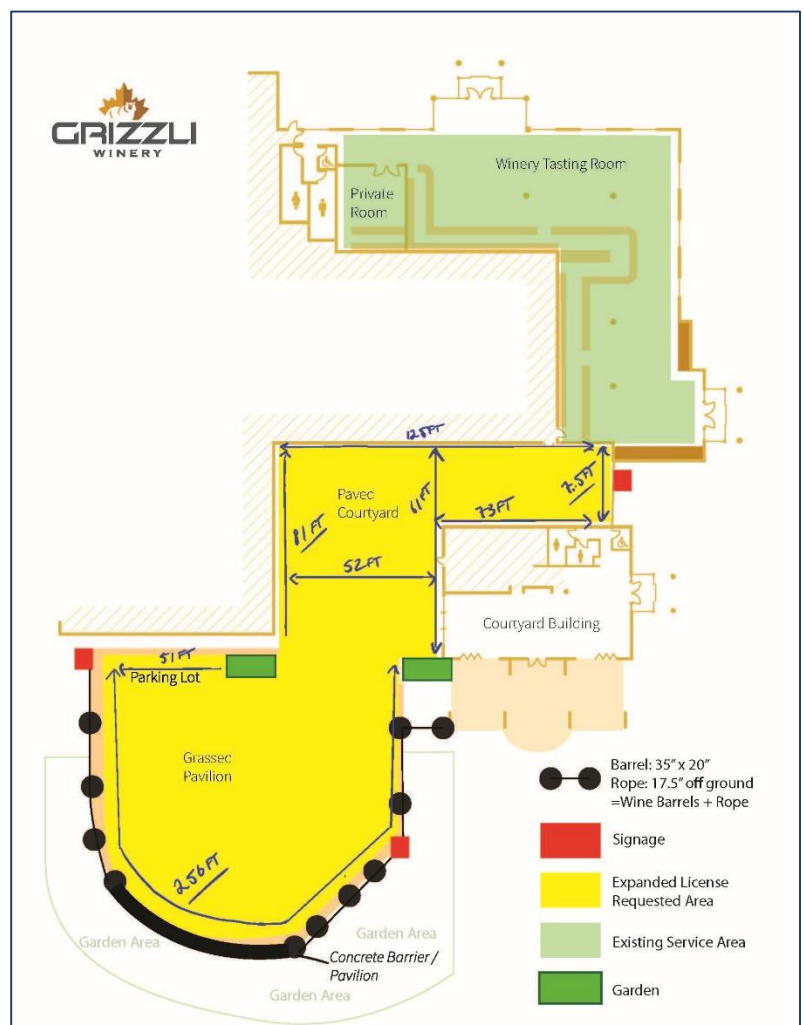


Figure 1 - Grizzli Winery - Temporary Expanded Service Area Floor Plan

Licensees with existing authorizations will be not need to apply for an extension. Licensees applying for new authorizations will be able to utilize the expedited online application through the LCRB. When an authorization for an expanded area is given, licensees are responsible for ensuring they remain in compliance with all applicable laws, bylaws and regulations.

COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
June 9, 2020	THAT Council provide pre-approval for all liquor primary and manufacture establishments in West Kelowna who apply for an expanded service area in accordance with the LCRB Policy 20-13.	C154/20

CONCLUSION

Staff recommend Council support the LCRB's extension of Temporary Expanded Service Areas until October 31, 2021 to support West Kelowna licensees with complying with the Provincial Health Officer's orders and guidelines related to the COVID-19 pandemic. By continuing to provide blanket pre-approval for these applications, the City can assist operators to ensure the safety of their employees and visitors while remaining open and contributing to the local economy.

Alternate Motion:

THAT Council not support the extension of Temporary Expanded Service Area authorizations to October 31, 2021; and

THAT Council require staff to review and approve all individual requests for liquor primary and manufacturer expansions prior to licensees submitting their applications to the LCRB.

REVIEWED BY

Brent Magnan, Planning Manager

Mark Koch, Director of Development Services

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒

Attachments:

1. Staff Report from June 9, 2020
2. LCRB Policy Directive 20-26 Temporary Expanded Service Area, extension



COUNCIL REPORT

To: Paul Gipps, CAO

Date: June 9, 2020

From: Chris Oliver, Planner III

Subject: **Temporary Expanded Service Area Authorization, LCRB Blanket Approval**

RECOMMENDATION

THAT Council provide pre-approval for all liquor primary and manufacture establishments in West Kelowna who apply for an expanded service area in accordance with the LCRB Policy 20-13.

STRATEGIC AREA OF FOCUS

Economic Growth and Prosperity

We support initiatives that promote the community's livability, local business growth, agriculture, wineries, natural beauty, amenities, rich culture, and other attributes that position West Kelowna as a place to live, invest, work and play.

BACKGROUND

The Liquor Control and Regulation Branch (LCRB) is aware of the significant ramifications the pandemic has had on B.C.'s hospitality sector and we understand that with reopening efforts underway, it is critical that licensees are supported in their needs to adhere to Provincial Health Officer's (PHO) direction and recommendations as they aim to resume operations.

As such, the LCRB has announced Policy Directive 20-13 (Attachment 1) that permits food primary, liquor primary and manufacturing licensees to temporarily expand their service area footprint until October 31, 2020.

Helping licensees increase their service area will allow them to decrease the density of patrons in their establishments and to continue to serve patrons while complying with PHO orders and guidelines regarding physical distancing.

To support this directive, the LCRB has implemented an expedited process for the authorization of temporary expansions to service areas. These temporary authorizations will be focused on expanding licensee service areas only and will not increase currently approved person/patron capacities or occupant loads. This will allow the LCRB to expedite approvals while mitigating any public safety risks or local government requirements. Licensees will still be subject to any PHO orders requiring reduced occupancy loads and must also comply with all local bylaws and health and fire regulations.

Liquor Primary and Manufacturing Licenses Process

The LCRB has identified that local governments may want applications in their jurisdiction approved as soon as possible, while others may want an opportunity to review individual applications more extensively. Therefore, the LCRB is offering the following two options for local government input into the temporary authorization application process for liquor primary (bar, club, etc.) and manufacturer (brewery, winery, cidery, etc.) licensees:

1. Local governments may provide one pre-approval to cover all liquor primary and manufacturer establishments within their jurisdiction who may apply for an expanded service area (Recommended Motion).

Considerations:

- Enable the fastest processing of applications.
- Streamlines processes for operators facing numerous regulatory requirements from COVID.
- Applicants are required to meet all bylaw requirements and will be required to disclose that they have met all local government requirements when applying.
- The City would receive notice when the expanded service area is authorized by the LCRB.

The LCRB will not require evidence from licensees ensuring they have appropriate permissions (including the use of publicly owned spaces like parking lots, sidewalks, etc.) from local governments, if their local government has selected the blanket-approval approach. It is the responsibility of the licensee to ensure they abide by all local bylaws and acquire any necessary permits. As part of the blanket approval process all applicants will be required to affirm through an online disclosure that they have met all local government requirements. If an applicant was in contravention to a Bylaw requirement, the City would have the ability to work with the applicant to rectify the issue.

2. Local governments may choose to review and approve all individual requests for liquor primary and manufacturer expansions prior to licensees submitting their applications to the LCRB (Alternate Motion).

Considerations:

- Increase the time required for businesses to begin operating their expanded areas.
- The City would have the ability to determine what information is required from applicants seeking our approval, and we would have the ability to withhold approval there are concerns.
- If the City approves the application, we would provide written approval directly to the applicant. The applicant will be required to include this information with their application to the LCRB.
- The City would receive notice when an expanded service area is authorized by the LCRB.

Other Application Processes

Since food primary (restaurant) establishments are not required to obtain prior local government approval to expand their service areas, the LCRB will continue to process food primary requests for expanded service areas without requiring local government approval. Food primary licensees are also responsible for following all local bylaws and for obtaining any permits as required by their local government (e.g., encroachment agreement). The City will receive notice when an expanded food primary service area is approved by the LCRB.

CONCLUSION

By providing a blanket pre-approval we are streamlining processes for existing operators in our community to meet PHO requirements. Removing one additional hurdle amongst the numerous safety requirements that ensure residents and visitors are safe will allow business to reopen, hire staff, and continue to contribute to our communities economy.

Alternate Motion:

THAT Council require staff to review and approve all individual requests for liquor primary and manufacturer expansions prior to licensees submitting their applications to the LCRB.

REVIEWED BY

Brent Magnan, Planning Manager

Mark Koch, Director of Development Services

Tracey Batten, Deputy CAO/Corporate Officer

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☒ No ☐

Attachments:

1. LCRB Policy 20-13 Temporary Expanded Service Area Authorization

Date: September 18, 2020

To: All Licensees
All LCRB Staff
All Industry Associations
All local government, First Nations and police agencies

Re: **Temporary Expanded Service Area, extension**

Current Policy

Under the Liquor Control and Licensing Regulation (LCLR), s.109.1, the General Manager (GM) of the Liquor and Cannabis Regulation Branch (LCRB) may issue a Temporary Expanded Service Area (TESA) authorization to Food Primary, Liquor Primary, and Manufacturer licensees.

Under LCLR, s. 109.4 all TESA authorizations expire at the end of the day on October 31, 2020. Further, under LCLR s. 109.5, the TESA provisions in the LCLR will be repealed on October 31, 2020.

See Policy Directive 20-13 for further information.

New Policy

In light of the ongoing COVID-19 pandemic, the Province's March 2020 declaration of a state of emergency and the Provincial Health Officer's (PHO) March 2020 declaration of a public health emergency, this time-limited measure is being amended to support the PHO's direction and recommendations.

The TESA provisions in the LCLR will now expire on **October 31, 2021**. Licensees may apply for new TESA authorizations up to this date.

The GM's authority to extend existing approved TESA authorizations up to this date, without first requiring the licensee to make an application, has also been made explicit.

The LCRB is reaching out to local authorities with approved TESAs in their jurisdiction to confirm their support for extending the TESAs to October 31, 2021. To limit the risk of disruptions in service, local authorities must confirm their position with the LCRB by October 16, 2020.

If concerns related to public safety and public interest are raised regarding the TESA authorizations or the operation of particular TESAs, the LCRB will work with licensees and local authorities to ensure TESAs operate in a manner that balances the interests of licensees, municipalities and the general public.

If the local authority is supportive, the LCRB will reissue authorization letters to licensees with existing TESAs in that jurisdiction prior to October 31, 2020. The new authorization letter will provide an extended expiry date of the TESA. Unless a new authorization letter has been issued, the existing TESA will expire on October 31, 2020.

Licensees will not need to apply to the LCRB for an extension, and there will be no fee charged.

All other requirements relating to TESA authorizations remain the same. To meet the intent of this temporary authorization, licensees will not be permitted to increase or exceed their currently approved person/patron capacities or occupant loads. All means of access to the service area must also be supervised to the satisfaction of the GM. Finally, licensees must comply with all local bylaws and health and fire regulations.

Approved TESAs must be in compliance with local bylaws and requirements. If the local authority bylaws or requirements change and prevent the operation of TESAs in that jurisdiction, the local authority should advise the LCRB.

For licensees who are applying for new TESA authorizations, an expedited online application is available at no charge. Please check our website for a link to the application.

Explanation

The new policy is provided in the context of the provincial state of emergency and public health emergency related to the COVID-19 pandemic. Extending TESA authorizations, which increase the size of existing service areas, is expected to support licensees in complying with requirements under the PHO and recommendations, in particular with respect to social/physical distancing.

Further Information

Further information regarding liquor and cannabis regulation and licensing in British Columbia is available on the Liquor and Cannabis Regulation Branch website at <http://www.gov.bc.ca/liquorregulationandlicensing>

If you have any questions regarding these changes, please contact the Liquor and Cannabis Regulation Branch toll free in Canada at 1-866-209-2111 or 250 952-5787 if calling from the Victoria area.

Disclaimer

This communication is intended to be used only for general informational purposes and may not apply to all situations. This communication does not constitute legal advice nor is it a comprehensive statement of the legal obligations that arise under the Liquor Control and Licensing Act, regulations, or any other applicable laws. When interpreting and applying the information contained in this communication, you are encouraged to seek specific advice from your professional advisors as appropriate in the circumstances.

Original signed by
Mary Sue Maloughney,
Assistant Deputy Minister and General Manager



INFORMATION ONLY COUNCIL REPORT

To: Paul Gipps, CAO

Date: October 13, 2020

From: Stirling Scory, Planner II – Long Range

File No: P20-06

Subject: **Corporate Climate Action Update – CARIP Report 2019**

STRATEGIC AREA(S) OF FOCUS

Foster Safety and Well-Being – This term, Council will direct resources to support the following priority: Fostering a culture of environmental stewardship, including review of the climate action charter.

Invest In Infrastructure – We will invest in annual capital programs that maintain core assets, extend sidewalk and active transportation networks, improve roadways, provide parks and recreation opportunities, and support numerous other infrastructure needs.

BACKGROUND

In 2007, the Province announced plans to take actions in an effort to reduce the effects of anthropogenic caused climate change through the *B.C. Climate Action Charter* (the *Charter*); a non-binding, voluntary agreement between the Union of B.C. Municipalities and local governments. In 2008, the City of West Kelowna became a signatory of the *Charter*.

The *Charter* requires all signatories to complete an annual report detailing the initiatives taken to reduce their greenhouse gas (GHG) emissions with respect to corporate and community wide actions, and the total corporate emissions emitted. This report intends to provide an update to the Corporate Initiatives Climate Action Update for 2018, a report presented to Council in April, 2020.

Legislative Requirements

As a signatory to the *B.C. Climate Action Charter*, the City of West Kelowna has made the commitment to the following objectives:

- Become corporate carbon neutral by 2012;
- Measure and report, annually, the community's GHG emissions; and
- Create complete, compact, and a more energy efficient community.

Additionally, as part of the reporting requirements the City is required to:

- Measure and report, annually, the City's emissions (corporate and contracted);

- Report, annually to the Province, the steps taken to reduce GHG emissions (corporate and community initiatives), and the progress made to become carbon-neutral, with a commitment to achieve corporate carbon-neutrality by 2012; and
- Make public a summary of the GHG emissions and initiatives undertaken by the City.

These requirements are included through the completion of the annual Climate Action Revenue Incentive Program (CARIP). The CARIP is a conditional grant program that offers funding to qualified *Charter* signatories with the equivalent of 100 percent of the carbon taxes they pay directly for that year. The intent of the grant program is to support local governments in meeting their *Charter* commitments and in becoming more sustainable through the reduction of greenhouse gas emissions and sustainable community design and investment.

Policy Review

Official Community Plan Bylaw No. 0100

The City's Official Community Plan (OCP) contains policies specific to climate action and emissions management; however, these policies are divided between community wide initiatives and those specific to corporate initiatives. With respect to policies that regulate corporate emissions, in *Section 3.7.4* (Energy and Emissions), the following apply:

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

Discussion

As required by the *Charter*, the City has completed a CARIP report for 2019. For the purposes of reporting, emissions are measured in tonnes of carbon-dioxide equivalent (CO₂ e). This conversion is done to account for the differences in fuel and energy used.

In 2019, the City had a surplus of 2225 tonnes of CO₂ e. interestingly, between 2018 and 2019 there was a decrease of 129 CO₂ e. However, between 2014 and 2019 the City had a total net increase of 138 tonnes of CO₂ e. Year to year the City has typically had an increase in the total emissions, spread across the four identified sources (Fleets, General Facilities, Recreation Centre, and Infrastructure). A summary of the data is in Figure 1.

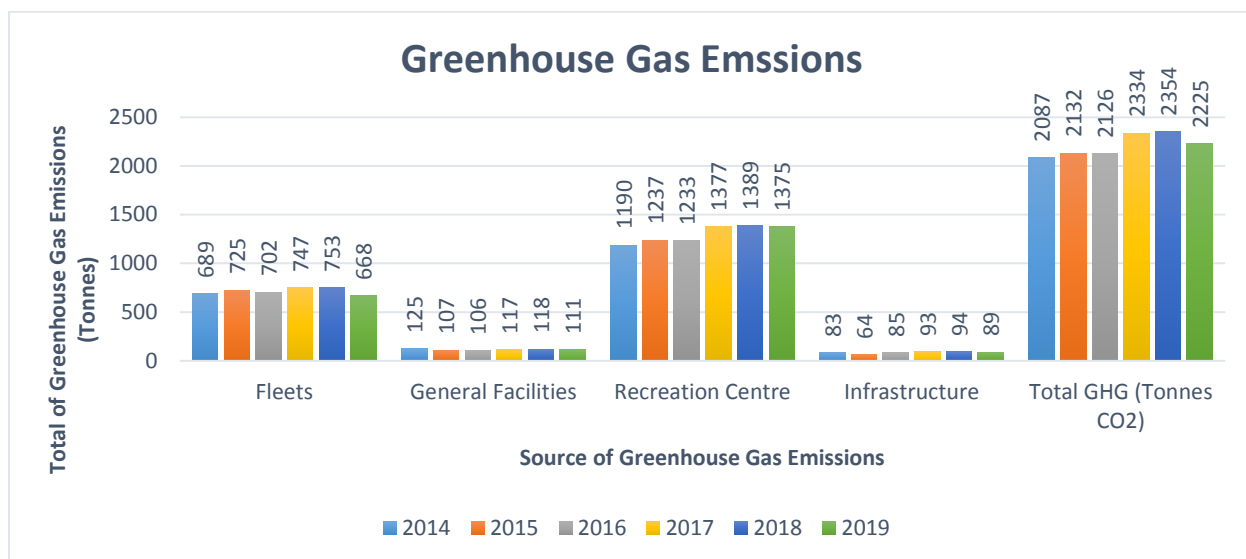


Figure 1 - Greenhouse Gas Emissions

The source for the decline in the City's emissions may be attributed to several factors, one of which is the switch from diesel to liquid natural gas (LNG) for the vehicles used to collect solid waste in West Kelowna. Another factor is the use and demand of services and amenities. Year to year the use of infrastructure and public amenities can vary, so too does the maintenance required to operate and maintain our infrastructure and public facilities. These variations can result in an overall increase or decrease in the amount of fuel and energy consumed each year. However, generally as a community grows it should be expected that there will be increased demand for additional services and public facilities, which will result in a net increase in emissions. Where possible, emissions may be reduced through adaptation, as evidenced by the change from diesel to LNG. Figure 2 below shows a comparison of contracted and corporate services.

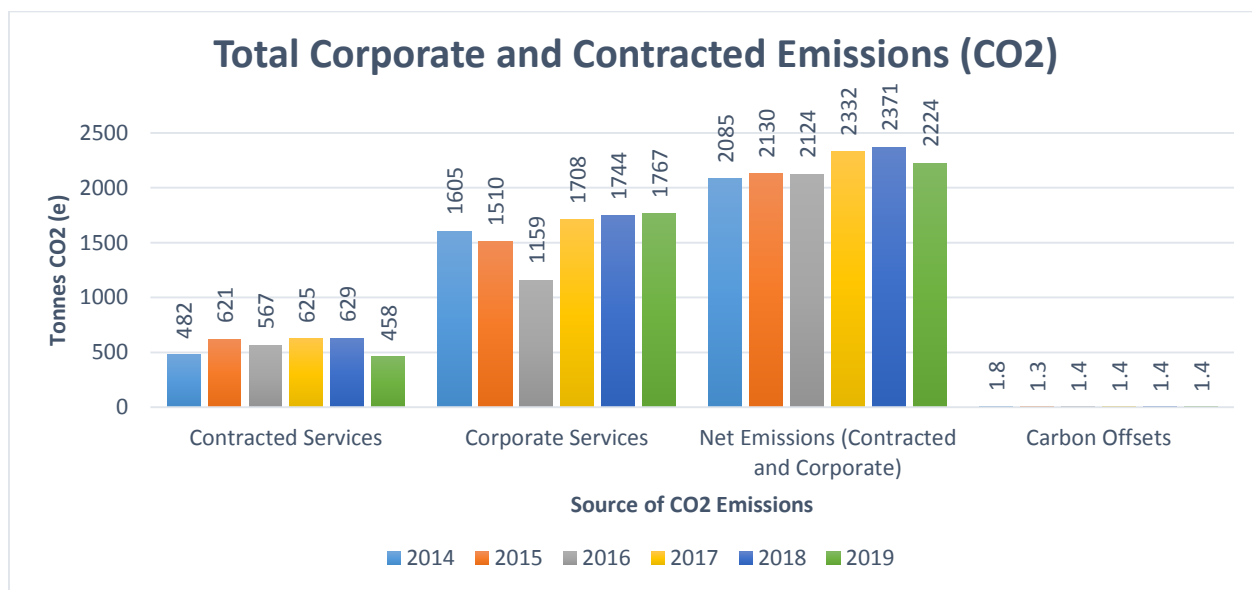


Figure 2 - Total Corporate and Contracted Emissions (CO2 e)

In addition to calculating the amount of CO₂e, the CARIP report requires that a calculation be done for the total energy consumed, which is represented in gigajoules (GJ). A GJ is a measure of energy that is capable of representing the various sources of fuel and electricity used to provide corporate and contracted services. For reference, one GJ is equivalent to approximately 25 – 30 liters of diesel or gasoline, or the amount of electricity that is required to operate a house for approximately 10 days. Diesel, gasoline, and liquid natural gas burn at different rates, and therefore vary in efficiency. This can explain why the reduction in diesel and the increase in LNG resulted in a net decrease in CO₂e, because it is a relatively ‘cleaner’ source of energy when compared to traditional fuels. The adoption of ‘cleaner’ fuel sources may continue to decrease the City’s corporate emissions; however, this will be dependent largely on the type of fuel, and the rate of growth in the community. Figure 3 below shows an overview of the amount of energy used, and Figure 4 shows total energy spending.

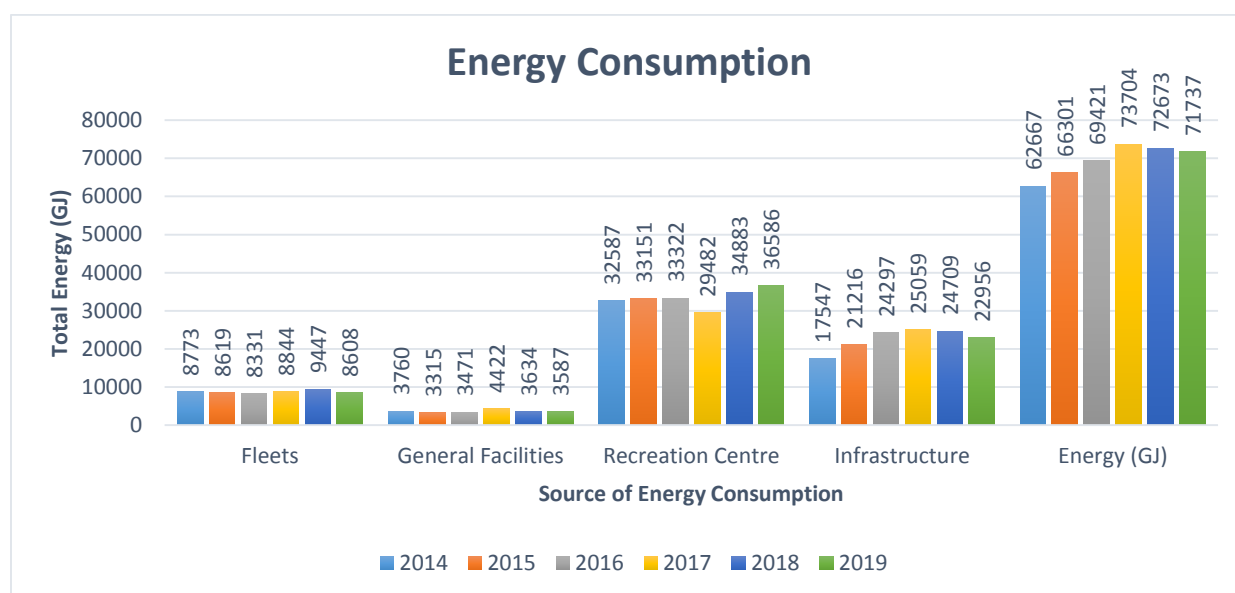


Figure 3 - Energy Consumption

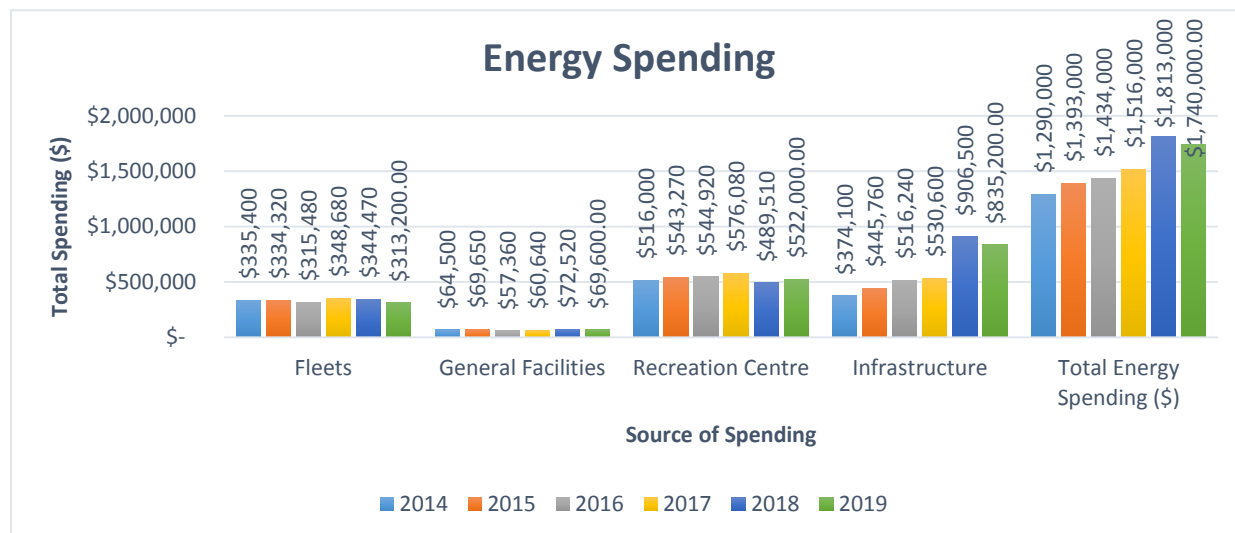


Figure 4 - Total Energy Spending

Conclusion

To meet the objectives of the *Charter* will require a focused commitment, clear actions, and obtainable objectives in order to measure progress moving forward. As a community we will need to identify what best practices best suit our community in meeting the *Charter's* commitments. The joint Provincial-Union of British Columbia Municipalities Committee recognizes 4 levels of actions with respect to meeting the objectives of the *Charter*. The City was self-observed to have completed the necessary actions and taken initiatives to be awarded: Level 3 – Accelerating Progress on Charter Commitments, where Level 4 is to have satisfied the needs to meet corporate carbon emissions neutrality. Additional information on the initiatives undertaken by the City may be found in Attachment 1 – CARIP Public Report 2019.

Climate Action Plan

To continue to progress towards our *Charter* commitment in the future, Council may consider adopting a climate action plan, to establish short and long-term objectives for the future, and an investment strategy that may make these actions a reality. Climate Action Plans intend to address climate related challenges specific to a community which typically covers a range of areas, including integrated infrastructure design, land use planning, community and urban design, and community planning. Traditionally, climate action plans have been created with the intent of providing recommendations and a future vision for the entire community, and while useful, may miss the specific objectives the City must meet with respect to the *Charter*. Therefore, Council may consider doing two separate climate action plans:

- 1) A corporate climate action plan which could focus specifically on meeting the *Charter's* objectives with respect to the City's corporate emissions, and
- 2) A community climate action plan which would meet the community wide objectives with respect to climate change adaptation.

By separating the plans Council may have more success in clearly identifying potential projects and objectives for the future, and in measuring their progress towards their completion for both the City's objectives, and of the community's. The added benefit of separating the plans is that Council may directly control corporate decisions with respect to budget and spending, whereas a community wide plan will require the input from the community through the consultation process.

Collaboration and Partnership

Council may also consider opportunities for partnership and collaboration with Peachland, Kelowna, and Westbank First Nation through resource, skill, and data sharing. The collection of resources could be used to inform future land use decisions, community investment, and collaboration opportunities with respect to climate planning and adaptation. Council may consider investment in a district energy station as a potential project for partnership.

Carbon Offsets

Council may also consider carbon offsets, as a way to temporarily reduce emissions until a formalized plan may be established. Purchasing carbon offsets remains a popular choice amongst City's and businesses as a way of reducing their carbon footprint; however, it will not address the root cause: the release of GHG emissions. Furthermore, as a municipality grows, there will need to be a greater investment to offset the increase in emissions.

FINANCIAL IMPLICATIONS

Currently the completion of the annual CARIP report falls within core work. If Council were to consider doing a climate action plan, it may require existing staff resources be adjusted and priorities changed to accommodate the completion of the project, i.e. the Official Community Plan Update. Alternatively, Council may consider budgeting for an additional staff and/or contract position capable of completing this work and other work as required to satisfy the Council Priorities.

REVIEWED BY

Brent Magnan, Planning Manager

Mark Koch, Director of Development Services

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

PowerPoint: Yes ☒ No ☐

Attachments:

Attachment 1 – CARIP Public Report 2019

City of West Kelowna Climate Action Update – 2019

Climate Action Revenue Incentive Program

This is an update to the 2018 Climate Action Revenue Incentive Program (CARIP) public report. The CARIP report is a requirement of all BC municipalities that have become signatories to the BC Climate Action Charter (the Charter), and provides a means of tracking the progress a municipality has taken in meeting their commitment to reducing their Greenhouse Gas (GHG) emissions, and in adapting to climate change. The CARIP report is also part of a grant program that provides local governments an amount equal to the carbon taxes that the municipality paid directly in support of their operations. To qualify, the local government must be a signatory to the Charter and must meet or be on track to meet the objectives of the Charter.

BC Climate Action Charter: Our Commitment

The BC Climate Action Charter is a voluntary agreement between the B.C. government, the Union of B.C. Municipalities, and each of the local governments that are signatories to the Charter. The Charter was launched in 2007 at the Union of B.C. Municipalities Convention, under Premier Gordon Campbell, and in 2008 the District of West Kelowna signed the Charter. As a signatory of the Charter, it is a requirement to:

1. Become corporate carbon neutral;
2. Measure and report on the community's GHG emissions; and
3. Create complete, compact, and energy-efficient rural and urban communities.

Additionally, as part of the reporting requirements the City is required to report the following:

1. Submit a carbon tax calculation form or signed attestation form;
2. Create and make public a report detailing the initiatives taken by the City (community and corporate), and the emissions released; and
3. Submit the CARIP survey to the Province of British Columbia.

It is also required of each signatory that they share a common understanding of the significance of GHG emissions and climate change, and the current scientific literature. This is to ensure that each signatory is aware of the impacts and potential outcomes of anthropogenic caused climate change, and the reason for meeting the objectives of the Charter.

In addition to our commitment to satisfying the objectives of the Charter, we must also meet the objectives and policies of our Official Community Plan (OCP). The OCP is a blueprint for our community and is responsible for directing land use, growth, and development in our community. A summary of Section 3.7.4 (Energy and Emissions Policies) of the West Kelowna OCP is as follows:

1. Overall targets for **GHG** emissions reduction should reflect provincial targets, and achieve:
 - a. A 33% reduction in GHG emissions by 2020 from 2007 levels; and
 - b. An 80% reduction in GHG emissions by 2050 from 2007 levels.
2. Support and maintain an active staff-based Climate Action Committee.
3. Collaborate with and support partners that raise awareness and provide education on energy and emissions to local businesses, residents and other organizations in the community.
4. Continue to support and participate in a regional air quality program.

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

Climate Change

Our world is changing. As we continue to progress as a society, our demand for resources, products and services also increases, and so too does our impact on the planet. Through the combination of resource extraction and harvesting, terrestrial and marine food production, and transportation and development, we have dramatically changed the earth. While these things are now an essential everyday part of life, these demands have put increased stresses on our planet's environment and ecosystems, and we are reaching a critical point.

In 2018, the Intergovernmental Panel on Climate Change (IPCC) released a document that provided evidence that the earth's global average temperature would rise by 1.5°C, and that if we were to continue as is, that that this would happen within the century. We must now decide how to move forward. While acknowledging that we as society will continue to advance and our technologies will become more environmentally friendly, we must be conscious of the impacts we have on our planet now and into the future. For decades scientists worldwide have warned of the potential impacts that the emission of GHGs could have. Their warning? That if we continue as is, our actions will change the climate of our planet at a rate faster than our planet and its ecosystems can adapt to. The expected outcome? Increased severity and frequency of storm events which will cause droughts and flooding in areas of the world; a general warming of the planet which will cause sea level rise, coastal flooding, and increased stress on terrestrial and marine ecosystems; and impacts to the health and livelihood of the world's vulnerable and at risk population, including those that are very young and old and those that are impoverished.

Weather and Climate: What is the difference?

Climate and weather are two terms that are used commonly and often interchangeably; however, they mean very different things. The term weather is used to define the observation and measurement of the day-to-day state of the atmosphere, and is reported in intervals of minutes, days, and weeks. Weather encompasses temperature, visibility, wind, humidity, and precipitation and is often the focus of attention for our day to day lives. Weather forecasts try to answer questions like, *what is the weather going to be like in West Kelowna tomorrow?*

The term climate is used to define the observation and measurement of weather, but does so at intervals of years, decades, centuries, millennia, and even millions of years. Climate is the measurement of weather in an area over time. Climate science is used to indicate changes in historic weather patterns and in a region, this analysis can provide evidence of changing climactic conditions. Climate predictions try to ask questions like, *will the temperature in the Central Okanagan be warmer in 50 or 100 years time? If so, what impacts will this have?*

History of Climate Action

The earliest efforts to combat anthropogenic climate change, which is the release of GHGs through human activity, began in 1994 when the United Nations Framework Convention on Climate Change (UNFCCC) was announced. At this time, while not well researched and lacking substantive scientific support, it was believed that humans' mass industrialization of food

production, the manufacturing of products, the mass commercialization of services, and our use and dependence on vehicles could be responsible for changes to the earth's climate. In response, the Intergovernmental Panel on Climate Change (IPCC) presented evidence in 2007 that supported this claim, and suggested that the effects of anthropogenic caused climate change, if left unchecked, would have devastating impacts on earth's fragile ecosystems, coastal cities, and vulnerable populations. Following the release of these findings many nations began to take action, to respond to the potential devastating impacts, including British Columbia's premier, Gordon Campbell, who announced the British Columbia Climate Action Charter in 2007 as a means of reducing GHGs and investing in climate change adaptation.

Climate Change: The Root Cause

For the majority of Earth's existence the earth has had an atmosphere, and while the origins of its formation are debated, its importance is not. Without our atmosphere the planet would be an inhospitable place, as it would lack the basics for life including water and oxygen, and we would be defenceless to the hostilities of space¹.

Life is possible on earth because of the atmosphere and its ability to control various cycles on our planet (i.e. the hydrologic cycle), as well as being able to regulate the planets temperature. The atmosphere of our planet allows the visible light from the Sun to pass through and be reflected off the surface of our planet back toward space as heat radiation, this is then absorbed by the different gases in our atmosphere; these gases are known as greenhouse gases². Without this effect, it is believed that the average surface temperature of our planet would be -18°C^2 . So while these gases are vital to life on earth, by changing the amount of these GHGs in our atmosphere, it can have major impacts on our planet.

The primary concern with these gases is that increasing the amount of GHGs in our atmosphere will cause greater heat absorption in our atmosphere, which in turn will cause more heat to be radiated and reflected back to our planet's surface, causing a rise in temperature. While a general warming and cooling of our planet is typical of the planet (Editors of Encyclopaedia Britannica, 2019), the concern that climate scientists have with recent findings in our global average temperature increase is that this increase in GHG and global average temperature is being done faster than any point before, and with a volume of GHGs that is not likely to be reduced in the future, which means these temperatures are expected to remain or even increase exponentially in the future.

The 2019 CARIP Report

The purpose of this report is to document the actions taken by the City of West Kelowna that had a direct corporate or community wide benefit in reducing GHG emissions. For the purpose of this report it is important to know that corporate initiatives and actions are those that directly benefit or directly offset GHG emissions from the operations of the City. A community action, while still initiated by the City, has the benefit of reducing emissions in a particular area or neighbourhood in the City or the entirety of the City. In classifying and identifying these actions staff relied on the [CARIP 2019 Program Guide](#).

West Kelowna

Between 2007, the time of the City's incorporation, and 2019, the population has gone from 28,864 to 35,818 people, and between 2011 and 2019 West Kelowna has experienced an

¹ Pielke, R.A. (2020). Atmosphere. Retrieved from: <https://www.britannica.com/science/atmosphere>

² Mann, M.E. (2019). Greenhouse gas. Retrieved from: <http://www.britannica.com/science/greenhouse-gas>

average population increase of 1.7%^{3,4}. This indicates that the City has experienced consistent growth, and is a major factor in the demand for housing in the community.

In 2015 the City of West Kelowna was officially incorporated as the 51st City of the Province of BC, and between 2015 and 2019 the City has accomplished many things, that make this community recognized nationally as one of the best places to live. However, there are many things that must be done to continue to make this community a desirable place to live. West Kelowna continues to strive to maintain its rural, agricultural character, while being conscious of the desire to develop. West Kelowna also has, like many Canadian cities, a population that is heavily reliant on private vehicles for transportation, though initiatives are being taken to improve this. Many residents commute to Kelowna for work, and the W.R. Bennett Bridge is a major focus point for traffic congestion in both cities. Data available from the Canadian Census program (2016) indicated that nearly 90% of West Kelowna commuters use vehicles, while only 3.5% use public transit and 3.1% cycle.

Compact, Complete, and Energy Efficient Communities

The consistent growth and development in West Kelowna has required that the City expand at a rapid rate, most of which caters to fee-simple, single-detached dwelling development. While desirable by many residents, this sort of development is not sustainable long-term, and new types of development may be desirable in the future that would encourage a more compact design. When we think of how our community will move forward, we must be conscious to the pressures of land use and development. This balance is indicative in the careful balance between our need to allow development, and the desire to protect our agricultural industry, which is a staple of our community.

In an effort to create more sustainable neighbourhoods, the city has to consider how it may support compact, complete, and energy efficient neighbourhoods through existing policies within the Official Community Plan. In 2019, various developments were approved which support these objectives, and are steps that are essential in moving forward to create a more walkable, livable, and complete community that support the live, work, play model.

1. Council approved the development of three, four storey apartment buildings, totaling 186 units with an attached amenity space in Westbank Centre, in West Kelowna's downtown. The apartment buildings provide a mix of housing, including bachelor, one, and two bedroom apartments, which greatly add to the diversity of housing in the community.
2. Council approved the development of four, three to six storey buildings which will provide a mix of one, two, and three bedroom apartments. The development is in the heart of Westbank Centre, in West Kelowna's downtown, and meets many objectives and policies in the Official Community Plan that focus on pedestrian oriented development, safe communities, and good urban design.
3. Council approved the development of 60 apartment and 109 townhouse units, located on Gellatly Road. The development includes children play areas, indoor amenity space, and rooftop patios. The development also contains pedestrian walkways. The development is adjacent to a collector road, which provides great access to the community, and supports density and a mix of housing options.

³ BC Stats (2020). Municipal and sub-provincial areas population, 2001 – 2011 (XLSX). Retrieved from: www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/population-estimates

⁴ BC Stats (2020). Municipal and sub-provincial areas population, 2011 – 2019 (XLSX). Retrieved from: www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/population-estimates

4. Council approved the rezoning of a property in Westbank Centre to allow the development of a three-storey mixed used building. The bottom floor will contain commercial space, and the second and third floor will contain three residential rental apartments. The rezoning allows for infill development opportunities in West Kelowna's downtown, and supports many objectives and policies of the Official Community Plan, including the general concepts of infill, densification, and pedestrian oriented development.
5. The City approved the start of the Official Community Plan Update, starting with a Visioning Project that requires significant consultation and public engagement to help create a vision for West Kelowna's future.

CORPORATE ACTIONS

Building and Lighting

The City of West Kelowna undertook (●) the following Objectives in 2019:

- (●) New or upgraded energy-efficient lighting systems
- (○) New or upgraded energy-efficient heating systems
- (●) New or upgraded building envelope initiatives
- (●) Upgrades to amenities in recreation facilities
- (○) Studies related to building and/or lighting energy efficiency
- (●) Other (See Below)

Table 1 - Corporate Building and Lighting Actions

Completed Actions (2019)	Proposed Actions (2020)
<ol style="list-style-type: none"> 1. Started the detailed design process for the future construction of a Public Works Yard. 2. Council approved an additional \$50,000 be added to the tender package for a new public works yard concept plan. 3. Council agreed to add \$50,000 to an annual budget for development services in the form of an infrastructure fund, which can be used to supplement infrastructure costs. 4. Continued to operate, replace, and maintain lighting with LED lights. 	<ol style="list-style-type: none"> 1. Identify a potential site for a new City Hall, with the aid of consultation, and purchase of said land. This will be the first phase of this process. <ol style="list-style-type: none"> a. Cost: \$2,000,000 2. Complete the conceptual design and drawings of Fire Hall #32. <ol style="list-style-type: none"> a. Cost: \$150,000 (Capital Fund) 3. Repair the roof at the Powers Creek Water Treatment Plant. <ol style="list-style-type: none"> a. Cost: \$20,000 (Powers Creek Fund) 4. Continue with Phase 1 of the Public Works Yard (Design) <ol style="list-style-type: none"> a. Cost: \$5,000,000 (Capital, Gas Tax, Water, Powers Creek, Future Expenditures Funds) 5. Upgrade lighting for West Kelowna Water facilities. <ol style="list-style-type: none"> a. Cost: \$15,000 6. Continue to operate, replace, and maintain lighting LED lights.

Energy Generation

The City of West Kelowna undertook (●) the following Objectives in 2019:

- (○) Solar power projects
- (○) Heat recovery or heat reclamation projects
- (○) Biomass or bio-gas projects
- (○) Geo-exchange or geothermal projects

- (○) Studies related to energy generation
- (●) Other (See below)

Table 2 – Corporate Energy Generation Actions

Completed Actions (2019)	Proposed Actions (2020)
<ol style="list-style-type: none"> 1. Contacted BC Hydro to express disappointment at decision to withdraw plans to build a second, reliable power line between Nicola and Westbank substations. 2. Discussed with BC Hydro the possibility of having a second power line to provide power to the Greater Westside, BC Hydro promised to follow-up with alternative options. 3. Continued to operate and maintain the geothermal energy system at the Royal LePage Place Arena. 4. Continued to operate and maintain the West Kelowna RCMP detachment's solar hot water heating system. 5. Continued to purchase carbon offsets as part of the annual operations at the LEED® Silver Certified West Kelowna RCMP detachment, through Bullfrog Power. 	<ol style="list-style-type: none"> 1. Continue to work with BC Hydro to explore opportunities to provide a second power line to the Greater Westside. 2. Continue to operate and maintain the geothermal energy system at the Royal LePage Place Arena. 3. Continue to operate and maintain the West Kelowna RCMP detachment, a LEED Silver certified building. 4. Continue to purchase carbon offsets as part of the annual operations at the LEED® Silver Certified West Kelowna RCMP detachment, through Bullfrog Power.

Greenspace

The City of West Kelowna undertook (●) the following Objectives in 2019:

- (●) Tree planting
- (●) Greenspace acquisition
- (○) New or upgraded amenities in parks
- (○) Invasive species management
- (●) Plans or strategies related to greenspace
- (●) Other (See below)

Table 3 - Corporate Greenspace Actions

Completed Actions (2019)	Proposed Actions (2020)
<ol style="list-style-type: none"> 1. Completed wildfire fuel treatments in Eain Lamont (Mt. Boucherie), Davidson Creek (Carrot Mountain), Rock Ridge Parks, and on municipal land surrounding the Powers Creek Water Treatment Plant. 2. Council approved an additional \$50,000 be added to the wildfire mitigation management budget for 2019. 3. Secured, through the development process .26 hectares (.65 acres) of park land on Shannon Lake, which includes a fishing dock, picnic area, and trail, that provides access to the park from Shannon Lake Road. 	<ol style="list-style-type: none"> 1. Continue to implement wildfire fuel treatments throughout the community, as required.

Planning and Land Use

The City of West Kelowna undertook (●) the following Objectives in 2019:

- (○) Energy/Emissions Management Plan (New or updated)

- (○) Asset Management Plan (New or Updated)
- (○) Corporate Climate Action Plan (New or Updated)
- (●) Strategic Plan (New or Updated)
- (●) Other (See below)

Table 4 - Corporate Planning and Land Use Actions

Completed Actions (2019)	Proposed Actions (2020)
<ol style="list-style-type: none"> 1. <i>Adopted the 2019-2028 Financial Plan, which details budget and spending for the future.</i> 2. <i>Adopted the 2019-2022 Strategic Priorities, which outlines the goals and objectives for 2019 and beyond at the City and in the community.</i> 3. <i>Adopted an updated Community Wildfire Protection Plan for West Kelowna, to aid in fire prevention and treatment of 62 identified wildfire threat areas, including municipal, Crown, regional, Westbank First Nation, and private properties.</i> 	<ol style="list-style-type: none"> 1. <i>Continue to implement the actions identified in the 2019-2028 Financial Plan, and make adjustments as required.</i> 2. <i>Continue to implement the actions identified in the 2019-2022 Strategic Priorities, and make adjustments as required.</i>

Solid Waste

The City of West Kelowna undertook (●) the following Objectives in 2019:

- (○) Introduction, expansion or improvement of recycling initiatives at corporate facilities
- (○) Introduction, expansion or improvement of composting initiatives at corporate facilities
- (○) Communication or education for staff related to corporate solid waste initiatives
- (○) Studies or research related to corporate solid waste initiatives
- (○) Plans or strategies related to corporate solid waste initiatives
- (●) Other (See below)

Table 5 - Corporate Solid Waste Actions

Completed Actions (2019)	Proposed Actions (2020)
<ol style="list-style-type: none"> 1. <i>Continued to participate in the Commercial Waste Diversion Program.</i> 2. <i>Continued active participation in the Solid Waste Technical Advisory Committee (SWTAC).</i> 	<ol style="list-style-type: none"> 1. <i>Continue to participate in the Commercial Waste Diversion Program.</i> 2. <i>Continue active participation in the Solid Waste Technical Advisory Committee (SWTAC).</i>

Transportation

The City of West Kelowna undertook (●) the following Objectives in 2019:

- (●) Fleet replacement or upgrades
- (○) New or improved electric vehicle initiatives
- (●) New or improve active transportation infrastructure for staff
- (●) Communication or outreach for staff related to corporate transportation initiatives
- (○) New or improved public transportation initiatives for staff
- (●) Other (See below)

Table 6 - Corporate Transportation Actions

Completed Actions (2019)	Proposed Actions (2020)
<ol style="list-style-type: none"> 1. Purchased additional vehicles for City staff operations, including <ol style="list-style-type: none"> a. A F550 cab & chassis with dump box, front snow blade, and sanding attachment (Roads). <ol style="list-style-type: none"> i. Cost: \$145,000 (Capital Funds) b. Three ½ ton, 4 x 4 extended cabs & one ½ 4 x 4 quad cab (Utilities). <ol style="list-style-type: none"> i. Cost: \$158,000 (General Equipment Funds) c. Instrumentation Tech Service Truck, ¾ ton 4 x 4, quad cab (Utilities). <ol style="list-style-type: none"> i. Cost: \$52,000 (General Equipment Funds) d. Full size cargo van with interior storage bins (Facilities). <ol style="list-style-type: none"> i. Cost: \$45,000 (General Equipment Funds) e. ½ ton 4 x 4 pickup truck (Parks). <ol style="list-style-type: none"> i. Cost: \$38,000 (General Equipment Funds) f. F550 cab & chassis with dump box (Parks). <ol style="list-style-type: none"> i. Cost: \$75,000 (General Equipment Funds) g. One mid-size SUV (Pool vehicle for Lakeview) <ol style="list-style-type: none"> i. Cost: \$32,000 (General Equipment Funds) h. One mid-size SUV (Bylaw) <ol style="list-style-type: none"> i. Cost: \$35,000 (General Equipment Funds) i. One mid-size 4 x 4 SUV with storage space and safety supplies (Inspections) <ol style="list-style-type: none"> i. Cost: \$32,000 (General Equipment Funds) j. Trackless Sidewalk Plow <ol style="list-style-type: none"> i. Cost: \$175,000 (Capital Funds) k. Fire Utility Vehicle (UTV) <ol style="list-style-type: none"> i. Cost: \$50,000 (General Equipment Fund) l. RCMP Vehicle <ol style="list-style-type: none"> i. Cost: \$92,000 (Policing Fund) 2. City purchased e-bikes to be used by bylaw staff to reduce vehicle trips and GHG emissions. 	<ol style="list-style-type: none"> 1. Purchase a new emergency response vehicle for the fire department, a fire truck with a type II engine. <ol style="list-style-type: none"> a. Cost: \$1,056,000 (General Equipment Fund) 2. Replace an existing command/prevention vehicle in the fire department. <ol style="list-style-type: none"> a. Cost: \$120,000 (General Equipment Fund) 3. Purchase a new vehicle for the RCMP. <ol style="list-style-type: none"> a. Cost: \$46,000 4. Purchase additional vehicles for City staff, required for operations, and regular duties of staff: <ol style="list-style-type: none"> a. Two F150 ½ ton extended cab 4 x 4 <ol style="list-style-type: none"> i. Cost: \$80,000 (Equipment Finance Fund) b. Water Meter Truck <ol style="list-style-type: none"> i. Cost: \$40,000 (Equipment Finance Fund) c. F150 extended cab 8' box (replacement) <ol style="list-style-type: none"> i. Cost: \$40,000 (Equipment Finance Fund) d. Quad cab (crew) 6.6' box trailer towing package (replacement) <ol style="list-style-type: none"> i. Cost: \$45,000 (Equipment Finance Fund) e. F550 4 x 4 extended cab with landscape dump box <ol style="list-style-type: none"> i. Cost: \$85,000 (Equipment Finance Fund)

Water and Wastewater

The City of West Kelowna undertook (●) the following Objectives in 2019:

- (●) New or improved water or wastewater infrastructure
- (●) Studies or research related to water conservation
- (●) Plans or strategies related to water or wastewater
- (●) Water reduction initiative(s)
- (●) Other (See below)

Table 7 – Corporate Water and Wastewater Actions

Completed Actions (2019)	Proposed Actions (2020)
<ol style="list-style-type: none"> 1. Council adopted a new Water Rates Bylaw. The increased costs will help fund the Rose Valley Water Treatment Plant. The new bylaw also fixed existing, non-conforming rates in the community. 2. Completed the Distribution System Online Chlorine & Turbidity Monitoring Instrumentation system. <ol style="list-style-type: none"> a. Cost: \$210,000 (Rose Valley Funds) 3. Replaced domestic water meters in various areas of the community. <ol style="list-style-type: none"> a. Cost: \$254,000 (Water and Rose Valley Fund) 4. Designed improvements for the Paynter Dam, including improving the function of the spillway. <ol style="list-style-type: none"> a. Cost: \$250,000 (Powers Creek Fund) 5. Designed the decommissioning process for Inverness Lift Station. This will provide a gravity connection and reduce the requirement to pump 23 homes. <ol style="list-style-type: none"> a. Cost: \$200,000 (Future Expenditures Sewer Fund) 6. Replaced the Ross Road sanitary sewer. <ol style="list-style-type: none"> a. Cost: \$699,999 (DCC – Sewer, Future Expenditures Sewer, and Sewer Funds) 7. The City developed a drought response plan, which determines how the City's water supply may be preserved in times of increased water use. 8. Continued to operate, replace, and maintain water saving devices – faucets, toilets, showers, etc. 	<ol style="list-style-type: none"> 1. Continue to use and operate the Distribution System Online Chlorine and Turbidity Monitoring Instrumentation system. 2. Continue to work on design for the Paynter Dam, and begin construction. 3. Begin the construction process of the decommissioned Inverness Lift Station. 4. Continue to operate, replace, and maintain water saving devices – faucets, toilets, showers, etc.

Adaptation

The City of West Kelowna undertook the following Objectives in 2019:

Table 8 - Corporate Adaptation Actions

Completed Actions (2019)	Proposed Actions (2020)
<ol style="list-style-type: none"> 1. Hired eight new, full-time, career fire fighters, to address existing staff shortage. 	<ol style="list-style-type: none"> 1. Continue to monitor, and manage through development and land use controls the

<p>2. The City received \$100,000 grant from the Community Resiliency Investment Program to be used for wildfire mitigation efforts throughout the community.</p> <p>3. Trained additional staff to be deployed as members of the Central Okanagan Emergency Operations Centre.</p> <p>4. Continued to monitor, and manage through development and land use controls the natural environment, including riparian, terrestrial, and hillside areas that are susceptible to development pressures and changing climactic conditions.</p>	<p>natural environment, that are susceptible to development pressures, including environmentally sensitive areas, hillsides, and riparian areas.</p>
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COMMUNITY ACTIONS

Building and Lighting

The City of West Kelowna undertook (●) the following Objectives in 2019:

- (○) New or upgraded energy-efficient lighting systems
- (○) New or upgraded energy-efficient heating systems
- (●) BC Energy Step Code related projects
- (○) Incentives/rebate programs related to energy-efficient building or lighting
- (○) Outreach, education or communication related to energy-efficient building or lighting
- (●) Other (See below)

Table 9 - Community Building and Lighting Actions

Completed Actions (2019)	Proposed Actions (2020)
<p>1. Constructed a new multi-sport dome for West Kelowna, which allows for indoor practices and games in fall and winter.</p> <p>2. Continued the process of incorporating BC's Energy Step Code requirements into the Building Regulations Bylaw.</p> <p>3. Council continued to support the construction of an urgent health centre in West Kelowna.</p>	<p>1. Continue the process of incorporating BC's Energy Step Code requirements into the Building Regulations Bylaw.</p> <p>2. Continue to support the construction of an urgent health centre in West Kelowna, which would reduce stress on Kelowna General Hospital and congestion on Highway 97, which would reduce vehicle emissions.</p>

Energy Generation

The City of West Kelowna undertook (●) the following Objectives in 2019:

- (○) Solar power projects
- (○) Heat recovery or heat reclamation projects
- (○) Landfill gas capture/utilization projects
- (○) Micro-hydro projects
- (○) Studies or research related to energy generation
- (○) Other (See below)

Table 10 - Community Energy Generation Actions

Completed Actions (2019)	Proposed Actions (2020)
N/A	N/A

Greenspace

The City of West Kelowna undertook (●) the following Objectives in 2019:

- (●) Tree planting
- (●) Greenspace restoration or maintenance
- (●) Greenspace acquisition
- (○) Invasive species management
- (○) Plans or strategies related to greenspace
- (●) Other (See below)

Completed Actions (2019)	Proposed Actions (2020)
<ol style="list-style-type: none"> 1. Upgraded the Willow Beach Volleyball Court. <ol style="list-style-type: none"> i. Cost: \$10,000 (Capital – Parks Fund) 2. Provided new equipment for Anders Park, including improvements to the playground and a parking lot landscape design). <ol style="list-style-type: none"> i. Cost: \$50,000 (Capital – Parks and Playground Equipment Funds) 3. Made improvements to Anders Park Pickleball Courts. <ol style="list-style-type: none"> i. Cost: \$15,000 (Capital Funds) 4. West Kelowna Fire Rescue established innovative actions to encourage private property owners to do work to improve the survivability of their homes in case of a wildfire, which resulted in: <ol style="list-style-type: none"> i. FireSmart Mitigation Grants that were provided to 23 individuals who undertook a wide variety of activities to mitigate the threat of wildfire on their properties. <ol style="list-style-type: none"> i. Cost: \$5,850 ii. Funding for dumpster bin rentals for neighbourhoods to load with wood debris and taken to the regional landfill at no cost to the property owners, a total of 36 loads of wood debris were taken. <ol style="list-style-type: none"> i. Cost: \$534 	<ol style="list-style-type: none"> 1. Develop Carate Park as a Neighbourhood Park, as identified in the West Kelowna Parks Master Plan. <ol style="list-style-type: none"> i. Cost: \$50,000 (Capital and Capital-Parks Funds) 2. Make improvements to the Gellatly boat launch, as identified by the Parks Master Plan. <ol style="list-style-type: none"> i. Cost: \$60,000 (Capital-Park Funds) 3. Construct Memorial Park Bike Skills Park, as identified by the Parks Master Plan. <ol style="list-style-type: none"> i. Cost: \$67,001 4. City to implement the Urban Re-Leaf Program, which will allow home owners to purchased subsidized trees, to be planted on their property or in the community. 5. Expand and add to Mt. Boucherie, pickleball courts. <ol style="list-style-type: none"> i. Cost: \$ 52,900 (Recreation Reserve Fund) 6. Continue to upgrade and make improvements to volleyball courts. <ol style="list-style-type: none"> i. Cost: \$ 34,000 (Recreation Reserve Fund) 7. Promote the Westside as a destination for hiking and mountain biking for visitors and residents. <ol style="list-style-type: none"> i. Cost: \$6,500 (Corporate Initiatives Fund) 8. Playground equipment replacement. <ol style="list-style-type: none"> i. Cost: \$125,000 (Capital – Parks Fund) 9. Continue to fund the West Kelowna Fire Rescue FireSmart program, which will include:

	<ul style="list-style-type: none"> i. <i>The offset of tipping fees at the Westside Transfer Station for property owners who have completed mitigation works as per the FireSmart guidelines.</i> <ul style="list-style-type: none"> i. <i>Cost: \$2,000</i> ii. <i>Provide collection bins or chipping services for neighbourhoods so that residents may deposit materials from their wildfire mitigation activities.</i> <ul style="list-style-type: none"> i. <i>Cost: \$3,000</i> iii. <i>Provide thirty grants of \$500 to private property owners who undertake large scale mitigation and prevention activities and initiatives to improve and protect their properties from wildfire, as per the FireSmart Guidelines.</i> <ul style="list-style-type: none"> i. <i>Cost: \$15,000</i> iv. <i>Provide promotional and educational materials to the public, to ensure people are aware of the importance and impact wildfire mitigation and management control can have in preventing wildfires.</i> <ul style="list-style-type: none"> i. <i>Cost: \$6,000</i>
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Planning and Land Use

The City of West Kelowna undertook (●) the following Objectives in 2019:

- (●) Official Community Plan (New or Updated)
- (○) Climate Action Plan (New or Updated)
- (○) Regional Growth Strategy (New or Updated)
- (●) New or updated bylaw(s) or zoning addressing climate issues
- (●) Other (See below)

Completed Actions (2019)	Proposed Actions (2020)
<ul style="list-style-type: none"> 1. <i>Council agreed to begin the Community Visioning process, which is largely based on public engagement, and makes up a significant component of the Official Community Plan review.</i> <ul style="list-style-type: none"> i. <i>Cost: \$100,000 (Capital Funds)</i> 2. <i>Adopt 2019-2022 Strategic Priorities, which outlines the goals and objectives for the City with respect to community safety, health, housing, community visioning and development, and economic growth.</i> 3. <i>Continued with Zoning Bylaw amendments, started in 2017 as a City staff lead initiative.</i> 4. <i>Began updating the Works and Services Bylaw, to strengthen engineering and infrastructure requirements for new developments.</i> 	<ul style="list-style-type: none"> 1. <i>Complete community visioning and public engagement for Official Community Plan review.</i> 2. <i>Begin phase 2 of the Official Community Plan review.</i> 3. <i>Complete 2017 Zoning Bylaw amendments.</i> 4. <i>Complete the Works and Services Bylaw.</i> 5. <i>Complete the Recreation Programming and Facilities Masterplan.</i> 6. <i>Begin the West Kelowna Business Area Plan, as identified by Council as a strategic priority.</i> <ul style="list-style-type: none"> i. <i>Cost: \$50,000 (Future Expenditures Fund)</i> 7. <i>Begin the Master Transportation Plan update.</i> <ul style="list-style-type: none"> i. <i>Cost: \$250,000 (Future Expenditures Fund)</i>

5. Council provided support for the Okanagan Lake Protection Strategy being developed by the Okanagan Collaborate Conservation Program, which will address challenges in shoreline management. 6. Council agreed to partner with Interior Health to improve community health and wellness through city planning, policies, initiatives, and programs that would support the community. 7. Began work on the Recreation Programming and Facilities Masterplan. i. Cost: \$90,000 (Capital Fund)	8. Work with Westbank First Nations on community sustainability initiatives.
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Solid Waste

The City of West Kelowna undertook (●) the following Objectives in 2019:

- (●) Introduction, expansion or improvement of recycling initiatives
- (●) Introduction, expansion or improvement of composting initiatives
- (●) Community clean-up initiatives
- (●) General waste reduction initiative (including landfill diversion strategies)
- (○) Outreach, education or communication related to solid waste
- (●) Other (See below)

Completed Actions (2019)	Proposed Actions (2020)
1. Continued to work with the Regional Waste Reduction Office in reduction, reuse, and recycling programs and incentives. 2. Secured a new 10-year contract, with the assistance of our regional partners, to continue to provide curbside collection of waste, recycling, and yard waste. Equipment operates with the use of natural gas. 3. Co-hosted the Volunteer Community Clean Up in May. 4. Continued active participation in the Solid Waste Technical Advisory Committee (SWTAC).	1. Complete replacement and construction of the new Gellatly Bridge in May 2020. 2. Construct road improvements on Glenrosa, between Glen Abbey and McGinnis. i. Cost: \$6,500,000 (Capital and DCC-Road Funds) 3. Replace the pavement of the roads in the Road Rehab Program. i. Cost: \$1,450,000 (Capital Funds, Future Expenditures, and Carry Forward Funds).

Transportation

The City of West Kelowna undertook (●) the following Objectives in 2019:

- (●) New or improve active transportation infrastructure
- (●) New or improved public transportation initiatives
- (○) Outreach, education or communication related to transportation
- (○) Plans or strategies related to transportation
- (●) Other (See below)

Completed Actions (2019)	Proposed Actions (2020)
1. Provided a weekday public transit service along Shannon Lake Road. i. Cost: \$178,000 2. Finished design and began construction on Gellatly Bridge, over Powers Creek, to replace bridge and raise it above flood levels.	1. Complete replacement and construction of the new Gellatly Bridge in May 2020. 2. Construct road improvements on Glenrosa, between Glen Abbey and McGinnis. i. Cost: \$6,500,000 (Capital and DCC-Road Funds)

<ul style="list-style-type: none"> i. Cost: \$ 2,000,000 (Gas Tax, Future Expenditures, Capital Renewal, and Capital Funds) 	<ul style="list-style-type: none"> 3. Replace the pavement of the roads in the Road Rehab Program. <ul style="list-style-type: none"> i. Cost: \$1,450,000 (Capital Funds, Future Expenditures, and Carry Forward Funds).
<ul style="list-style-type: none"> 3. Provided a design for the Glenrosa and Gellatly Road (Phase IV) upgrade project, and initiated the project. <ul style="list-style-type: none"> i. Cost: \$100,000 (Future Expenditures) 	<ul style="list-style-type: none"> 4. Construct the McIver Road sidewalks and design 350 m of sidewalk on Westlake Road, through the Pedestrian Improvement Program (Sidewalks). <ul style="list-style-type: none"> i. Cost: \$1,200,000 (Gas Tax Funds)
<ul style="list-style-type: none"> 4. Continued to provide upgrades to roads and infrastructure throughout the community as part of the Road Rehab Program. <ul style="list-style-type: none"> i. Cost: \$800,000 (Capital Funds) 	<ul style="list-style-type: none"> 5. Construct road improvements on Glenrosa Road, between Glen Abbey Place and McGinnis Road. <ul style="list-style-type: none"> i. Cost: \$6,500,000
<ul style="list-style-type: none"> 5. Continued to support the Pedestrian Improvement Program in West Kelowna (Sidewalks). <ul style="list-style-type: none"> i. Cost: \$1,100,000 (Capital, Future Expenditures, and Gas Tax Funds) 	<ul style="list-style-type: none"> 6. Continue to support bridge maintenance and repair. <ul style="list-style-type: none"> i. Cost: \$103,350
<ul style="list-style-type: none"> 6. Constructed 650 m of sidewalk on Ross Road, between Brentwood Road and Rifington Place. <ul style="list-style-type: none"> i. Cost: \$1,200,000 	<ul style="list-style-type: none"> 7. Construct sidewalk on Glenrosa Road from Trails Development, to Glen Abbey Place. <ul style="list-style-type: none"> i. Cost: \$600,000
<ul style="list-style-type: none"> 7. Continued to operate a BC Hydro Electric Vehicle Fast Charging Station at Lions Hall, on Brown Road. 	<ul style="list-style-type: none"> 8. Continue to operate a BC Hydro Electric Vehicle Fast Charging Station at Lions Hall, on Brown Road.
<ul style="list-style-type: none"> 8. An update on the Regional Transportation Plan was provided. The plan is proceeding and a formal plan will be made available in 2020. The plan is being completed by the Sustainable Transportation Partnership of Central Okanagan. 	<ul style="list-style-type: none"> 9. Continue to work with and support the development of the Regional Transportation Plan.

Water and Wastewater

The City of West Kelowna undertook (●) the following Objectives in 2019:

- (●) Water restrictions
- (○) Incentives/rebate programs related to water or wastewater
- (○) Outreach, education or communication related to water or wastewater
- (●) Studies or research related to water or wastewater
- (●) Plans or strategies related to water or wastewater
- (●) Other (See below)

Completed Actions (2019)	Proposed Actions (2020)
<ul style="list-style-type: none"> 1. Implemented an additional water rate increase (2 of 4) 2. Completed the design of the expanded Glenrosa reservoir storage capacity. <ul style="list-style-type: none"> i. Design and Construction Cost: \$3,400,000 (Water Debt, Powers Creek, Developer and DCC Water Funding) 3. Created and implemented an online distribution chlorine and turbidity monitoring instrumentation monitoring system. <ul style="list-style-type: none"> i. Cost: \$210,000 (Rose Valley Fund) 	<ul style="list-style-type: none"> 1. Begin a multi-year conversion program for water treatment, from chlorine gas to chlorine liquid for the Rose Valley Dam, West Kelowna Estates Intake, and Sunnyside Intake. <ul style="list-style-type: none"> a. Cost: \$130,000 2. Begin the design work for the Rose Valley Water Treatment Plant mains. <ul style="list-style-type: none"> i. Cost: \$200,000 (Rose Valley Fund) 3. Inspect the Rose Valley Dam to McDougall Transmission Main <ul style="list-style-type: none"> ii. Cost: \$75,000 (Rose Valley Fund) 4. Renew the water main for McIver Road and Gorman Road

<p>4. Purchased and installed water quality analyzing devices and sample stations, to test water throughout the community.</p> <p>i. Cost: \$18,000 (Water – City of West Kelowna Fund)</p> <p>5. Continued to complete duties and tasks as required by the Leak Detection Program throughout the community.</p> <p>6. The City developed a drought and water conservation response, which helped preserve the reservoirs supply and directed residents to limit water use.</p> <p>7. Replaced domestic water metres throughout the community.</p> <p>i. Cost: \$254,000 (Rose Valley and City West Kelowna Water Funds)</p> <p>8. Replaced the Westlake to McDougall Soccer Dome watermain.</p> <p>i. Cost: \$1,080,000 (Rose Valley Fund)</p> <p>9. Completed the design of the Paynter Dam spillway improvements.</p> <p>i. Cost: \$250,000</p> <p>10. Completed the design of the Inverness Lift Station, and converted the lift station to gravity flow.</p> <p>i. Cost: \$200,000 (Sewer Fund)</p>	<p>iii. Cost: \$250,000 (Powers Creek Fund)</p> <p>5. Decommission the Ensign Lift Station</p> <p>iv. Cost: \$350,000 (Future Expenditures Sewer)</p> <p>6. Decommission the Inverness Lift Station.</p> <p>v. Cost: \$200,000 (Future Expenditures Sewer)</p> <p>7. Begin the design for the Stevens Lift Station</p> <p>vi. Cost: \$100,000 (Futures Expenditures Sewer)</p> <p>8. Provide lift stations with generators and mobile generator power connections throughout the community.</p> <p>vii. Cost: \$314,600</p> <p>9. Install emergency back-up generators and mobile generator connections, throughout the community.</p> <p>viii. Cost: \$155,200</p>
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Adaptation

The City of West Kelowna undertook the following Objectives:

Completed Actions (2019)	Proposed Actions (2020)
<p>1. Purchased C-Can storage unit for the storage of flood response sand bags.</p> <p>i. Cost: \$5,500 (Capital – Parks Fund)</p> <p>2. Continued to monitor, and manage through development and land use controls the natural environment, including riparian, terrestrial, and hillside areas that are susceptible to development pressures and changing climactic conditions.</p> <p>3. Maintained fire weather station in Rose Valley and provided data to BC Wildfire Service.</p>	<p>1. Conduct slope improvement work in Shannon View.</p> <p>i. Cost: \$100,000 (Capital Funds)</p> <p>2. Continue to monitor, and manage through development and land use controls the natural environment, that are susceptible to development pressures, including environmentally sensitive areas, hillsides, and riparian areas.</p> <p>3. Continue to maintain fire weather station in Rose Valley and provide data to BC Wildfire Service.</p>

Climate Action Leadership

The following projects display how the City of West Kelowna has demonstrated leadership and undertaken innovative approaches to meet the BC Climate Action Charter commitments and to reduce both corporate and community GHG emissions.

Corporate	Community
<p>1. Started the detailed design process for the future construction of a Public Works Yard.</p> <p><u>Rationale:</u> Creating a single, new, centralized Public Works Yard will reduce the number of</p>	<p>1. Began the Community Visioning process, which is largely based on public engagement, and makes up a significant component of the Official Community Plan.</p>

trips by employees that would otherwise be required between different offices and work sites, it will also theoretically reduce the overall distance travelled if centrally located. A single station will also increase operational efficiency, and the construction of a new facility will allow for more sustainable building and construction practices.	<u>Rationale:</u> The Visioning process in an OCP review provides direction and informs policy decisions for the community for the future. Undertaking a Community Visioning project as part of the OCP update will ensure that the objectives of the community are up-to-date, and bring to light new goals that we may have moving forward. Understanding how climate change will fit into this community document will be incorporated.
2. Council adopted a new Water Rates Bylaw. The increased costs will help fund the Rose Valley Water Treatment Plant. The new bylaw also fixed existing, non-conforming rates in the community. <u>Rationale:</u> The Water Rate Bylaw will provide funding for the Rose Valley Water Treatment Plant, which has been identified to be an essential piece of infrastructure, and basic service for residents. The new water treatment plant is expected to reduce local emissions and the purchase of bottled water, as residents are required to go on boil water advisories. Creating a new system would also significantly improve the efficiency and operations of staff.	2. Adopted an updated Community Wildfire Protection Plan for West Kelowna, to aid in fire prevention and treatment of 62 identified wildfire threat areas, including municipal, Crown, regional, Westbank First Nation, and private properties. <u>Rationale:</u> The Community Wildfire Protection Plan protects corporate and community interests. This Plan allows the City and community to be proactive in reducing fire risk. Wildfires are a major source of emissions, and of City and private (resident) costs.
3. The City developed a drought response plan, which determines how the City's water supply may be preserved in times of increased water use and dry periods. <u>Rationale:</u> West Kelowna experiences long, hot summers, and periods of limited precipitation. Managing our water is of the utmost importance during these times, because water plays a vital role in our lives, our health, and in our community.	3. Provided a weekday public transit service along Shannon Lake Road. <u>Rationale:</u> Increasing our public transit service network will provide opportunities for residents to use public transportation and reduce our dependency on private vehicles.

In addition to displaying leadership in undertaking innovative approaches to meet the BC Climate Action Charter commitments, the City has demonstrated ability in pursuing innovative approaches for adaptation through the following initiatives:

1. Adopted an updated Community Wildfire Protection Plan for West Kelowna, to aid in fire prevention and treatment of 62 identified wildfire threat areas, including municipal, Crown, regional, Westbank First Nation, and private properties.
2. The City purchased e-bikes to be used by bylaw staff to reduce vehicle trips and GHG emissions that would be emitted by vehicles used for site visits and inspections.
3. The City developed a drought and water conservation response plan, which will help preserve the City's reservoir supply, by directing residents on the amount of water they may use during periods where there is a shortage of water. Water plays a vital role in West Kelowna's economy, as many agricultural practices require a water supply to sustain their crops.

Climate Change in West Kelowna

West Kelowna has in recent years experienced the damaging effects of wildfire and flooding, a likely result of increased storm severity which has caused irregularities in our weather. These irregularities, a cause of climate change, have also changed how we think about our resources. In 2019, the City had to create a drought and water response plan to ensure that residents would manage our water supply during periods where there was little precipitation. In addition, the City has been taking steps to think how climate change may impact our community in the long term. In 2019, Mayor and Council approved the 2019-2028 Financial Plan, which sets the framework for a spending plan for the City and lays out what projects are to be completed in the future. As part of this plan the City wishes to complete a new Official Community Plan, Asset Management Plan, and Transportation Plan, all of which will be crucial to the long-range development and growth of our community. The City also completed short-term projects that would have long-term benefits in reducing GHG emissions and reducing the impacts of climate change on our community, including: wildfire mitigation work throughout the community; the approval of and the start of upgrading the Gelatly Bridge; and, the approval of e-bikes for City staff to be used during working hours for site inspections instead of traditional vehicles. Residents also had an opportunity to reduce their potential impact by participating in voluntary wildfire clean-ups, which provided them with the opportunity to receive grants, and best practices in managing their properties from wildfire risks.

Community Partnerships

In order to satisfy the objectives of the Charter, local governments are often required to partner with local organization or other local governments to complete different projects or initiate actions. The City of West Kelowna forms new partnerships, and honours existing partnerships every year. In 2019, some of the partnerships that West Kelowna formed to reduce emissions and continue to make the community a compact, sustainable, and efficient City were as follows:

1. Interior Health - Partnership agreement to collaborate on opportunities to improve community health and wellness, including working on city plans, policies, and initiatives.
2. Okanagan Basin Water Board (Waterwise Initiative) - City is a member of the OBWB, which helps promote water conservation. City completed a drought response plan.
3. FireSmart Canada Community Recognition Program - Huntsfield Green in West Kelowna Estates neighbourhood will be first recognized FireSmart Canada Community in West Kelowna.
4. Emergency Management BC - worked with EMBC to provide aid to community during times of emergency aid (i.e. flooding and wildfire).
5. Sustainable Transportation Partnership of the Central Okanagan - worked together to provide a Regional Transportation Plan.

Emissions Reporting

As required by the Charter, the City of West Kelowna must report annually their corporate carbon emissions. In 2019, the City had a surplus of 2225 tonnes of CO₂ e (equivalent), which does not meet the Charter's requirement in being corporate carbon neutral. The total corporate GHG emissions are as follows:

Service Delivery Type	2019 Corporate GHG Emissions CO ₂ e
Services Delivered Directly by your Local Government	1767
Contracted Services	458
Total Emissions (Direct + Contracted)	2225

Total Reductions	1.4
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The City has minimal reductions, 1.4 CO₂ e, which comes through the operation of the RCMP detachment located in Westbank Centre. The operation of the detachment's solar panels accounts for this reduction. The City does not invest in any carbon offsets at this time; however, the city receives funds through a gas tax fund and the carbon tax fund. This money is used for capital projects in the City, including road and pedestrian upgrades, but there remains to be a formal long-term investment strategy that thinks how these funds may be used in the future (i.e. 10, 20 and 30 years from now).

The joint Provincial-Union of British Columbia Municipalities Committee recognizes 4 levels of actions with respect to meeting the objectives of the charter, a guide to this ranking system can be found in the [CARIP Program Guide – 2019](#). In summary, the City of West Kelowna is currently at **Level 3 – Accelerating Progress on Charter Commitments**. The City has achieved this status as a result of its actions and initiatives corporately and community-wide, which includes the following:

1. The City has taken initiatives to create compact, complete communities, but these are limited, and the majority of development in the community is fee-simple, single detached dwellings, which significantly increases the demand for cars.
2. The City has started on various projects, including a new OCP Plan Update, which will greatly improve the vision and objectives of our community moving forward; however, this is already a requirement of the Local Government Act, and is required by the Province to be completed on a regular basis.
3. The City initiated the design process for a new Public Works Yard. Creating a single, new centralized Public Works Yard will potentially reduce corporate emissions, because the City will no longer be required to operate multiple sites.
4. Adopted an updated Community Wildfire Protection Plan for West Kelowna, to aid in fire prevention and treatment of 62 identified wildfire threat areas, including municipal, Crown, regional, Westbank First Nation, and private properties.
5. The City has yet to establish a long-term plan with respect to Climate Action, because of this there are no clear goals, or objectives that the City has to accomplish year to year; however steps are being taken to become more sustainable.
6. Council adopted a new Water Rates Bylaw. The increased costs will help fund the Rose Valley Water Treatment Plant. The Rose Valley Water Treatment Plant, will provide a basic service to residents and will reduce emissions and waste. Currently, residents are required to purchase bottled water or use a City filling station to access clean drinking water. The provision of the water treatment plant is expected to reduce local emissions and significantly improve the efficiency and operations of staff.
7. The City has yet to establish a long-term plan with respect to gas-tax funds and carbon tax credits received; however, these funds are used for various capital projects like road and pedestrian infrastructure improvements that can help reduce traffic congestion, and encourage alternative methods of transportation. To improve further, an investment strategy would bridge the gap in the lack of a long-range investment strategy which could establish capital projects and phased investments.

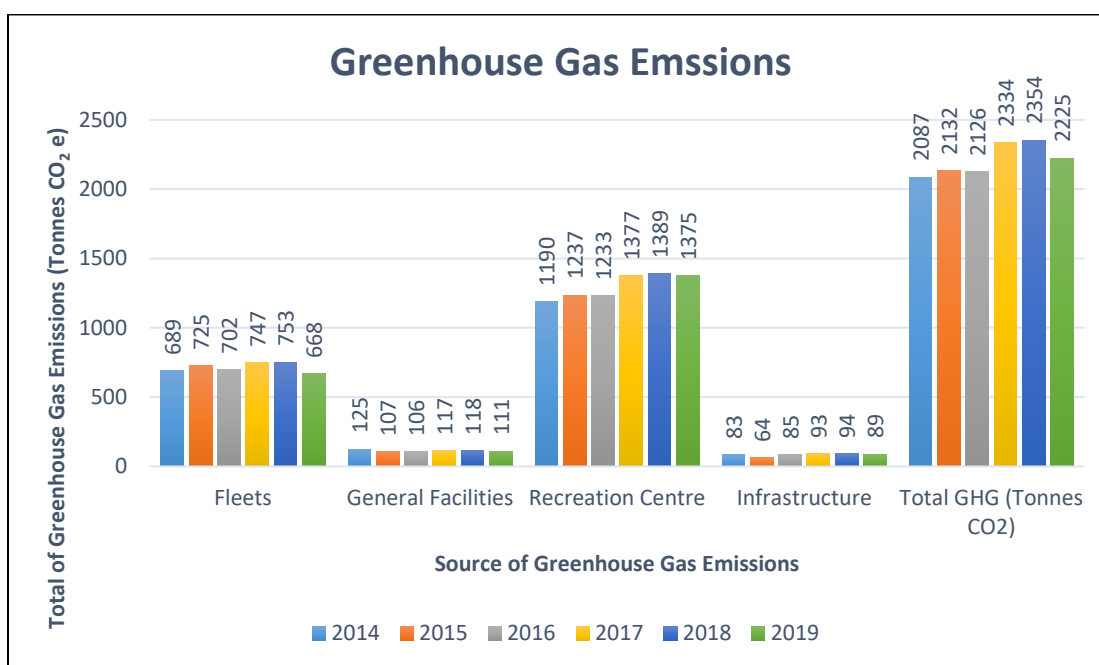
Greenhouse Gas Emissions

The total (corporate and contracted) GHG emissions for West Kelowna between 2014 and 2019 is summarized below – see Table 11. In 2019, the total emissions decreased from the previous year. While beneficial, the City will need to continue to decrease their emissions year over year in order to reach the corporate carbon neutral target. The root cause(s) for the reduction are

multifold, but the most significant factor was in the reduction of diesel fuel consumption and the increase in use of liquid natural gas (LNG). This is the result of a change in vehicles by the contracted service provider used for curb side pickup and a reduction in our fleet use – See Table 12. The decrease could also have to do with facility use and scheduling, and changes in weather, which can require more energy to be used to either heat or cool our facilities. The decrease could also be explained by the reduction in energy consumption by our infrastructure operations – See Table 13.

The total expense for our emissions decreased this year as well – see table 14; however, this is not surprising because the total emission also declined. What is important to note is that despite the decrease in emissions the cost remained relatively high. This is also not too surprising as the cost for energy production, including fossil fuels, is generally increasing.

Table 11 - Greenhouse Gas Emissions



Energy and Emissions Comparison

To quantify the energy consumed by the City and to be comparable to the emissions of fuels, the units of these two different sources have been converted. The City's energy consumption has been converted to gigajoules (GJs), which is a measure of energy. One GJ is equivalent to 25-30 litres of diesel or gasoline, or the electricity that would be required to operate a house for 10 days. A tonne of GHGs is the amount created when we consume 385 litres of gasoline, or the equivalent of operating 3 homes for a year. This can explain why the reduction in diesel use in substitution for LNG can explain a reduction in emissions, as LNG is a 'cleaner' energy source when compared to traditional fuels. A summary of the City's energy consumption by fuel type and GHG (tonnes of CO₂ e) emissions by fuel type are listed below.

Table 12 - Total Corporate and Contracted Emissions

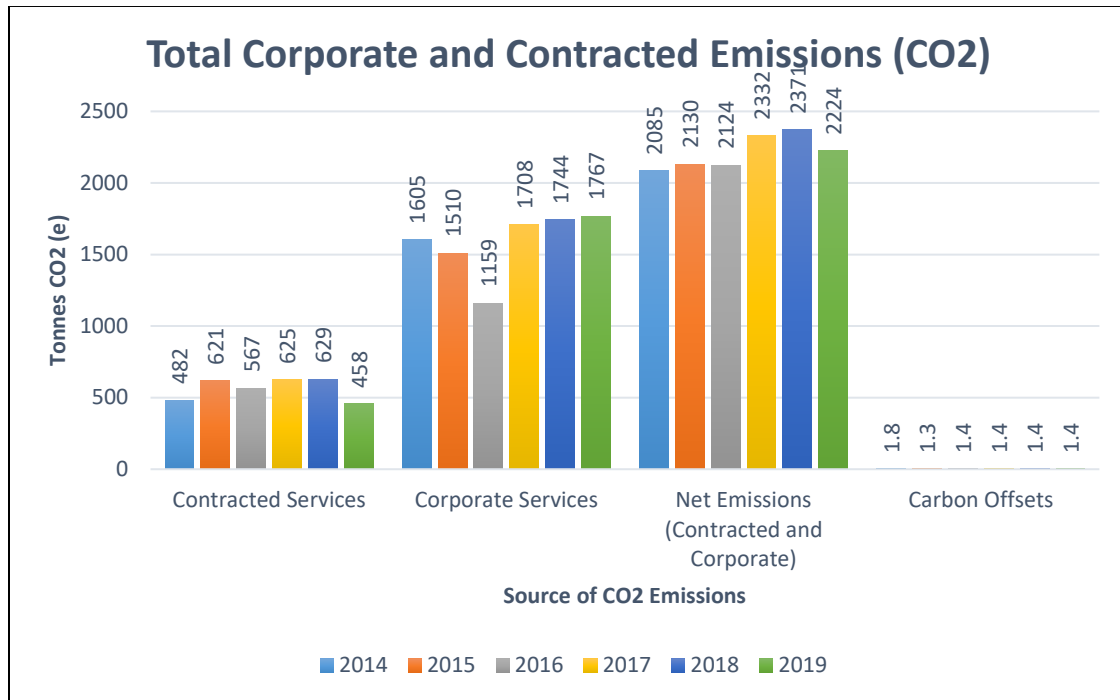


Table 13 - Total Energy Consumption

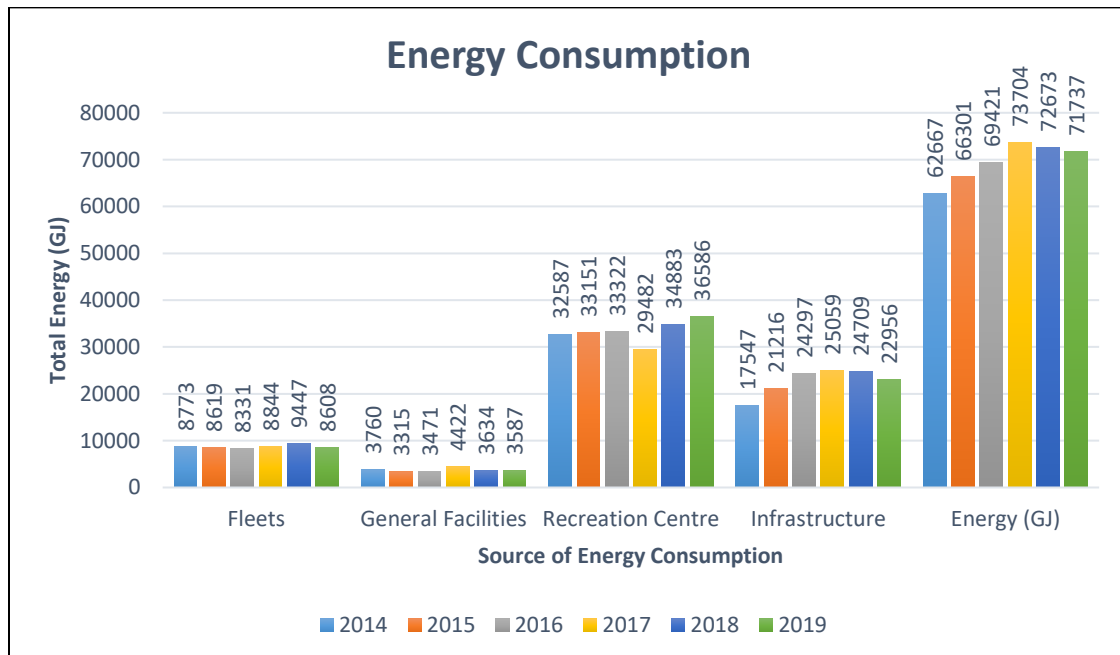
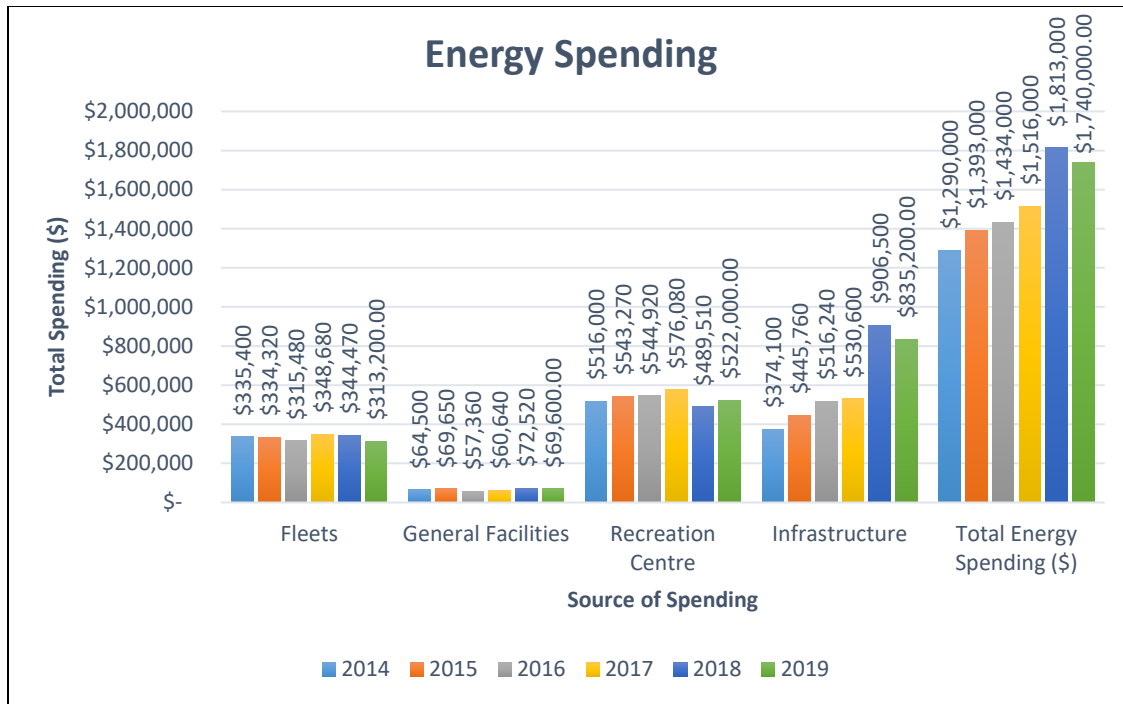


Table 14 - Total Energy Spending



The Future of Climate Action

Since the release of 2018 IPCC report many nations have taken more aggressive actions and set concrete deadlines to reduce their emissions. In the same year B.C. released the *Clean BC* report, which commits the Province to increasing the price of carbon to \$50 a tonne by 2021. This increase is intended to be used to offset the rising cost of living and will also be used to reduce community based GHG emissions, as the funds will be directed to community invest. In 2018 the Province also released the *Climate Change Accountability Act*. Which require BC to meet the following GHG emissions target levels:

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

Most recently, in 2019 the Province of B.C. released another piece of climate legislation, the *Zero-Emission Vehicles (AEV) Act*. The Act was created to ensure that there are more zero-emissions vehicles available for sale, and that the salve of these vehicles will be more affordable for the general public. The Act also sets concrete targets for the Province with respect to the vehicles to be sold, where:

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

These aggressive targets set through these Acts provide many objectives for the Province, and its municipalities in the years to come.

West Kelowna: 2020 and Beyond

When we think of what our community could look like in the future we must consider how we can get there, the goals we might establish for ourselves, and the process for how we may complete them. In thinking of West Kelowna's future with respect to climate change, it is evident that we must satisfy the commitment we made as a signatory to the B.C. Climate Action Charter, beyond this, we must think of what we can do to ensure our community may continue to prosper. Below are some things we may consider to ensure that we may continue to grow in a sustainable, fiscally responsible, and desirable way.

Collaboration and Joint Action

We may consider how our goals are common amongst our neighbours; Westbank First Nation, the District of Peachland, and the City of Kelowna play how they all play a vital role in the development of the west side, and are integral to the function of our community. We share businesses, facilities, natural areas, and common resources. Together we may think about how we can move forward together to adapt to and mitigate the effects of climate change.

Some initial steps may involve information and knowledge sharing. In recognition that we all share the same outcomes of climate change, we must put our collective knowledge together to work towards the same goal, and sharing information is a great way to get there. We may start to think of ways how we can work together to plan our communities, as well as how we may best utilize the facilities and infrastructure we have to meet the demands of our residents' needs. While it is important to note that there are opportunities for collaboration, Westbank First Nation has not agreed to the conditions of the Charter.

Climate Action Plan

A Climate Action Plan is essential to establishing, monitoring, and implementing objectives related to climate change. West Kelowna may adopt a Climate Action Plan to establish goals and policies to reach achieve our Charter commitments, and may do so by identifying projects for the future. For inspiration, West Kelowna may look to the City of Kelowna Climate Action Plan. Though it is advisable that the plan include both community and corporate actions to ensure the Charter commitments could be met.

While we are progressing towards corporate carbon neutrality and making our community more compact and sustainable, clear objectives would help establish a work plan moving forward. Furthermore, the establishment of goals in this document could be updated on a regular basis to ensure that they are still relevant as projects are completed, new issues arise, and new technologies are created.

District Energy Station

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

Reserve Fund

To support the creation of the Climate Action Plan, we may also consider adopting a Climate Action Reserve Fund, which may make use of our Gas Tax Fund and Carbon Tax Credits, which are received annually. Currently the City lacks a long-range investment and project plan for these funds, and they are treated as general revenue for the City and used in capital projects. While beneficial, the City may be losing opportunities to invest this money in long-term capital projects that the City has difficulty raising funds for, or the City may save the funds to fund adaptation projects in the community as needed. If the Climate Action Reserve Fund was used in conjunction with the Climate Action Plan there would be a very clear and viable plan for the future.

Land Use and Community Design

In considering how West Kelowna is to continue to grow and develop our community must begin to think how our built, physical environment influences our community emissions, and the decisions we make or are forced to make based on what is available to us. With respect to transportation, we must make decisions like: *Do we take the car, or are we able to take public transportation? Are we able to walk or take our bikes?* Having the infrastructure that is capable of supporting these alternative options allows us to make alternative decisions. While infrastructure is important, we may also think about how our development pattern, including residential and road designs, have determined how we move and how we live. Looking at possibilities of encouraging more compact, dense residential design reduces sprawl, improves resource and energy efficiency, and enables the possibility of transportation oriented design which maximizes the density of residential and commercial space with the provision of pedestrian infrastructure and public transportation. In recognition of the new Community Visioning project that will be taking place between 2019 and 2020, the City is uniquely positioned to capitalize on reviewing its design objectives for the future.

Carbon Offsets

A traditional method for many corporations, including municipalities, is to offset their emissions and to invest in carbon offsets. The attraction is that this option provides an easy, accessible option that allows corporations to offset their emissions. However, it is important to note that the activity itself does not stop the emissions, and that as emissions increase, the amount of offsets purchased will also need to increase.

In the past many offset programs were allocated to planting trees, more recently these programs have shifted to investing in renewable energies; however, the funds typically do not stay in the community. This can raise questions of measurement and success, and whether or not the investment is worthwhile. To avoid these complications offsets in their traditional sense may be avoided, but the City could consider investing within the community projects that would otherwise reduce emissions.

Published May 29, 2020



COUNCIL REPORT

To: Paul Gipps, CAO

Date: October 13, 2020

From: Stacey Harding, Parks and Fleet Operations
Manager

File No: Bylaw No. 0166.04

Subject: **Cemetery Bylaw Revision 0166.04**

RECOMMENDATION

THAT Council consider and resolve to give first, second, and third reading to Westbank Cemetery Amendment Bylaw No. 0166.04, 2020.

STRATEGIC AREA(S) OF FOCUS

- **Invest in Infrastructure** – to invest in building, improving and maintaining quality infrastructure to meet the needs of, and to provide a high quality of life for, current and future generations;
- **Strengthen Our Community** – to provide opportunities for the residents of West Kelowna to build connections, celebrate successes, embrace the community's strengths and diversity, address shared needs, and contribute to shaping the community's future.

BACKGROUND

The Westbank Cemetery has undergone tremendous improvements since the City incorporated thanks to Councils continued support for our heritage site. Sales and services have increased to a point that operational costs are now recovered annually. Staff have kept current on burial trends and added services creating revenue opportunities. Both from an Operational and Administrative perspective our service levels are highly regarded and we are reminded of this both from the public and the funeral homes whom we work closely with.

We operate under an annual license issued by Consumer Protection BC. We have been audited in the past successfully and operate under the assumption an unannounced audit could happen at any time, therefore we continually monitor locally offered interment and service fees to ensure our rates are within industry average. We aim to strike a balance between the financial viability of the operation and fair costs of plot sales and burial services for our residents.

In June of 2019 Council approved a fee schedule that included a one-time 35% increase to keep our services in line with industry averages in the Okanagan valley.

In 2020 despite the complexities of managing this essential service under a pandemic we have completed a fee schedule and operational analysis for 2020.

From this, Staff make the following recommendations.

- Adding an administration fee to recover staff cost when refunding plot fees.
- Adding some descriptive language to address frequent questions regarding our fee schedule and interment procedures.
- Adding an artificial turf plot cover option.

DISCUSSION

Internal questions included,

- **Why are you offering an artificial turf cover option?** Answer; it comes at a lower price point option and is an added service for our residents. We want to provide the product so it's of a consistent quality and visual appeal.
- **What's this new administration fee for?** Answer; the Bylaw speaks to an administration fee charged when processing refunds. A fee was previously never defined to recover clerical and finance department costs to complete the process.
- **Why are we removing the mausoleum open/close fee?** Answer; the opening and closing fee is included in the original purchase price.
- **Have the impacts of Covid -19 been felt in our interment quantities?** Answer; No, we remain busy but no more so than other busy years.
- **How long will our existing Cemetery be able to accept clients?** Answer; Our projections conveyed to Council in 2019 remain accurate today. It will be 20+ years before we consider planning for additional property or develop the existing site to the north.

FINANCIAL IMPLICATIONS

Modest income increase as a result of the added artificial turf option.

COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
May 28, 2019	THAT Council approve a Fee Schedule based on 2019 Okanagan Valley Industry averages plus a one-time increase of 35%.	C215/19

June 11, 2019	THAT Council give first, second and third readings to Westbank Cemetery Amendment Bylaw No. 0166.03, 2019	C234/19
June 25, 2019	THAT Council adopt the Westbank Cemetery Amendment Bylaw No. 0166.03, 2019	C261/19

CONCLUSION

Staff feel the current and future viability of the services remains in good shape. However looking for improvements will be ongoing. Small changes in the cemetery Bylaw if necessary and providing a high level of service will continue to be our focus.

Alternate Motion:

THAT Council postpone first, second and third reading of Westbank Cemetery Amendment Bylaw No. 0166.04, 2020.

Alternate direction for staff to pursue would be requested.

REVIEWED BY

Allen Fillion, Director of Engineering, Parks and Public Works

Lisa Siavashi, Finance Manager

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☒ No ☐

Attachments:

- 1) Plot and Service Fees comparison 2020
- 2) Westbank Cemetery Amendment Bylaw No. 0166.04

PLOT FEES	West Kelowna	Kelowna	Vernon	Peachland	Penticton
Adult Plot	\$1,601	\$3754 - \$5208	\$1,718	\$1,120	\$1,400
Infant Plot	\$710		\$833	\$655	
Cremation Plot	\$721	\$750	\$514	\$533	\$434
Lakeside Columbarium – Level 1	\$4,838	\$4,396			\$3,712
Mountainside Columbarium – Level 1	\$4,385	\$4,150			\$3,603
Mountainside Columbarium – Level 5	\$3,803	\$3,756			\$3,495
Mausoleum – Level 1	\$26,056	\$20,607			\$22,410
Mausoleum – Level 2	\$23,449	\$19,765			\$21,653
SERVICE FEES					
Opening and Closing Grave for Burial:					
Adult Plot (6' depth)	\$1,194	\$1,042	\$1,293	\$1,015	\$1,386
Infant Plot	\$717		\$1,293	\$670	
Cremation Plot	\$343	\$434	389	\$224	\$294
Columbarium	\$297	\$434			
Mausoleum	\$446	\$1,031			

CITY OF WEST KELOWNA

BYLAW NO. 0166.04

A BYLAW TO AMEND THE WESTBANK CEMETERY BYLAW

WHEREAS the Council of the City of West Kelowna wishes to amend Westbank Cemetery Bylaw No. 0166;

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

1.1 Title

This Bylaw may be cited as the “WESTBANK CEMETERY AMENDMENT BYLAW NO. 0166.04, 2020.”

2.0 Amendments

“Westbank Cemetery Bylaw No. 0166, 2014” is hereby amended as follows:

2.1 By deleting Section 1.2.4 in its entirety and replacing with the following Section 1.2.4:

1.2.4 Schedule ‘A’, Schedule of Fees is attached to and forms part of this Bylaw.

2.2 By adding the following definition “Artificial Turf Plot Cover”:

“Artificial Turf Plot Cover” means an artificial grass cover placed over a plot after interment. Permitted in Blocks H, I, J, K, & O only.

2.3 By adding the following definition “Curb & Seal”:

“Curb & Seal” means a fabricated concrete slab, purchased from the City, to be placed on top of a plot after interment.

2.4 By deleting section 3.9 in its entirety and replacing with the following section 3.9

3.9 Right of Interment Cancellation

TO CANCEL: You must provide a written notice of cancellation. The notice must be forwarded to the City of West Kelowna by a method that will allow proof that you gave notice, such as registered mail, facsimile, or personal delivery.

REFUND: The City of West Kelowna will refund to the Right of Interment Holder, the original purchase price, LESS the amount of the Care Fund contribution for the space and LESS the Administration Fee as set out in **Schedule ‘A’**.

CARE FUND CONTRIBUTIONS: If you cancel interment rights after funds are deposited into the Care Fund, the amount deposited shall not be refundable. Upon confirmation of the requesting party/deceased estate’s legal right to receive any refund, the City of West Kelowna will provide any refund owing within 30 days from the confirmation date.

If goods have been specially pre-ordered and because of some unique characteristic, personalization or extraordinary cost or the goods cannot be used in the ordinary course of business, the City may deduct the itemized cost of those goods from the Right of Interment and the cost of those goods may be retained out of any money paid for the purposes of a Right of Interment cancellation.

2.5 By adding section 6.2 (b).

6.2 Application for an Interment Permit

- (b) Weekend interment: at least 72 hours (3 working day) before the scheduled interment.

2.6 By adding 7.2.3 (b).

7.2.3 Natural Burial Interment Permits may be purchased for the following type of burial plot:

- (b) in a cremation plot – only one natural burial of cremains will be permitted in a cremation plot. Natural burial of cremains shall be made in a biodegradable urn and are non-recoverable.

2.7 By deleting section 7.7 (b) in its entirety and replacing with the following section 7.7 (b)

7.7 Number of Interments

- (b) Two (2) urn interments will be permitted in each cremation plot with the exception of a 'natural burial' where only one (1) biodegradable urn will be permitted in each cremation plot.

2.8 By deleting section 7.11 in its entirety and replacing with the following section 7.11.

7.11 Grave Space Embellishments

Except for graves or grave spaces embellished prior to the date of this Bylaw, no grave space shall be defined by a fence, hedge, railing except for a City installed memorial marker, curb & seal or a turf plot cover.

2.9 By deleting section 7.13 in its entirety and replacing with the following section 7.13.

7.13 Interment on Weekends or Statutory Holidays

No person shall inter or scatter any body in the Cemetery on Saturday or Sunday or any Statutory Holiday unless written permission of the General Manager is first obtained and the fees for this service, as outlined in Schedule 'A', have been paid.

2.10 By deleting section 7.16 in its entirety and replacing with the following section 7.16

7.16 Cremated Remains Container (Urns)

For every interment of cremated remains in a plot or niche, **other than for a natural burial of cremains in a biodegradable urn**, the container(s) for cremated remains shall be made of metal, stone, plastic, porcelain or other materials as approved by the General Manager and must be manufactured for the express purpose of containing cremated remains. A single container or combination of (2) containers shall not exceed 14" H x 12" L x 12" W (35.56 cm H x 30.48 cm L x 30.48 W).

2.11 By deleting section 10.2 in its entirety.

2.12 By deleting section 11.1 in its entirety and replacing with the following section 11.1

11.1 Fees

Any owner of a memorial marker, tablet, monument, or **a curb and seal**, desiring to install, or modify same in the Cemetery shall pay to the City prior to the installation or modification of same, the fee specified in Schedule "A".

2.13 By deleting section 11.2 in its entirety and replacing with the following section 11.2

11.2 Conformation

A tablet type memorial may be installed on a grave in the Cemetery provided it is made of stone or bronze and is attached to a concrete base (pillow) not less than 10 cm (4") thick, with the outer dimensions being 5 cm (2") larger than the tablet or on a poured in place, plot apron installed in Ph III.

Every memorial at the Cemetery shall be placed, installed, relocated or removed by the City staff.

All markers sizes are measured in inches and are always written (length x width x height).

No marker shall be installed on a plot until plans and specifications describing fully the marker's proposed size, design, material, inscription and location have been submitted to the City by an applicant for a Memorial Permit.

Other than a metal or stone flower holder (vase), no form of candleholder, lantern or other form of fixture may be attached in any manner to a memorial or placed adjacent to where a memorial is installed.

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

MAYOR

CORPORATE OFFICER

**WESTBANK CEMETERY BYLAW 0166.04
FEE SCHEDULE 'A'**

Rates Effective November 1, 2020

PLOT FEES		
Grave Space/Type	Resident Rate	Non Resident Rate
Adult Plot	\$1,601	\$1,889
Infant Plot	\$710	\$838
Cremation Plot	\$721	\$851
Lakeside Columbarium – Level 1	\$4,838	\$5,709
Lakeside Columbarium – Level 2	\$4,676	\$5,518
Lakeside Columbarium – Level 3	\$4,515	\$5,327
Lakeside Columbarium – Level 4	\$4,353	\$5,136
Lakeside Columbarium – Level 5	\$4,191	\$4,946
Mountainside Columbarium – Level 1	\$4,385	\$5,175
Mountainside Columbarium – Level 2	\$4,240	\$5,003
Mountainside Columbarium – Level 3	\$4,094	\$4,831
Mountainside Columbarium – Level 4	\$3,949	\$4,659
Mountainside Columbarium – Level 5	\$3,803	\$4,488
Family Estate	\$16,174	\$19,085
Mausoleum – Level 1	\$26,056	\$30,746
Mausoleum – Level 2	\$23,449	\$27,670
Ossuary/Scatter	\$269	\$318
Ossuary/Scatter with Plaque	\$527	\$622
SERVICE FEES		
Opening and Closing Grave for Burial	Resident Rate	Non Resident Rate
Adult Plot (6' depth)	\$1,194	\$1,409
Infant Plot	\$717	\$846
Cremation Plot	\$343	\$405
Columbarium (2 nd interment only)	\$297	\$350
Family Estate (2 nd & subsequent interments only)	\$297	\$350
Ossuary Placement	\$101	\$119
Opening and Closing Grave for Exhumation/Disinterment:		
Adult Plot (6' depth)	\$1,455	\$1,716
Infant Plot	\$787	\$929
Cremation Plot	\$394	\$465
Columbarium	\$378	\$446
Mausoleum	\$743	\$876
Family Estate	\$338	\$398

Care Fund – 33.33% of Plot Fee and 11.63% of Niche/Crypt Fee

Maintenance Fund – 15% of all Plot Fees

Non-Resident Fee = Resident Rate + 18%

ADDITIONAL SERVICE FEES		
	Resident Rate	Non Resident Rate
Administrative Fee	\$20	\$24
Bud Vase – Columbarium/Mausoleum	\$209	\$247
Burial (Ash) after 1:30 pm; Mon. – Fri.	\$544	\$642
Burial (Casket) after 1:00 pm; Mon. – Fri.	\$488	\$575
Concrete Pillow (req'd for Bronze marker on top of concrete apron)	\$108	\$127
Curb & Seal - Double	\$3,245	\$3,829
Curb & Seal - Single	\$1,782	\$2,103
Double Depth - Cremation	\$297	\$350
Double Depth – Full Burial	\$737	\$870
Engraving - Columbarium Shutter (2nd Engraving)	\$324	\$383
Engraving – Family Estate (2nd Engraving)	\$324	\$383
Engraving – Family Estate Individual (2nd Engraving)	\$324	\$383
Engraving - Laser Etch Photo (Maus. Only)	\$613	\$724
Engraving - Mausoleum Shutter (2nd Engraving)	\$810	\$956
Grave Liner - Casket	\$584	\$689
Grave Liner - Cremation	\$166	\$196
Installation of Memorial Marker (incl pillow/apron)	\$306	\$361
Memorial Wall Plaque	\$196	\$231
Pall Bearer (2)	\$319	\$376
Plaque Installation	\$135	\$159
Remove/Reinstall Memorial Marker	\$170	\$201
Remove/Replace Double Curb & Seal	\$356	\$421
Remove/Replace Single Curb & Seal	\$178	\$210
Artificial Turf Plot Cover	\$637	\$752
Transfer of Licence	\$54	\$64
Weekend Casket Interment (Incl. Stats)	\$695	\$820
Weekend Cremation Inurnment (incl. stat)	\$561	\$662
Xlarge grave liner	\$743	\$876

Care Fund – 33.33% of Plot Fee and 11.63% of Niche/Crypt Free

Maintenance Fund – 15% of all Plot Fees

Non-Resident Fee = Resident Rate + 18%

Columbarium & Mausoleum Fees include the 1st Open/Close and Shutter Engraving



COUNCIL REPORT

To: Paul Gipps, CAO

Date: October 13, 2020

From: Stacey Harding, Parks & Fleet Operations
Manager

Subject: **Park and Playground Inspection and Maintenance Policy**

RECOMMENDATION

THAT Council adopt the 'Park and Playground Inspection and Maintenance Policy' dated October 13, 2020.

STRATEGIC AREA(S) OF FOCUS

Foster Safety and Well-being – to pursue through direction, action, advocacy, and partnerships with Westbank First Nation and local service providers, investments in community health, needs-based housing, emergency preparedness, policing, and other services that foster safety and well-being.

BACKGROUND

At the time of incorporation, existing Regional District of Central Okanagan (RDCO) policies were rolled over to the now City and were grandfathered. Through the course of time, new City of West Kelowna policies have been developed. Given the City had a limited amount of liability protection under the old policy, staff recommend a new policy be adopted, recognizing park operations have changed and to maximize the amount of liability protection through policy.

Municipal Finance Authority (MIA) highly recommends that municipal parks departments outline the type of inspection protocols they use and have it defined and endorsed by Council.

Inspection policies can vary from “no inspections at all and only respond to complaints” to “strictly scheduled and routine”, however, whatever type of inspection is performed it needs to be identified by policy to support the City’s protection from potential claims.

The type of inspection program developed is tailored by the department’s means and ability to conduct them annually. Large, highly staffed Cities can conduct inspections to

a different standard than small towns and this is recognized by the MIA, who represents the City of West Kelowna.

MIA has reviewed, commented on and support the new policy presented at this time for Councils consideration.

DISCUSSION

- All new Playground structures meet current Canadian Standards Association guidelines for child safety.
- All City playgrounds are inspected twice per year.
- All City Parks general infrastructure is inspected by staff conducting routine maintenance and repairs and does not follow at set schedule.
- Staff conducting Playground inspections are certified through the British Columbia Recreation and Parks Association.
- Playground inspections are electronically recorded by our software titled 'City Reporter'. General Park repairs and maintenance requests are electronically recorded by 'Tempest' software.

FINANCIAL IMPLICATIONS

Staff time for inspections and repairs are incorporated into the existing Parks operating budget and wage budget lines. No new expenses are expected as a result of this policy.

CONCLUSION

Primarily an administrative function, this policy will establish formality around Parks and Playground inspection procedures and frequency. Of critical importance is Councils formal endorsement and the legal protection from potential claims having a policy in place provides the City.

Alternate Motion:

That the 'Park and Playground Inspection and Maintenance Policy' be postponed.

Additional direction from Council would be requested.

REVIEWED BY

Allen Fillion, Director of Engineering, Parks and Public Works.

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒

Attachment:

- Park and Playground Inspection and Maintenance Policy



CITY OF WEST KELOWNA

COUNCIL POLICY MANUAL

Pages: 3
Date: October 13, 2020
Adoption Date:

SUBJECT: Park and Playground Inspection and Maintenance Policy

This Policy will provide guidelines for the regular inspection and maintenance of City owned or operated parks and playgrounds within the City of West Kelowna.

1. **Purpose:**

- 1.1 The purpose of this policy is to ensure service level standards are established for the care and operation of City owned or operated parks and playgrounds.
- 1.2 To ensure parks and playgrounds are safe for play, recreation, and passive use.

2. **Definitions**

- 2.1 "CSA" means the Canadian Standards Association.
- 2.2 "Park Land" means a parcel or portion of a parcel that may be designated or classified as park, as referenced in the City of West Kelowna Official Community Plan or the Parks Master Plan.
- 2.3 "Parkland Assets" means various structures and park amenities including and not limited to, gazebos, docks, washrooms, trees, benches, fences, trails, and all other City owned park assets.
- 2.4 "Playground" means an area containing playground equipment, play structure(s), protective surfacing and similar items, structures, and equipment that is intended for the use of children between the ages of 18 months and 12 years.

- 2.5 “Playground Equipment” means a play structure anchored to the ground, or having natural stability, and not intended to be moved and is for use in play areas of parks or open space lands.
- 2.6 “Play structure” means a free-standing structure with one or more components and their supporting members.
- 2.7 “Preventative maintenance and repairs” means those activities conducted regularly to ensure that parkland assets remain in good condition.
- 2.8 “Routine Maintenance” means scheduled cleaning, repairs, and inspections to identify hazards, wear and tear, debris, faulty equipment, breakage, and vandalism, to ensure safe, clean and operable parkland assets.
- 2.9 “Reactive inspections” means inspections undertaken based on complaints, requests and reports received by the City.

3. Responsibilities

- 3.1 The Manager of Parks and Fleet Operations is responsible for the ongoing maintenance of City owned or operated parks and playgrounds.
- 3.2 The Manager is responsible to provide for staff training or certification related to park and playground inspection, repair, and maintenance.
- 3.3 The Manager is responsible for the maintenance and updating of the Parks and Playground Inspection Policy.
- 3.4 Wherever the term “Manager of Parks and Fleet Operations” is used, it is intended to mean the Manager or designate.

4. Playground Guidelines:

- 4.1 At the time of installation, newly installed, City owned or operated playgrounds will comply with the most recent CSA published standard for ‘Children’s Play Spaces and Equipment’ or the intent of the CSA intended standard.
- 4.2 City owned or operated playgrounds will be subject to biannual, routine maintenance inspections. The extent to which the inspections are completed is per the detailed check points defined in the City Reporter inspection software. Records and reports are stored within this software.
- 4.3 Inspection logs will be maintained for each playground.
- 4.4 Repair or preventative maintenance to playgrounds will occur in conjunction with routine inspections or as soon as practicable following an inspection cycle. Damaged or worn parts

deemed a hazard to the public are removed or flagged as 'closed'. Repairs are completed within two weeks of the report or having received the ordered part.

- 4.5 Reactive inspections will be validated, and repairs performed as required. Upon receipt of a public repair request the inspections are completed with 48 hours.
- 4.6 Any playground with a serious hazard that cannot be immediately mitigated will be fenced and closed to the public until repairs are completed. Serious hazards can be defined as worn or broken parts that immanently put the user in significant risk of injury.
- 4.7 The retention schedule for playground inspection and maintenance records will be determined by the LGMA Records Management Policy.

5. **General Park Guidelines**

- 5.1 Other Parkland assets are installed or constructed in compliance with local building code or generally accepted standard construction practices.
- 5.2 All other Parkland assets have no set regular inspection schedule but are inspected by staff as they are conducting their regular scheduled maintenance tasks or when prompted by public complaint or reactive inspections. Parkland assets are subject to seasonal use and as such inspections will be conducted as the maintenance visits increase and decrease based on seasonal use.

Previous Revision/s:



COUNCIL REPORT

To: Paul Gipps, CAO

Date: October 13, 2020

From: Mike Ummenhofer, Purchasing Manager
Jason Brolund, Fire Chief
Chad Gartrell, Assistant Fire Chief

File No:

Subject: **Fire Engine Purchase - RMA/Sourcwell Buying Group**

RECOMMENDATION

THAT Council authorize the purchase of a fire engine, budgeted in 2020; and

THAT Council authorize this purchase to be made under an existing RMA/Sourcwell contract, providing the cost falls within the established 2020 budget amount.

STRATEGIC AREA(S) OF FOCUS

Foster Safety and Well-being

BACKGROUND

In the past six years, the City has issued three RFP's for fire apparatus (2018-03-P555, 2016-04-P425 and 2014-08-P340). In each instance, the City received only one proposal from Smeal Fire Apparatus, despite posting the opportunities on BC Bid and having several plan takers download the opportunity form the City's bids&tenders website.

WKFR was advised by Smeal that a 5% across-the-board price increase was expected on future purchases, due to a corporate consolidation.

As prices are increasing and the formal RFP process is not providing the competitive response expected by the City, the Purchasing Department and West Kelowna Fire Rescue (WKFR) are proposing the use of an established buying group (RMA/Sourcwell) to purchase the fire engine budgeted for 2020.

Sourcwell was created by the State Government of Minnesota in 1978 as a buying group to leverage efficiencies, transparency and cost advantages for State and Local Governments when purchasing certain commodities. The buying group expanded into Canada and operates as RMA (Rural Municipal Alberta).

In 2018, Sourcwell issued an RFP for Fire Apparatus and awarded contracts to 10 different fire apparatus manufacturers in the United States and 5 fire apparatus

manufacturers in Canada. The contracts use a percentage discount from MSRP (Manufacturer Suggested Retail Price), rather than providing fixed dollar amounts for the myriad components required to construct a fire engine.

DISCUSSION

To purchase under the Sourcewell contract, the City would first issue a Notice of Intent (NOI) on BC Bid, outlining the City's intention to purchase a Spartan Fire engine under the established contracts. Providing there are no objections, the City would simply request a price quotation from any or all of the vetted manufacturers in Canada, quoting the established RMA contract. The price or prices would come back to the City, less the appropriate discount (currently 5%). All (RMA) administrative costs are worked into the price; there are no additional costs. The City will also pursue other possible cost savings at the time of ordering—such as early payment discounts

If a vendor raised an objection to the NOI, the City could proceed with an RFP, through a competitive process. In the past, no objections have blocked an RMA/Sourcewell Group member from using an established contract.

As the buying group has already issued a formal competitive process, it meets all of the City's trade obligations and is a legal method of procurement.

Recent examples of local RMA/Sourcewell purchases include:

- City of Vernon - two fire engines
- City of Nanaimo - backhoe
- City of Penticton - rotary mower
- City of Port Moody - Vactor flush truck

It is expected that Local Governments will increasingly come to accept this type of procurement process in the future.

The purchasing process of a fire engine is made complex by the City and WKFR's desire to standardize the fleet on a Spartan/Smeal platform, which may have resulted in fewer bids received. There are many reasons to standardize fire apparatus and it is not uncommon for fire departments to do so.

Examples of Fire Departments that have standardized equipment:

- | | |
|-------------------------|----------------------------|
| • Richmond – Pierce | • Calgary – Spartan (100+) |
| • Port Moody – Spartan | • Edmonton – Spartan |
| • Kelowna – Spartan/Hub | • Kamloops - Spartan |
| • Maple Ridge – Spartan | • Surrey - Spartan |
| • Vancouver – Spartan | • Delta - Spartan |
| • Burnaby - Spartan | |

WKFR has identified the benefits to standardizing with Spartan Fire Apparatus including a common platform that simplifies ongoing maintenance, operations and training for firefighters. When apparatus are from the same platform, they operate in a similar way, which is important during emergency situations. Parts and repair procedures are also common and this simplifies keeping the apparatus in serviceable condition.

Under the RMA/Sourcwell buying process, the City expects to save many hours of WKFR staff time required to prepare detailed specifications and requirements for an RFP process.

Should the City issue an RFP, it is anticipated that we may only receive a single submission. This makes it difficult to test the market place to determine whether the City received value for money on this purchase. The RMA/Sourcwell contract will guarantee at least a 5% price discount.

FINANCIAL IMPLICATIONS

The 2020 Capital Budget includes \$1,056,000 for the purchase of a fire engine. Staff will proceed with the purchase the fire engine under the RMA/Sourcwell arrangement if the quote received is under budget. The arrangement will lock in the US dollar rate at the time of order to ensure an exact dollar value regardless of currency fluctuations.

Alternate Motion:

THAT Council direct staff to proceed with a conventional RFP process for the 2020 purchase of a fire engine.

REVIEWED BY

Warren Everton, Director of Finance/CFO

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒



COUNCIL REPORT

To: Paul Gipps, CAO

Date: October 13, 2020

From: Shelley Schnitzler, Legislative Services
Manager/Corporate Officer

Subject: **Council Meeting Schedule - 2021**

RECOMMENDATION

THAT Council approve the 2021 City of West Kelowna Meeting Schedule.

BACKGROUND

Section 127 of the *Community Charter* and Council's Procedure Bylaw No. 258 require that Council must:

- (a) Make available to the public, a schedule of the date, time and place of regular Council meetings; and
- (b) Give notice of the availability of the schedule in accordance with Section 94 [public notice] at least once a year.

Council's Procedure Bylaw also requires that when a Council meeting falls on a statutory holiday or occurs during a week in which SILGA, FCM, or UBCM annual conferences are held, the meeting will be held on an alternate Tuesday. For 2021, alternate dates are provided for in April due to SILGA, and in September due to UBCM.

At the time of writing this report, FCM has not confirmed their conference dates for 2021. Their website indicates it will be either June 3 – 6, 2021 or June 10 – 13, 2021. As such, the second and fourth Tuesday of June (June 8 and 22) has been established for meeting dates during the month of June.

Alternate Motion:

- THAT Council approve the 2021 City of West Kelowna Council Meeting Schedule with amendments.

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒

Attachments: 2021 Council Meeting Schedule



CITY OF WEST KELOWNA COUNCIL

2021 MEETING SCHEDULE

Council Chambers, 2760 Cameron Road, West Kelowna, BC

MONTH	COUNCIL MEETING 1:30 P.M.	COUNCIL MEETING 6:00 P.M.
January	12	26
February	9	23
March	9	23
April ¹	6	20
May	11	25
June ²	8	22
July	13	27
August	10	24
September ³	7	28
October	12	26
November	9	23
December	14	-

Note: Committee of the Whole Meetings are scheduled on an "As Required" basis and customarily take place on the third Tuesday of the month.

ACTING MAYOR SCHEDULE – 2021

Councillor De Jong	2020-NOV-01	to	2020-DEC-31
Councillor Findlater	2021-JAN-01	to	2021-FEB-28
Councillor Friesen	2021-MAR-01	to	2021-APR-30
Councillor Johnston	2021-MAY-01	to	2021-JUN-30
Councillor Zanon	2021-JUL-01	to	2021-AUG-31
Councillor Zilkie	2021-SEP-01	to	2021-OCT-31

¹ SILGA Convention – April 27 – 30 (Vernon)

² FCM Convention – June 3 - 6 or June 10 - 13 (Montreal)

³ UBCM Convention – September 13 - 17 (Vancouver)