



CITY OF WEST KELOWNA REGULAR COUNCIL AGENDA

Tuesday, March 9, 2021

IMMEDIATELY FOLLOWING THE PUBLIC HEARING AT 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.	
In accordance with the most recent Provincial Health Officer Order regarding gatherings and events, the public is currently not permitted to attend Council meetings in person. As an open meeting, it will be 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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8.1.2. West Kelowna's City Hall Update – March 2021 23

Information Report from the Special Projects Manager

8.2. DEVELOPMENT SERVICES

8.2.1. DVP 21-01, Development Variance Permit, 2802 Smith Creek Road (Smith Creek Stage 1) 27

Recommendation:

THAT Council authorize the issuance of a Development Variance Permit (DVP 21-01) for Lot A, DL 3478, ODYD, Plan KAP56155, Except Plans KAP56156 and KAP57629 (Smith Creek Stage 1) in accordance with the attached permit to vary Zoning Bylaw No. 0154, S.10.4.5(g).1 for all thirty-three lots in the proposed subdivision to reduce the front parcel boundary setback from 4.5 m to 3.5 m, and for a garage or carport having vehicular entry from the front from 6.0 m to 3.5 m, providing that 6.0 m is maintained from garage to laneway or back of curb/sidewalk.

8.2.2. DVP 21-05; Development Variance Permit; 1884 Diamond View Drive 40

Recommendation:

THAT Council authorize the issuance of a Development Variance Permit (DVP 21-05) for 1884 Diamond View Drive to vary S.10.4.5(g).1 of Zoning Bylaw No. 0154 to reduce the minimum setback from a private access easement to a building from 4.5 m to 3.86 m and to a garage from 6.0 m to 3.01 m, in accordance with the attached permit (Attachment 1).

8.2.3. DP 21-04; Development Permit with Variance; 1631 Pritchard Drive 49

Recommendation:

THAT Council authorize issuance of Development Permit (DP 21-04) for 1631 Pritchard Drive with a variance to S.10.4.5(g).1 of Zoning Bylaw No. 0154 to reduce the front setback to a garage from 6.0 m to 5.6 m, in accordance with the attached permit (Attachment 1).

8.2.4. P 21-04, Regional Growth Strategy Review, RDCO Referral 58

Recommendation:

THAT Council recommend the Regional District of the Central Okanagan not undertake a 5-year review of the Regional Growth Strategy.

8.3. ENGINEERING / PUBLIC WORKS / PARKS

8.3.1. Community Emergency Preparedness Fund – Flood Mitigation Planning

65

Recommendation:

THAT Council support the application to the Community Emergency Preparedness Fund, Flood Risk Assessment, Mapping and Mitigation Planning Stream, seeking the maximum \$150,000 toward creating a Flood Risk Assessment and Mitigation Plan;

THAT Council amend the 2021 to 2025 Financial Plan, as may be required; and,

THAT Council authorize the Mayor and/or Chief Administrative Officer to execute the contribution agreement.

8.4. FIRE RESCUE SERVICES

8.5. CORPORATE INITIATIVES

8.6. FINANCIAL SERVICES / RECREATION AND CULTURE

8.6.1. Draft 2021-2025 Financial Plan and Ten-Year Capital Plan

67

Recommendation:

THAT Council consider the feedback information from the public engagement process held between February 16th and 25th, 2021; and

THAT Council give third reading to the City of West Kelowna Financial Plan Bylaw No. 0284, 2020, with the tax increase set at 4.05%.

9. CORRESPONDENCE AND INFORMATION ITEMS

10. NOTICE OF MOTION

11. ADJOURNMENT OF THE REGULAR MEETING

The next Committee of the Whole meeting is scheduled for Tuesday, March 16, 2021.

The next regular Council meeting is scheduled for Tuesday, March 23, 2021.



CITY OF WEST KELOWNA
MINUTES OF THE SPECIAL MEETING OF COUNCIL

Tuesday, February 23, 2021
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 (arrived at 3:35 p.m.)
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
Brad Savoury, Director of Legal 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 3:31 p.m.

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

In accordance with the most recent Provincial Health Officer Order regarding gatherings and events, the public was not permitted to attend Council meetings in-person.

2. ADDITIONS OR CHANGES TO PROCEDURAL MOTION

3. ADOPTION OF AGENDA

It was moved and seconded

Resolution No. C085/21

THAT the agenda be adopted as presented.

CARRIED UNANIMOUSLY

4. PROCEDURAL MOTION

Resolution No. C086/21

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;

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

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

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

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

CARRIED UNANIMOUSLY

5. ADJOURNMENT OF THE SPECIAL COUNCIL MEETING

The Special Council meeting adjourned at 5:14 p.m.

MAYOR

LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER



CITY OF WEST KELOWNA
MINUTES OF THE REGULAR MEETING OF COUNCIL

Tuesday, February 23, 2021
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
Brad Savoury, Director of Legal Services
Brent Magnan, Planning Manager
Shelley Schnitzler, Legislative Services Manager/Corporate Officer
Hailey Rilkoff, Planner II

1. CALL THE REGULAR COUNCIL MEETING TO ORDER

The meeting was called to order at 6:00 p.m.

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

In accordance with the most recent Provincial Health Officer Order regarding gatherings and events, the public was not permitted to attend Council meetings in

person. As an open meeting, it was webcast live and is archived on the City's website.

2. INTRODUCTION OF LATE ITEMS

3. ADOPTION OF AGENDA

It was moved and seconded

Resolution No. C087/21

THAT the agenda be adopted as presented.

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

4.1 Minutes of the Special Council Meeting held Tuesday, February 9, 2021 in the City of West Kelowna Council Chambers

It was moved and seconded

Resolution No. C088/21

THAT the minutes of the Special Council Meeting held Tuesday, February 9, 2021 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

4.2 Minutes of the Regular Council Meeting held Tuesday, February 9, 2021 in the City of West Kelowna Council Chambers

It was moved and seconded

Resolution No. C089/21

THAT the minutes of the Regular Council Meeting held Tuesday, February 9, 2021 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 February 11, 2021 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

The Director of Engineering and Public Works provided a verbal update on the progress of the Rose Valley Water Treatment Plant.

8.1.2 West Kelowna City Hall Project Update

The CAO provided a verbal update on the City Hall Project.

8.1.3 A 21-02, ALC Non-Farm Use Application, 3743 Old Okanagan Highway

It was moved and seconded

Resolution No. C090/21

THAT Council support the request to permit a non-farm use in the Agricultural Land Reserve (File: A 21-02) for Block A DL 506 ODYD (3743 Old Okanagan Highway) in accordance with the information contained in this report; and

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

CARRIED UNANIMOUSLY

8.1.4 Regional District of Central Okanagan (RDCO) Voting

It was moved and seconded

Resolution No. C091/21

THAT Council support the change in voting composition of the Regional District of Central Okanagan to 1 vote per 5,000 population.

CARRIED UNANIMOUSLY

8.2 DEVELOPMENT SERVICES

8.2.1 P 20-16, Proposed Short Term Rental Program

It was moved and seconded

Resolution No. C092/21

THAT Council give first and second reading to the “City of West Kelowna Zoning Amendment Bylaw No. 0154.99, 2021”; and

THAT Council direct staff to schedule a public hearing.

CARRIED; Councillors Friesen, Johnston and Zilkie opposed

The meeting recessed at 8:01 p.m.

The meeting reconvened at 8:13 p.m.

8.2.2 P 20-01, West Kelowna Community Vision OURWK Final Draft

Jana Zelenski, Principal with Lanarc, presented the Final Draft, 'Our Community Vision'.

It was moved and seconded

Resolution No. C093/21

THAT Council endorse the West Kelowna, OurWK Community Vision Final Draft.

CARRIED UNANIMOUSLY

8.2.3 DVP 21-06, Development Variance Permit, 2575 Eagle Ridge Drive

It was moved and seconded

Resolution No. C094/21

THAT Council approve the issuance of a Development Variance Permit (DVP 21-06) to vary S.7.4.2(a) and S.7.4.2(c) of the Sign Bylaw No. 0250 to increase the maximum combined area of a monument sign from 6.0 m² to 9.0 m², in accordance with the attached permit (*Attachment 1*).

CARRIED UNANIMOUSLY

8.3 ENGINEERING / PUBLIC WORKS / PARKS

8.4 FIRE RESCUE SERVICES

8.5 CORPORATE INITIATIVES

8.6 FINANCIAL SERVICES / RECREATION AND CULTURE

8.6.1 Adoption of 2021 Water Rates, Bylaw No. 0028.69

It was moved and seconded

Resolution No. C095/21

THAT Council adopt "City of West Kelowna Fees and Charges Amendment Bylaw No. 0028.69, 2021" (Schedule 8).

CARRIED UNANIMOUSLY

9. CORRESPONDENCE AND INFORMATION ITEMS

10. NOTICE OF MOTION

11. ADJOURNMENT OF THE REGULAR MEETING

The meeting adjourned at 8:52 p.m.

MAYOR

LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER



INFORMATION ONLY COUNCIL REPORT

To: Paul Gipps, CAO

Date: March 9, 2021

From: Allen Fillion, Director of Engineering and Public Works

File No: 5600-19

Subject: **Rose Valley Water Treatment Plant Main Tender Award**

STRATEGIC AREA(S) OF FOCUS

As part of Council's Strategic Priorities, the Rose Valley Water Treatment Plant meets the objectives set out in Council's *Invest in Infrastructure* and *Foster Safety and Well-being* pillars.

BACKGROUND

Construction of the Rose Valley Water Treatment Plant (RVWTP) was planned to be completed utilizing two main contracts. The first (smaller value) contract for civil works commenced in 2020 and generally included:

- Common excavation and blasting
- Access road construction
- Large diameter watermain installation
- Site drainage including a large retention pond, culverts and catch basins

Final inspection of this contract is scheduled for March 8th.

The intent of the two contract approach was to allow the above site works to take place concurrently to the design of the treatment plant building and treated water reservoir being finalized. This also allowed time to secure all the necessary permits and approvals.

The second contract generally includes:

- Construction of the main treatment plant building
- Construction of a treated water reservoir
- All process and building mechanical
- Electrical, Instrumentation and Controls

A pre-qualification process was undertaken for this contract to ensure general contractors who are well qualified, and have the necessary resources and related experience for a project of this type and magnitude. The pre-qualification process resulted in four general contractors being invited to bid on the second tender. The tender closed on February 18th at 2:00 pm with all four pre-qualified contractors submitting a bid. A summary of the tender results is provided in Table 1 with further information provided in Attachment 1 – *RVWTP – Main Contract Recommendation Letter*.

Table 1 - Summary of Tender Results

Item	Tenderer	Tender Price (excl. GST)
1	Aecon Water Infrastructure Inc.	\$ 55,837,300.00
2	Graham Infrastructure LP	\$ 55,633,230.00
3	Maple Reinders Constructors Ltd.	\$ 45,151,535.00
4	PCL Constructors Westcoast Inc.	\$ 52,631.535.00

The Engineer's pre-tender estimate was \$51,345,000. The RVWTP project value, including the plant and connections to the Lakeview (local Rose Valley), Prichard, Sunnyside and West Kelowna Estates Systems is based on a not-to-exceed model of up to \$75M.

In addition to this tender amount, the not-to-exceed \$75M budget also includes construction contingency, the contract work completed under the first contract, supply contract for UV equipment, supply contract for electrical and instrumentations controls package, professional services, and the Sunnyside and West Kelowna Estates transmission mains to connect to the new plant.

The West Kelowna Estates and Sunnyside transmission mains are currently under design and budgets will be updated as the design develops. It should also be noted that CWK has applied for grant funding for this project under the Investing in Canada Infrastructure Program – Green Infrastructure stream. Announcements related to this grant program are anticipated this spring. If successful, the funding covers 73.33% of eligible costs (40% Federal, 33.33% Provincial).

Maple Reinders Constructors Ltd. submitted a compliant tender with all the required documentation. The Preliminary Construction Schedule presented complies with the milestone dates set out in the Contract documents. Maple Reinders Constructors Ltd. has a local presence and has completed work on large scale water and wastewater treatment plant projects in the Okanagan and B.C., including the Powers Creek Water Treatment Plant. Maple Reinders Constructors Ltd. has listed all approved

subcontractors with a local presence and vendors that align with the technical specifications.

Given all of the information above, and in following the City's Purchasing Policy, the contract has been awarded to Maple Reinders Constructors Ltd. in the amount of \$45,151,535.

FINANCIAL IMPLICATIONS

Funding for the Rose Valley Water Treatment Plant Main Contract is approved as part of the budget for the construction of the Rose Valley Water Treatment Plant. The \$45,151,535 cost is within the Engineer's estimate for the construction of the facility.

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒

Attachments:

1. RVWTP – Main Tender Recommendation Letter

Rob Hillis, Engineering Manager
City of West Kelowna
204-879 Anders Road
West Kelowna, BC V1Z 1K2

February 24, 2021

Contract #: 2020-11-T800

Project #: 60557308

Dear Mr. Hillis:

Subject: **Rose Valley WTP Main Works Tender Evaluation**

The City received four (4) tenders by 2:00pm on the tender closing date of February 18, 2021 for the Rose Valley WTP Main Works Contract. A summary of the tender results is provided in Table 1. A detailed summary of tender results can be found in Attachment A. Note there is an arithmetic error in the tender price breakdown provided by Aecon. The difference between the tender price breakdown is \$58,000. (Total Tender Price is \$ 55,837,300 versus a calculated value of \$ 55,895,300 from the tender price breakdown). As per the tender documents the total tender amount governs.

Table 1 - Summary of Tender Results

Item	Tenderer	Tender Price (excl. GST)
1	Aecon Water Infrastructure Inc.	\$ 55,837,300.00
2	Graham Infrastructure LP	\$ 55,633,230.00
3	Maple Reinders Constructors Ltd.	\$ 45,151,535.00
4	PCL Constructors Westcoast Inc.	\$ 52,631.535.00

There were numerous submissions required by each contractor to make a complete Tender submission. During the tender evaluation the required submissions were reviewed for completeness and compliance. Based on this review Table 2 was produced. As note in Table 2 below, all the submittals required to make a complete tender were provided except for the Tender Breakdown from Graham Infrastructure LP. This submittal was incomplete so the Graham Infrastructure LP tender was deemed incomplete.

Table 2 – Tender Submission Checklist

Tender Document	Maple Reinders Constructors Ltd.	PCL Constructors Westcoast Inc.	Aecon Water Infrastructure Inc.	Graham Infrastructure LP
ITT Initialed	YES	YES	YES	YES
Tender Checklist	YES	YES	YES	YES
Tender Form	YES	YES	YES	YES
Tender Price Breakdown	YES	YES	YES*	NO

Preliminary Construction Schedule	YES	YES	YES	YES
Subcontractors and Suppliers	YES	YES	YES	YES
Agreement to Bond	YES	YES	YES	YES
Certificate of Insurance	YES	YES	YES	YES

The lowest tender was submitted by Maple Reinders Constructors Ltd. in the amount of \$45,151,535.00, plus GST. The Engineers Estimate was \$ 51,345,000 and the second tender price from PCL Constructors Westcoast Inc. was \$ 52,631.535.00. The low tender is less than the pre-tender budget value established during the design phase of the project.

Table 3 provides a comparison of the low tender submission to the Engineers Estimate. Generally, there is alignment between the estimate and the low tender price submitted by Maple Reinders Constructors Ltd., with the significant difference being the General Requirements. This is a category where the overhead, profit and site soft costs were included in the estimate. It is assumed that the difference is attributed to a competitive construction market given the current economic challenges.

Table 3 – Comparison of the Engineers Estimate and the Low Tender Submission

Item	Engineers Estimate	Maple Reinders Constructors Ltd.
General Requirements	\$ 7,525,000	\$ 1,732,000
Civil and Site Work	\$ 3,400,000	\$ 4,889,000
Architectural and Structural	\$ 15,790,000	\$ 13,996,000
Process and Building Mechanical	\$ 19,450,000	\$ 19,172,000
Electrical, Instrumentation and Controls	\$ 5,180,000	\$ 5,362,000
Total Tender Price	\$ 51,345,000	\$ 45,151,000

Maple Reinders Constructors Ltd. submitted a compliant tender with all required documentation. The Preliminary Construction Schedule presented complies with the milestone dates set out in the Contract documents. Maple Reinders Constructors Ltd. has a local presence and has completed work on large scale water and wastewater treatment plant projects in the Okanagan and BC in the past. Maple Reinders Constructors Ltd. has listed all approved subcontractors with a local presence and vendors that align with the technical specifications.

AECOM recommends that the City of West Kelowna award the Rose Valley WTP Main Works contract to Maple Reinders Constructors Ltd. in the amount of \$45,151,535.00 plus GST. If the City agrees with our tender evaluation, please proceed with issuing a "Notice of Award" highlighting the additional information required from the tenderer.

Please contact the undersigned if you have any questions.

Sincerely,
AECOM Canada Ltd.



Brett deWynter, P.Eng.
Project Manager
T:250.980.7104
E:brett.dewynter@aecom.com

BD:sk

Encl. Attachment A – Detailed Tender Summary

Cc: Per email distribution list.

Appendix A
City of West Kelowna
Rose Valley WTP Main Works
Detailed Tender Summary

2/24/2021

Title	Estimate	Maple Reinders Construction Ltd.	PCL Constructors Westcoast Inc.	Aecon Water Infrastructure Inc.	Graham Infrastructure LP
Contract Requirements	5,484,650.00	589,000.00	780,000.00	1,259,000.00	
General Requirements	2,040,350.00	1,143,000.00	1,663,162.00	1,939,400.00	
Siteworks	3,400,000.00	4,889,000.00	5,285,000.00	5,856,100.00	
Concrete	12,516,650.00	10,306,000.00	12,685,000.00	14,359,700.00	
Metals	1,436,075.00	1,762,000.00	2,500,000.00	2,125,100.00	
Wood and Plastics	55,000.00	103,000.00	55,000.00	106,100.00	
Thermal and Moisture	144,523.00	775,000.00	850,000.00	848,900.00	
Doors and Windows	803,652.00	501,000.00	600,000.00	959,000.00	
Finishes	669,100.00	517,000.00	550,000.00	693,200.00	
Specialties	165,000.00	32,000.00	250,000.00	65,300.00	
Process	6,825,000.00	4,454,000.00	5,075,000.00	5,510,500.00	
Speciality Equipment	4,030,000.00	3,495,000.00	3,215,000.00	3,858,500.00	
Conveying Systems	400,000.00	275,000.00	420,000.00	336,200.00	
Mechanical	8,195,000.00	10,948,000.00	13,020,000.00	12,158,400.00	
Electrical	3,839,850.00	4,336,000.00	4,573,373.00	4,956,600.00	
Instrumentation	1,340,150.00	1,026,000.00	1,110,000.00	863,300.00	
Tender Price	51,345,000.00	45,151,000.00	52,631,535.00	55,895,300.00	55,633,230.00
GST 5%	2,567,250.00	2,257,550.00	2,631,576.75	2,794,765.00	2,781,661.50
Tender Price plus GST	53,912,250.00	47,408,550.00	55,263,111.75	58,690,065.00	58,414,891.50

NOT PROVIDED

Delta from Low Tender (excl. GST)	-	7,480,535.00	10,744,300.00	10,482,230.00
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Notes

1. Graham Infrastructure LP did not submit a Tender Price Breakdown
2. Aecon Water Infrastructure Tender Price Breakdown stated \$55,837,300.00, difference of \$58,000 from Tender Price in this document

			Estimate		Maple Reinders Construction Ltd.		PCL Constructors Westcoast Inc.		Aecon Water Infrastructure Inc.		Graham Infrastructure LP	
Item #	Item Description	Quantity	Unit	Amount	Unit	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
Division 00 - Contract Requirements		Sub-Total Division 00		5,484,650	LS	589,000.00	LS	780,000.00	LS	1,259,000.00		
0.1	Bonding and Insurance	1	LS	5,484,650	LS	589,000.00	LS	780,000.00	LS	1,259,000.00		
Division 01 - General Requirements		Sub-Total Division 01		2,040,350	LS	1,143,000.00	LS	1,663,162.00	LS	1,939,400.00		
0.1	Mobilization and Demobilization (Max 1% of Total Tender Price)	1	LS	513,450	LS	122,000.00	LS	500,000.00	LS	550,000.00		
0.2	Start-up, Commissioning and Training (2% of Total Tender Price)	1	LS	1,026,900	LS	903,000.00	LS	1,054,000.00	LS	1,100,000.00		
0.3	Survey and Record Information	1	LS	250,000	LS	18,000.00	LS	9,162.00	LS	189,400.00		
0.4	O&M Manuals	1	LS	250,000	LS	100,000.00	LS	100,000.00	LS	100,000.00		
Division 02 - Siteworks		Sub-Total Division 31		3,400,000	LS	4,889,000.00	LS	5,285,000.00	LS	5,856,100.00		-
0.1	Excavating, Trenching and Backfilling	1	LS	1,010,000	LS	1,741,000.00	LS	2,000,000.00	LS	2,202,400.00		-
0.2	Yard Piping and Buried Infrastructure	1	LS	1,300,050	LS	2,202,000.00	LS	2,500,000.00	LS	2,594,800.00		-
0.3	Site Grading (including existing roadway gravels)	1	LS	228,300	LS	197,000.00	LS	180,000.00	LS	217,000.00		-
0.4	Asphalt Paving	1	LS	374,400	LS	334,000.00	LS	215,000.00	LS	280,700.00		-
0.5	Fencing and Gates	1	LS	72,250	LS	124,000.00	LS	140,000.00	LS	199,800.00		-
0.6	Landscaping	1	LS	415,000	LS	291,000.00	LS	250,000.00	LS	361,400.00		-
Division 03 - Concrete		Sub-Total Division 03		12,516,650	LS	10,306,000.00	LS	12,685,000.00	LS	14,359,700.00		-
0.1	Treatment Plant Cast-in-Place Concrete	1	LS	4,668,500	LS	3,266,000.00	LS	7,500,000.00	LS	4,665,300.00		-
0.2	Treatment Plant Process Tanks	1	LS	2,635,000	LS	3,249,000.00	LS	1,000,000.00	LS	3,643,400.00		-
0.3	Treatment Plant Pre-Cast Structural Concrete	1	LS	1,529,150	LS	860,000.00	LS	1,000,000.00	LS	996,200.00		-
0.4	Treated Water Reservoir	1	LS	2,634,000	LS	2,682,000.00	LS	2,800,000.00	LS	4,085,200.00		-
0.5	Valve Chamber	1	LS	225,000	LS	90,000.00	LS	300,000.00	LS	830,600.00		
0.6	Miscellaneous Concrete	1	LS	825,000	LS	159,000.00	LS	85,000.00	LS	139,000.00		-
Division 05 - Metals		Sub-Total Division 05		1,436,075	LS	1,762,000.00	LS	2,500,000.00	LS	2,125,100.00		-
Division 06 - Wood and Plastics		Sub-Total Division 06		55,000	LS	103,000.00	LS	55,000.00	LS	106,100.00		
Division 07 - Thermal and Moisture Protection		Sub-Total Division 07		144,523	LS	775,000.00	LS	850,000.00	LS	848,900.00		
Division 08 - Doors and Windows		Sub-Total Division 08		803,652	LS	501,000.00	LS	600,000.00	LS	959,000.00		
Division 09 - Finishes		Sub-Total Division 09		669,100	LS	517,000.00	LS	550,000.00	LS	693,200.00		
Division 10 - Specialties		Sub-Total Division 10		165,000	LS	32,000.00	LS	250,000.00	LS	65,300.00		
Division 11 - Process		Sub-Total Division 11		6,825,000	LS	4,454,000.00	LS	5,075,000.00	LS	5,510,500.00		

NOT PROVIDED

Item #	Item Description	Quantity	Unit	Amount	Unit	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
			Estimate		Maple Reinders Construction Ltd.		PCL Constructors Westcoast Inc.		Aecon Water Infrastructure Inc.		Graham Infrastructure LP	
0.1	Inlet Control, flocculation and coagulation	1	LS	485,000.00	LS	384,000.00	LS	1,700,000.00	LS	639,900.00		-
0.2	DAF	1	LS	2,745,000.00	LS	1,491,000.00	LS	1,600,000.00	LS	1,851,500.00		-
0.3	UV Reacor Installation	1	LS	225,000.00	LS	12,000.00	LS	25,000.00	LS	5,900.00		-
0.4	Pumps	1	LS	710,000.00	LS	601,000.00	LS	950,000.00	LS	985,800.00		-
0.5	Filter Backwash Treatment	1	LS	1,145,000.00	LS	296,000.00	LS	50,000.00	LS	1,133,600.00		-
0.6	Sludge Dewatering and Conveyors	1	LS	1,235,000.00	LS	1,542,000.00	LS	600,000.00	LS	700,100.00		-
0.7	Wet Polymer Systems	1	LS	280,000.00	LS	128,000.00	LS	150,000.00	LS	193,700.00		-
Division 13 - Specialty Equipment		Sub-Total Division 13		4,030,000.00	LS	3,495,000.00	LS	3,215,000.00	LS	3,858,500.00		
0.1	Chemical metering pump skids and storage	1	LS	1,010,000.00	LS	1,688,000.00	LS	1,500,000.00	LS	1,456,200.00		
0.2	Filtration equipment and media	1	LS	3,020,000.00	LS	1,747,000.00	LS	1,650,000.00	LS	2,336,200.00		
0.3	Roll-off bins	1	LS		LS	60,000.00	LS	65,000.00	LS	66,100.00		
Division 14 - Conveying Systems		Sub-Total Division 14		400,000	LS	275,000.00	LS	420,000.00	LS	336,200.00		
0.1	Dewatering Conveyors	1	LS	330,000	LS	172,000.00	LS	210,000.00	LS	190,500.00		
0.2	Hoists and Cranes	1	LS	70,000	LS	103,000.00	LS	210,000.00	LS	145,700.00		
Division 15 - Mechanical		Sub-Total Division15		8,195,000	LS	10,948,000.00	LS	13,020,000.00	LS	12,158,400.00		
0.1	Process Piping	1	LS	4,830,000	LS	6,245,000.00	LS	5,600,000.00	LS	4,783,200.00		
0.2	Process Valves	1	LS	975,000	LS	2,560,000.00	LS	4,600,000.00	LS	2,930,700.00		
0.3	HVAC Equipment	1	LS	750,000	LS	643,000.00	LS	800,000.00	LS	1,309,600.00		
0.4	HVAC Ductwork	1	LS	700,000	LS	664,000.00	LS	1,000,000.00	LS	433,100.00		
0.5	Diffusers, Grilles, Filters	1	LS	100,000	LS	64,000.00	LS	55,000.00	LS	74,800.00		
0.6	Plumbing and Fixtures	1	LS	465,000	LS	386,000.00	LS	450,000.00	LS	304,200.00		
0.7	DDC Control System	1	LS	275,000	LS	343,000.00	LS	400,000.00	LS	601,300.00		
0.8	Other Mechanical	1	LS	100,000	LS	43,000.00	LS	115,000.00	LS	1,721,500.00		

NOT PROVIDED

Item #	Item Description	Quantity	Unit	Amount	Unit	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
			Estimate		Maple Reinders Construction Ltd.		PCL Constructors Westcoast Inc.		Aecon Water Infrastructure Inc.		Graham Infrastructure LP	
	Division 16 - Electrical	Sub-Total Division 16		3,839,850	LS	4,336,000.00	LS	4,573,373.00	LS	4,956,600.00		
0.1	High Voltage and Distribution Equipment/Substation	1	LS	1,000,400	LS	791,000.00	LS	905,000.00	LS	1,016,100.00		
0.2	PDC and MCCs	1	LS	706,400	LS	607,000.00	LS	650,000.00	LS	725,800.00		
0.3	Cables	1	LS	234,550	LS	477,000.00	LS	500,000.00	LS	566,100.00		
0.4	Cable Trays	1	LS	220,000	LS	260,000.00	LS	250,000.00	LS	290,300.00		
0.5	Transformers and Panels	1	LS	75,000	LS	304,000.00	LS	290,000.00	LS	326,600.00		
0.6	Lighting	1	LS	60,000	LS	163,000.00	LS	200,000.00	LS	217,700.00		
0.7	Standby Diesel Generator	1	LS	650,000	LS	434,000.00	LS	450,000.00	LS	508,100.00		
0.8	HVAC Electrical	1	LS	26,000	LS	130,000.00	LS	160,000.00	LS	181,700.00		
0.9	Fire Alarm and PA Systems	1	LS		LS	87,000.00	LS	100,000.00	LS	87,100.00		
0.10	CCTV and Security Systems	1	LS	79,000	LS	173,000.00	LS	170,000.00	LS	188,700.00		
0.11	U/G Conduit and Wiring	1	LS	520,000	LS	650,000.00	LS	628,373.00	LS	798,400.00		
0.12	Other Electrical	1	LS	268,500	LS	260,000.00	LS	270,000.00	LS	50,000.00		
	Division 17 - Instrumentation	Sub-Total Division 17		1,340,150	LS	1,026,000.00	LS	1,110,000.00	LS	863,300.00		
0.1	Local Control Panels (SCADA Hardware)	1	LS	422,700	LS	359,000.00	LS	400,000.00	LS	230,000.00		
0.2	Instruments	1	LS	544,350	LS	472,000.00	LS	500,000.00	LS	420,000.00		
0.3	Communication Infrastructure	1	LS	180,000	LS	92,000.00	LS	100,000.00	LS	113,200.00		
0.4	SCADA PLC Programming and Integration	1	LS	143,100	LS	62,000.00	LS	65,000.00	LS	72,600.00		
0.5	Other Instrumentation	1	LS	50,000	LS	41,000.00	LS	45,000.00	LS	27,500.00		

NOT PROVIDED



INFORMATION ONLY COUNCIL REPORT

To: Paul Gipps, CAO

Date: March 9, 2021

From: Mark Roberts, Special Projects Manager

Subject: **West Kelowna's City Hall Update – March 2021**

STRATEGIC AREA(S) OF FOCUS

As part of Council's Strategic Priorities, the City Hall Project meets the objectives set out in Council's *Invest in Infrastructure* and *Strengthen our Community* pillars.

BACKGROUND

Progress Update Since January 2021

In order for West Kelowna to eventually build its first City Hall, funds were transferred annually into a reserve to reduce the future borrowing amount. Now that the City has enough reserve funds and approved a borrowing model, and Council has awarded the Design contract to Johnston Davidson Architecture, the project is transitioning from a concept design into the Preliminary Design phase.

At the January 26 Regular Council Meeting, it was announced that the City Hall location is at 3731 Old Okanagan Hwy, near the City's Johnson Bentley Memorial Aquatic Centre (JBMAC). Staff have now initiated the Preliminary Design phase with the design consultants on the space needs assessment and initial program reporting.

Concurrently, the Okanagan Regional Library (ORL) as an equity partner in the building, as the ORL was exploring options for a larger and new space as they look toward their lease expiring in 2022. The ORL is actively engaged in the design process of the City Hall/Library building.

Council's Strategic Priorities also include the importance to strengthen relationships with Westbank First Nation (WFN). Staff are collaborating on area and site opportunities with WFN, including incorporating Indigenous art and culture as we look to the future.

At the February 9 Regular Council Meeting, Council awarded the Construction Management contract to Bird Stuart Olson. Engaging early with the construction manager will integrate their expertise into the integrated design team to ensure that, based on market conditions and availability, the building is as efficient and cost effective from a

constructability perspective. As the project moves into the construction phase, Bird Stuart Olson will review tender packages, assist with points of clarification and award recommendations, and act as the Prime Contractor who directly supports the City to deliver the project through their project management expertise, coordinating sub trades, site health and safety, etc.

Skatepark Update

Since the beginning of February, the City Hall Design Team has been working on building siting and massing on site. The result has identified that the building and landscaping will have an impact on the existing skateboard park. Council endorsed this concept, and have directed staff to make a non-farm use application to the Agricultural Land Commission for consideration. The application was submitted at the end of February.

Council and staff have assured the community that no impacts to the existing skateboard park will occur until a newly transformed skateboard park is operational. Key stakeholder consultations have guided the development of a concept design based on the existing features of the skateboard park, and wider public consultations will occur once the enhanced design drawings are created in conjunction with the Preliminary Design consultation for the City Hall/Library building this spring.

This conceptual skatepark plan aims to:

- Replace the existing park with something that is of similar size and nature
- Be mindful of grades and minimizing earthworks to save on base construction costs so that money can be invested in skatepark features, rather than subbase preparation
- Improve the flow of the street area
- Retain the bowls
- Improve access to the surrounding areas (benches/grassy areas/shade trees/relaxing areas for parents/etc.)
- Maintain the challenging features, but respects that this is a family park, and that a variety of abilities will be using it
- Keep access for maintenance and other park users
- Maintain some parking
- Keep user safety as a top priority

As Council has committed that a new skateboard park will be constructed before the existing skateboard park is decommissioned, staff have also released a Pre-Qualification for the construction of this new skateboard park. This process shortlists contractors with the required skateboard park construction experience, and will expedite the final tender process so as limit any impacts from one project on the other, without tying the City to any contractual commitments at this time.

City Hall/Library Update

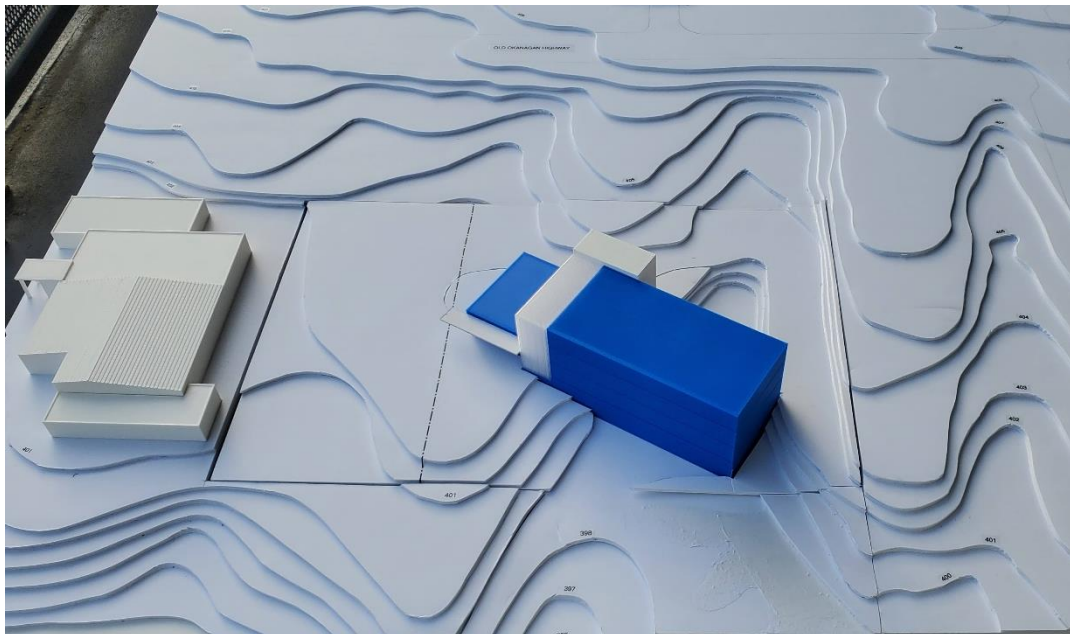
The project team has hosted multiple integration team meetings together to address conceptual designs and associated constructability opportunities and challenges.

Generally speaking, two design options are starting to take shape as outlined in the images below (slight variations between the Purple and Blue building structure), and 3D printed concepts have been printed to show the interaction of the building with the surrounding topography onsite.

Purple
Concept



Blue
Concept



As the design team works through the detail of each concept, additional information will be brought forward to Council, and the Okanagan Regional Library for their consideration and input.

FINANCIAL IMPLICATIONS

The City Hall project remains on-time and within the City's operational budget.

COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
February 9, 2021	THAT Council award the City Hall/Library Construction Management Services contract in the total amount of \$988,985 (excluding GST) to Bird Stuart Olson Construction Ltd. <u>CARRIED UNANIMOUSLY</u>	C078/21
January 26, 2021	THAT Council award the City Hall/Library Building Design Services contract in the total amount of \$953,120 (excluding GST) to Johnston Davidson Architecture. <u>CARRIED UNANIMOUSLY</u>	C066/21
October 6, 2020	THAT Council adopt the "City of West Kelowna City Hall Loan Authorization Bylaw No. 0272, 2020." <u>CARRIED UNANIMOUSLY</u>	C246/20
February 11, 2020	THAT Council give first, second and third reading to "City of West Kelowna City Hall Loan Authorization Bylaw No. 0272, 2020". <u>CARRIED UNANIMOUSLY</u>	C051/20

REVIEWED BY

Shelley Schnitzler, Legislative Services Manager/Corporate Officer

Sandy Webster, Director of Corporate Initiatives

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

PowerPoint: Yes ☒ No ☐



COUNCIL REPORT

To: Paul Gipps, CAO

Date: March 9, 2021

From: Carla Eaton, Planner III

File No: DVP 21-01

Subject: **DVP 21-01, Development Variance Permit, 2802 Smith Creek Road (Smith Creek Stage 1)**

RECOMMENDATION

THAT Council authorize the issuance of a Development Variance Permit (DVP 21-01) for Lot A, DL 3478, ODYD, Plan KAP56155, Except Plans KAP56156 and KAP57629 (Smith Creek Stage 1) in accordance with the attached permit to vary Zoning Bylaw No. 0154, S.10.4.5(g).1 for all thirty-three lots in the proposed subdivision to reduce the front parcel boundary setback from 4.5 m to 3.5 m, and for a garage or carport having vehicular entry from the front from 6.0 m to 3.5 m, providing that 6.0 m is maintained from garage to laneway or back of curb/sidewalk.

STRATEGIC AREA(S) OF FOCUS

Economic Growth and Prosperity – Quality, innovative urban development (Council's 2020-2022 Strategic Priorities).

BACKGROUND

The subject property is directly south and east of the lands in the Smith Creek Comprehensive Development Plan (File: CDP 14-01). The parcel is zoned Single Detached Residential (R1). A hillside and environmental development permit was issued (File: DP 17-18) to permit development of a portion of the site and the extension of Copper Ridge Drive, as well as facilitate the pending subdivision of thirty-three lots (File: SUB 17-12) from the eastern half of the parcel.

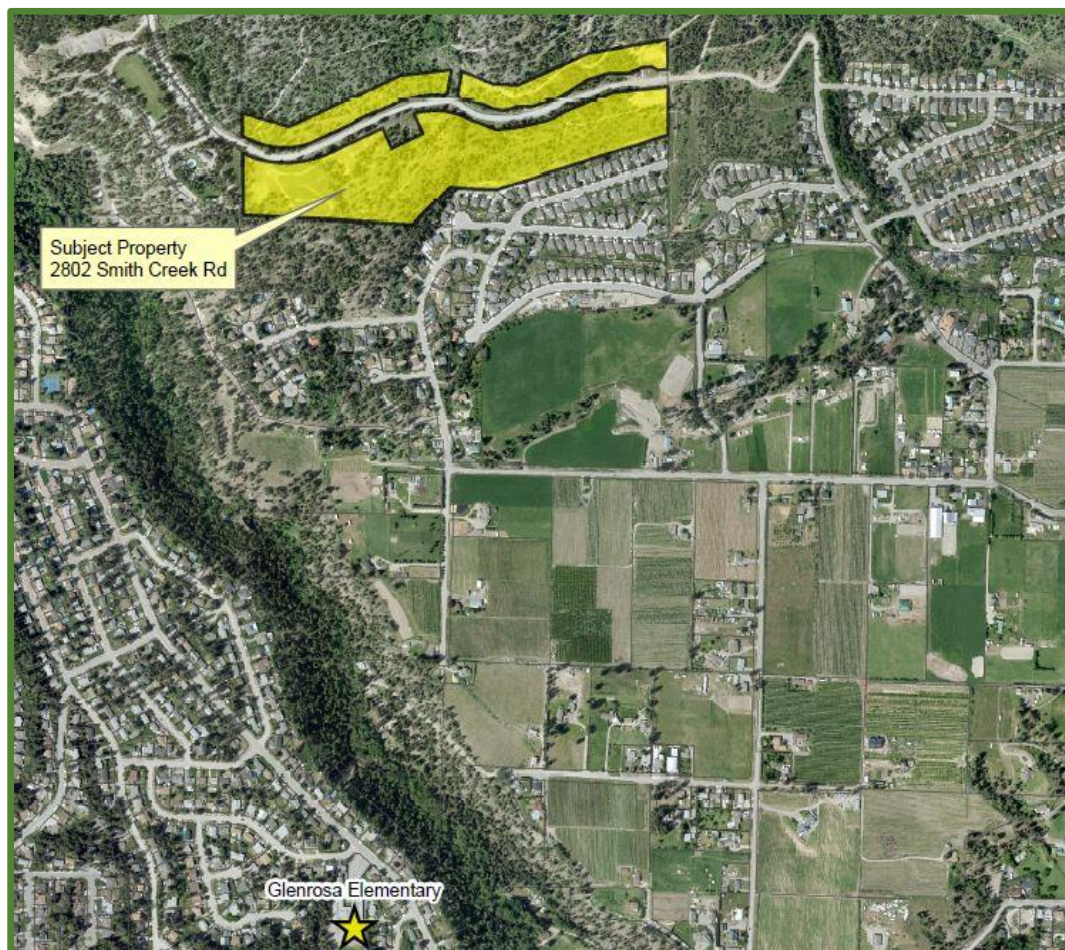
PROPERTY DETAILS			
Address		2802 Smith Creek Road	
PID		023-304-138	
Folio		36414703.285	
Lot Size		13.59 ha (33.6 acres) parent / 3.5 ha (8.8 acres) part	
Owner	1068059 B.C. Ltd.	Agent	Protech
	0746031 B.C. Ltd.		Consulting /
	0746043 B.C. Ltd.		Kyle Lorincz

	E12K Systems Inc. (Inc. No. 729179)		
Current Zoning	R1 Single Detached Residential Zone	Proposed Zoning	No change
Current OCP	Single Family Residential	Proposed OCP	No change
Current Use	Vacant residential	Proposed Use	Residential
Development Permit Areas	Wildfire Interface, Hillside, Sensitive Terrestrial Ecosystem		
Hazards	None identified		
Agricultural Land Reserve	N/A		

ADJACENT ZONING & LAND USES

North	^	RU 5 Rural Resource Zone (vacant land in Smith Creek CDP)
East	>	RU 5 Rural Resource Zone (vacant land in Smith Creek CDP)
West	<	P2 Institutional and Assembly Zone
South	v	Mostly R1 Single Detached Residential lots, an R1 L large lot residential lot, P1 Parks and Open Space zone (Black Canyon Park), and RU2 Rural Residential Small Parcel zone

NEIGHBOURHOOD MAP



PROPERTY MAP



DISCUSSION

Proposal

The applicant has applied for a Development Variance Permit (*Attachment 1*) to reduce the front parcel boundary setback for thirty-three (33) Single Detached Residential (R1) zoned lots within the Smith Creek Stage 1 subdivision (Figure 1 – lot layout showing the proposed setbacks). The proposed subdivision was constructed as per DP 17-18 and is pending final registration (File: SUB 17-12).



Figure 1: Lot Layout Showing the Proposed Setbacks

These lots will have driveway access from Copper Ridge Drive only and Figure 2 identifies potential driveway parking area as the space between the dashed red line and the dashed blue line. The reduced front setbacks will still allow a minimum 6.0 m parking area between the garage and back of curb/sidewalk based on the width of the boulevard (with or without sidewalk). The north side of Copper Ridge Drive with a sidewalk will allow for 6.6 m of parking area between the back of sidewalk and the house or garage (as shown in Figure 2 with a black arrow). The south side of Copper Ridge Drive with no sidewalk will allow for 8.1 m of parking area between the back of curb and the house or garage (as shown in Figure 2 with an orange arrow).

The proposed variances do not include reducing the required on-site parking requirements¹. As a condition of the variance, it is noted that for proposed lots that have varied the garage setback, all required parking shall be provided within the legal parcel boundary of each individual lot which would typically be within a garage.

Hillside Considerations (Geotechnical and Environmental)

As part of the subdivision (SUB 17-12) process, a geotechnical review was completed which resulted in the establishment of no build – no disturb covenant areas² along the rear yards both upslope and downslope of Copper Ridge Drive, which in some cases include one and two-tier retaining walls. The steeper slopes will also require landscaping restoration as a condition of the Development Permit (DP 17-18). The covenant and restoration areas limit the buildable area on each lot.

The proposed setback variances support the geotechnical and no disturb hillside areas identified by the subdivision and development permit as the proposed forward set of the dwellings on the lots will reduce the potential impact to steeper areas in the rear area of each lot. Where homeowners are trying to avoid the design cost of a smaller custom home, the reduced setback will allow for a more typical house design and the option to move the dwelling away from the sloped covenant area increasing rear yard space which may reduce unauthorized grading or future permitting to accommodate usable rear yard space. Additional geotechnical review will be required for each lot at time of future building permit to address specific dwelling design and site considerations.

Boulevard and Road Network Considerations

The proposed variance was referred to external and internal agencies, and no objections or conflicts are anticipated with utilities or City infrastructure located within the boulevard area shared with the proposed driveways. Adequate safety setbacks from infrastructure was already built into the road design and dedicated areas. Additionally, Copper Ridge Drive is designated as a Local Road standard, with no anticipated future road upgrades as the adjacent Smith Creek Road is designated as a future Arterial Road.

¹ Zoning Bylaw No. 0154, Part 4, Table 4.1 requires 2 standard parking spaces per single family dwelling unit, and Table 4.2 notes size is 2.75 m x 6.0 m

² Although these documents are pending registration of the subdivision which is anticipated in the coming weeks

It should be noted that although Copper Ridge Drive extension was constructed with an 18 m width, the City of West Kelowna does allow for reduced dedicated road widths in hillside settings. The Hillside Local road standard has a minimum road width of 15 m, where additional width may be required to accommodate BC Hydro requirements. Had the applicants utilized this option, it may have resulted in some reduction of boulevard widths that may have reduced the variance for the front setback for the house but would not have addressed the garage setback.

Discussion

As noted previously, the applicant requested the variances to aid in siting dwellings forward on the lots as they are challenged with limited buildable area based on geotechnical setbacks or existing infrastructure/steep slopes/retaining walls. The applicant's goal is to reduce the need to design custom homes by allowing for either a larger dwelling consistent with typical building designs and/or to provide additional rear yard area, and the City's goal is to minimize the development footprint on the hillside areas.

Should Council choose to deny the proposed variance to reduce the front setback to a dwelling or to a garage/carport with front entry, the siting of any proposed dwellings would need to meet the required setback of 4.5 m and 6.0 m.

PUBLIC NOTIFICATION

In accordance with the *Local Government Act*, 75 notification letters were sent to all property owners and their tenants within 100 metres of the subject property (*Attachment 3*) 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.

CONCLUSION

As part of the recommended motion, Council may choose to consider the following:

- Based on site constraints due to steeper topography and no disturb covenant areas, the lots within the proposed development have a challenge to buildable area and lot depth.
- The proposed front setback variance will allow for either larger dwelling on the site or will provide an opportunity for larger rear yard areas than what would otherwise be permitted with the standard setback and other site limitations.
- The requested variance will not impact travel lanes or pedestrian movement along the sidewalk as a minimum 6.0 m parking length is still being provided between the proposed house/garage and the road (back of curb/back of sidewalk).
- A similar 3.5 m front setback is utilized in the City's Compact Residential zones (RC1, RC2, RC3 and RC4).

- All required parking spaces (2 per dwelling) will typically be provided for within two car garage areas.
- The proposed development of the lots will respect the Section 219 no build / no disturb covenant for geotechnical and environmental considerations pending registration with the subdivision.

Alternate Motions:

Alternate Motion 1: Postpone

THAT Council postpone consideration of a Development Variance Permit (DVP 21-01) for Lot A, DL 3478, ODYD, Plan KAP56155, Except Plans KAP56156 and KAP57629 (2802 Smith Creek Road, Stage 1).

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

Alternate Motion 2: Deny

THAT Council deny the issuance of a Development Variance Permit (DVP 21-01) for Lot A, DL 3478, ODYD, Plan KAP56155, Except Plans KAP56156 and KAP57629 (2802 Smith Creek Road, Stage 1).

Should Council deny the requested variance, the file will be closed. As per the City's Development Applications Procedures Bylaw No. 0260, the applicant could re-apply for a similar proposal six (6) months after initial Council consideration.

REVIEWED BY

Brent Magnan, Planning Manager

Mark Koch, Director of Development Services

Shelley Schnitzler, Legislative Services Manager/Corporate Officer

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☒ No ☐

Attachments:

1. Draft Development Variance Permit (DVP 21-01)
2. Applicant Rationale Letter
3. Public Notification Map



CITY OF WEST KELOWNA
DEVELOPMENT VARIANCE PERMIT
DVP 21-01

To: E12K Systems Inc. (Inc. No. 729179)
200 – 537 Leon Avenue
Kelowna, BC V1Y 2A9

0746043 B.C. Ltd. (Inc. No. 746043)
800 – 1708 Dolphin Avenue
Kelowna, BC V1Y 9S4

0746031 B.C. Ltd. (Inc. No. 746031)
800 – 1708 Dolphin Avenue
Kelowna, BC V1Y 9S4

1068059 B.C. Ltd. (Inc. No. BC1068059)
1800 – 1631 Dickson Avenue
Kelowna, BC V1Y 0B5

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

Lot A, DL 3478, ODYD, Plan KAP56155, Except Plans KAP56156 and KAP57629

[NOTE: if subdivision has registered then this will need to be updated]

3. This Permit allows for reduced front setbacks for thirty-three (33) R1 zoned lots within the Smith Creek Stage 1 subdivision as shown on attached Schedule 'A'. Specifically, this Permit varies the following sections of Zoning Bylaw No. 0154:
 - a. S.10.4.5(g).1 to reduce the front parcel boundary setback:
 - i. from 4.5 m to 3.5 m; and
 - ii. for a garage or carport having vehicular entry from the front from 6.0 m to 3.5 m, providing that 6.0 m is maintained from garage to laneway or back of curb/sidewalk.
4. This Permit is subject to the following conditions:
 - a. All construction activities and retaining wall materials shall be in general accordance with DP 17-18 and all Schedule 'A' drawings.
 - b. For proposed lots that have varied the garage setback, all required parking shall be provided within the legal parcel boundary of each individual lot.
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.
6. **This Permit is not a Building Permit.**

AUTHORIZING RESOLUTION NO. C _____ PASSED BY THE MUNICIPAL COUNCIL
ON _____.

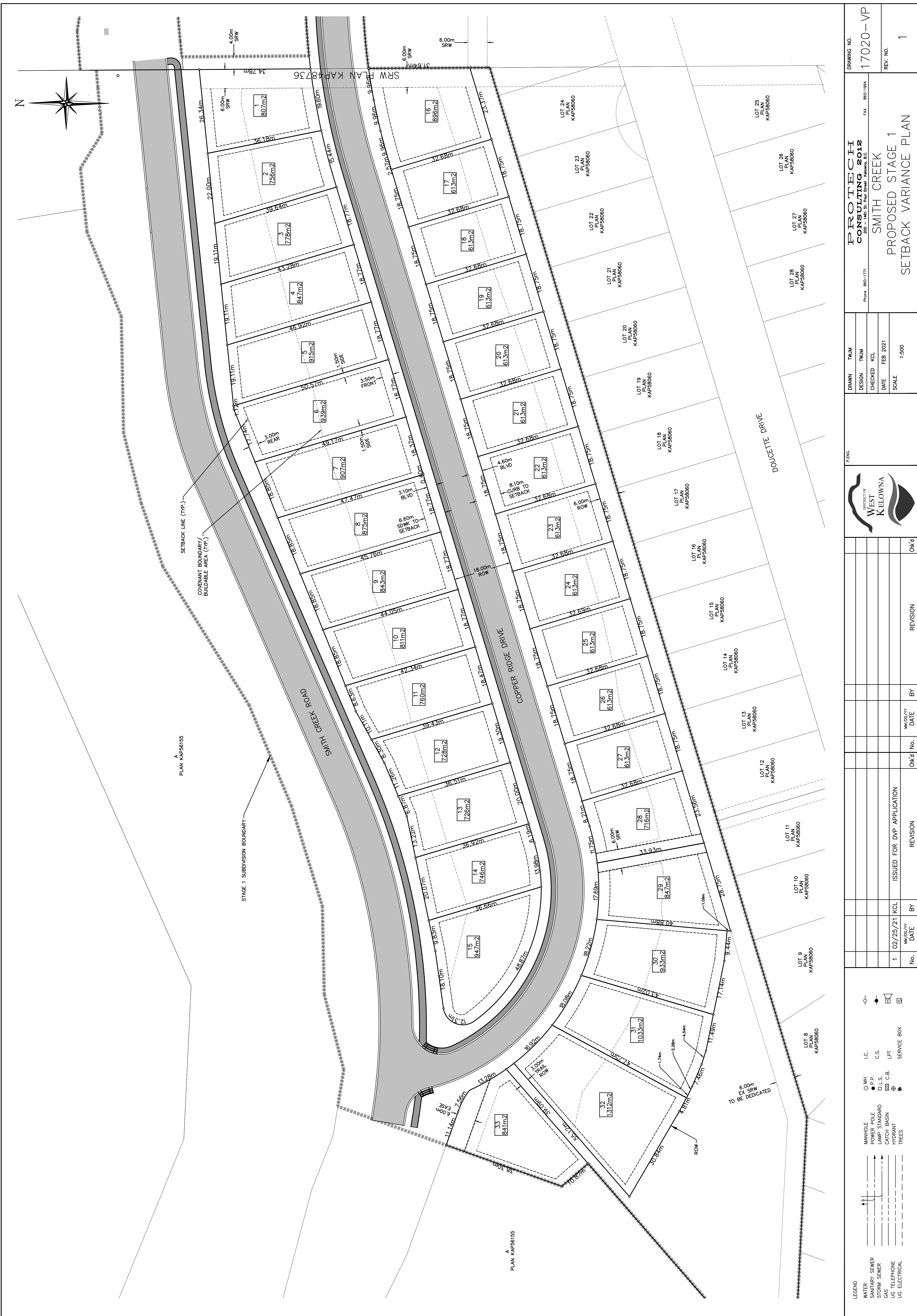
ISSUED ON _____

Signed on _____, _____

City Clerk

Schedule A:

1. Subdivision Plan with Proposed Variance, prepared by Protec Consulting, dated February 24, 2021



PROTECH

CONSULTING 2012

#200 - 1461 St. Paul Street, Kelowna, B.C. V1Y 2E4
Telephone 250-860-1771 • Fax 250-860-1994

CITY OF WEST KELOWNA
PLANNING DEPARTMENT

ATTACHMENT: 2

FILE NO.: DVP 21-01



February 25, 2021
Our File: 17020

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

Attention: Carla Eaton, Planner III

Dear Ma'am:

Re: Rationale for Development Variance Permit Application – Revision 2

Naturally, hillside development tends to result in lot sizes and buildable areas that are smaller due to the steepness of the natural slopes. Maximum design grades of 50% quickly use up a large portion of the lots and these slopes are then typically covenanted by the City as no build, no disturb areas.

In the case of the 33-lot development at 2802 Smith Creek Road, lots were left with 20-23m of flat space on the south side of Copper Ridge Drive and 23-26m of flat space on the north side of Copper Ridge Drive. With 6m of this depth being taken up by a front yard building setback, it leaves very shallow buildable areas as low as 14-17m. In coordination with a local house designer, the average house depths that builders are looking for are approximately 18.5m deep. This obviously does not fit within the buildable areas available for most of these lots and if it does, it leaves very little room for any rear yard space. It introduces the need for a custom house design which gets expensive for buyers. This is the issue that the developer is facing and has been informed of by buyers in the early stages of presales.

To help this situation, substantial retaining walls could have been built, but walls have often been considered unattractive and are very costly. As a comparison, the City of Kelowna and City of Vernon helps these types of situations by allowing a reduced front yard setback for hillside developments. For this type of development, the City of Kelowna's zoning bylaw permits a 3 m front yard setback or 6 m setback measured from the curb or sidewalk. Furthermore, the same local house designer that is mentioned above is aware of a hillside development in Peachland that was struggling with the same issues. In that case, Peachland had no objections to granting a variance in

line with the City of Kelowna bylaw and what is being requested herein. A visual example of how this variance benefits Lot 17 is also attached.

As the front yard setback currently stands, driveways for the south lots will be 10.6 m (34.8 ft) long and the north lots will be 9.1m (29.9 ft) long. This is mostly the front yard setback, but also the additional servicing width that BC Hydro requires in the road boulevard. If this variance is of the front yard setback to 3.5m is approved, driveways will still be 8.1m for the south and 6.6m for the north, and both are larger than a common parking stall depth.

It is our hope that the benefit this variance will provide is very apparent while still maintaining a typical driveway depth. If so, it is encouraged that in addition to this variance, the City consider permanently adopting hillside front yard setbacks into their zoning bylaw to mitigate the need for future variance applications.

Thank you for your time in considering this development variance request. Should you have any questions or require anything further do not hesitate to contact our office.

Sincerely,

PROTECH CONSULTING 2012











Kyle C. Lorincz, P.Eng.

Encl.

GIS Notification Mail Map (DVP 21-01)

Legend

Landmarks

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

☐ Tax Parcels

CITY OF WEST KELOWNA
PLANNING DEPARTMENT
ATTACHMENT: 3
FILE NO.: DVP 21-01



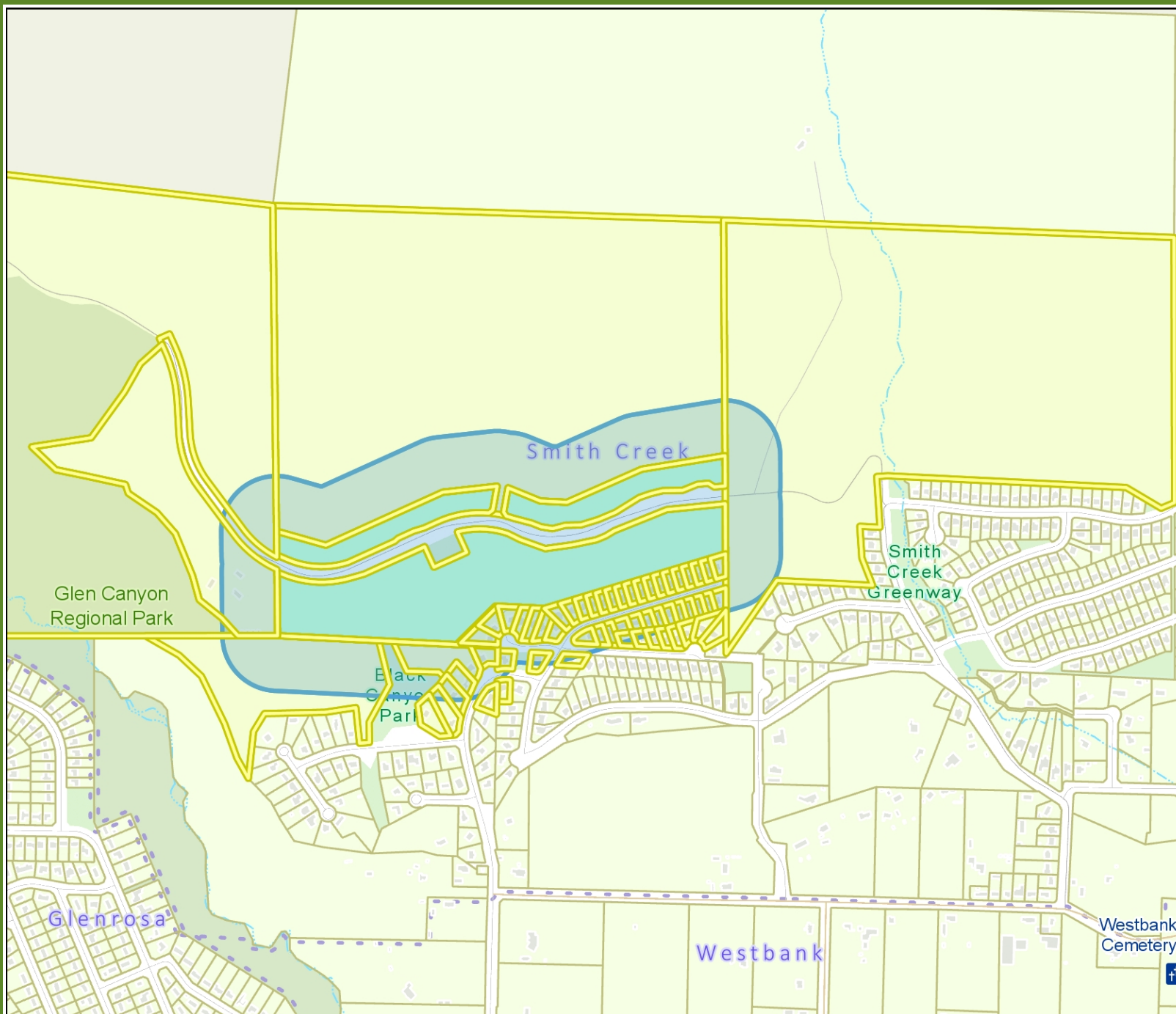
Basemap Parcel Type

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



Scale 1 : 10,000

Notes



0 254 508 Meters

Map Projection: NAD_1983_UTM_Zone_11N

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COUNCIL REPORT

To: Paul Gipps, CAO

Date: March 9, 2021

From: Jayden Riley, Planner II

File No: DVP 21-05

Subject: **DVP 21-05; Development Variance Permit; 1884 Diamond View Drive**

RECOMMENDATION

THAT Council authorize the issuance of a Development Variance Permit (DVP 21-05) for 1884 Diamond View Drive to vary S.10.4.5(g).1 of Zoning Bylaw No. 0154 to reduce the minimum setback from a private access easement to a building from 4.5 m to 3.86 m and to a garage from 6.0 m to 3.01 m, in accordance with the attached permit (*Attachment 1*).

STRATEGIC AREA(S) OF FOCUS

Economic Development and Prosperity (Council's Strategic Priorities 2020-2022)

BACKGROUND

This application is proposing to vary Zoning Bylaw No. 0154 to reduce the minimum setback from a private access easement to a building from 4.5 m to 3.86 m and to a garage from 6.0 m to 3.01 m. The rear of the property, adjacent to Diamond View Drive, contains steep slopes and is protected by a geotechnical covenant. The property is accessed by a private lane and access easement shared with seven strata lots, and is the second last lot from the terminus of the lane.

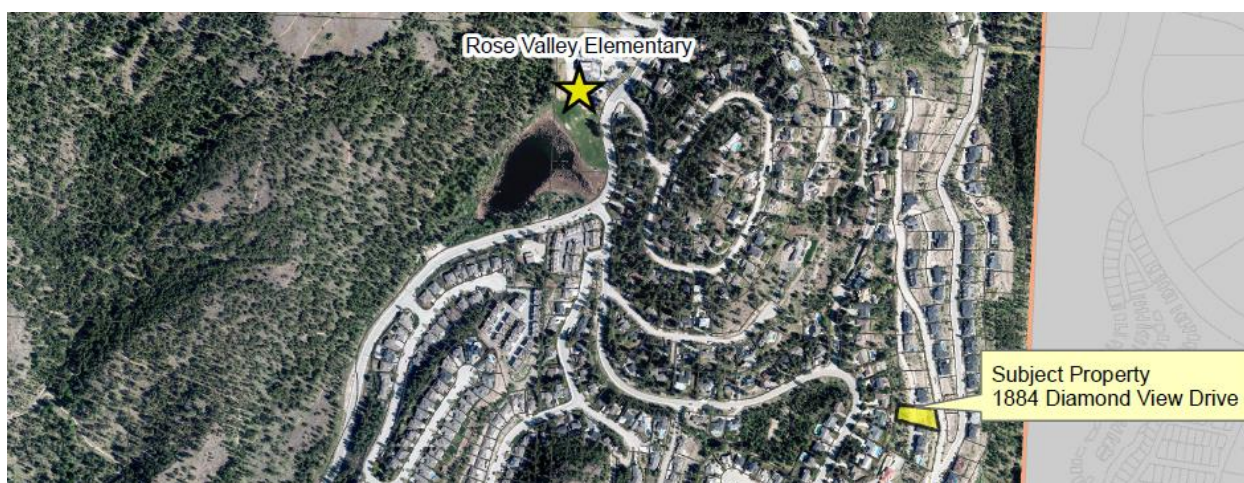
PROPERTY DETAILS			
Address		1884 Diamond View Drive	
PID		026-905-159	
Folio		36413406.562	
Lot Size		2,031 m ²	
Owner	Neil and Constanze Eisenhut	Agent	Neil Parent
Current Zoning	Single Detached Residential (R1)	Proposed Zoning	N/A
Current OCP	Single Family Residential	Proposed OCP	N/A
Current Use	Vacant	Proposed Use	Single Family

Development Permit Areas	Hillside
Hazards	Hillside
Agricultural Land Reserve	No

ADJACENT ZONING & LAND USES

North	^	Single Detached Residential (R1)
East	>	Single Detached Residential (R1)
West	<	Single Detached Residential (R1)
South	v	Single Detached Residential (R1)

NEIGHBOURHOOD MAP



PROPERTY MAP



Legislative Requirements

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

DISCUSSION

Proposal

The applicant is proposing to reduce the minimum setback from the private access easement to a proposed dwelling from 4.5 to 3.86 and to the garage from 6.0 m to 3.01 m (*Figures 1-3, Attachment 1*). A variance is required to accommodate the proposed building envelope due to existing steep slopes and geotechnical covenant.



Figure 1: rendering from front (private access easement)



Figure 2: rendering from rear (Diamond View Drive)

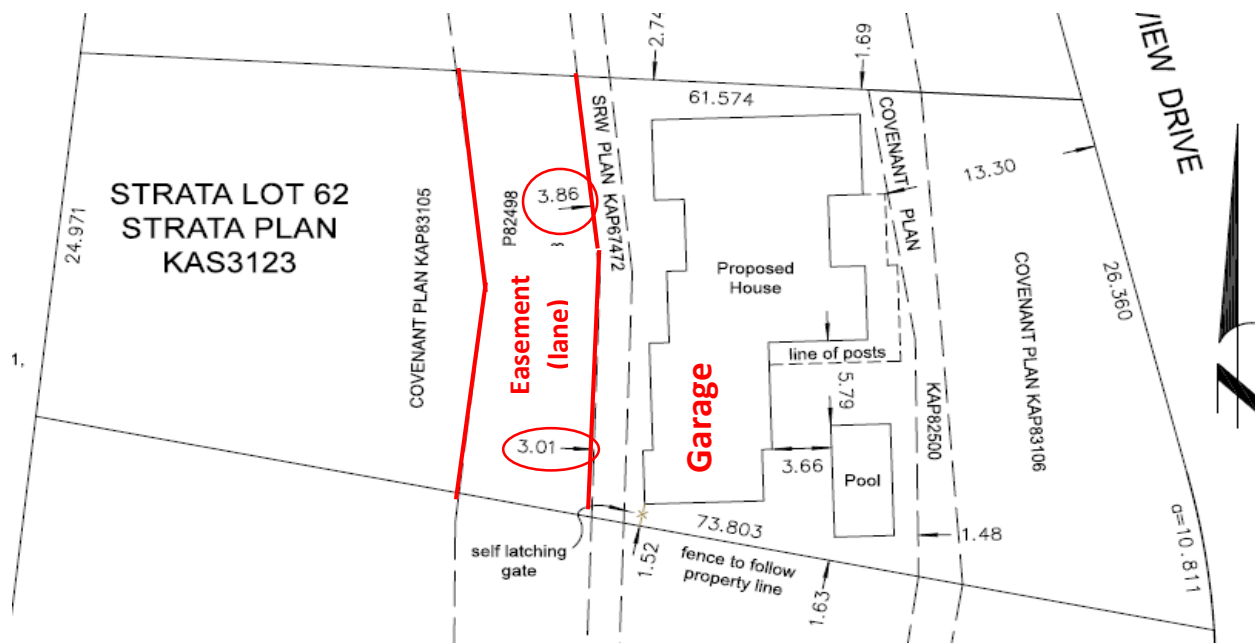


Figure 1: site plan

Site Specific Features

The subject property is located at 1884 Diamond View Drive and surrounded by Single Family Residential (R1). A geotechnical covenant is registered at the rear of the property, adjacent to Diamond View Drive. It was registered as a result of a previous Development Permit and subdivision to protect steep slopes and prohibit building within its boundary, significantly limiting the development potential of the lot.

Access to the parcel is provided by a private lane shared by lots 62-67 and 71 (seven lots total). 1884 Diamond View Drive is Lot 67 and the second last lot prior to the turnaround located at the terminus of the lane.

The physical lane is contained within the 6 m wide private access easement with approximately 1.0 m of additional space on the shoulder adjacent to the proposed dwelling. The existing dwellings accessed by this lane have been constructed with setbacks to the private access easement from their garages ranging from 3.0 m to 4.5 m.

Policy and Bylaw Review

Official Community Plan No 0100

The subject property has a Land Use Designation of Single Family Residential, which is supportive of traditional single family housing, duplex opportunities and compact housing form for families.

The property does contain steep slopes and is within a Hillside Development Permit Area; however, hillside hazards have been identified through a previous development permit

and subdivision with steep slopes protected by a geotechnical covenant – as such, a Hillside Development Permit is not required as part of this application.

Zoning Bylaw No. 0154

The subject property is zoned Single Detached Residential (R1). S.10.4.5(g).1 of Zoning Bylaw No. 0154 requires a building or structure to be located a minimum distance of 4.5 m from the front parcel boundary or private access easement, and a minimum 6.0 m from a garage.

S.10.4.7 of the R1 Zone includes an exemption to siting in relation to the private access easement to any parcel created by subdivision prior to March 13, 2014; however this clause expired in March 13, 2019. Properties developed in accordance with the previous zoning bylaw siting regulations have similar setbacks to what's being proposed¹, as noted in the site specific features section of this report. If the application was submitted prior to March 2019, the property would have been eligible for an exemption.

Public Notification

In accordance with the *Local Government Act*, 43 notification letters were sent to all property owners and their tenants within 100 m of the subject property (*Attachment 2*). A Notice of Application sign was also installed on the property in accordance with the Development Application Procedures Bylaw No. 0260. At the time of writing this report, no correspondence from the public has been received.

Referral Comments

The existing lane is approximately 6 m in width, which does not allow for on-street parking, as it would restrict fire access. The Fire Department has reviewed the application and is supportive of the proposal considering the lane is accessed by few residences and the subject property is located near the terminus. Should there be evidence of on-street parking determined to interfere with fire access, enforcement measures may be taken (i.e. fines, signage). No other concerns were identified as a result of the referrals.

CONCLUSION

Staff recommend Council authorize issuance of the Development Variance Permit (DVP 21-05) based on the following rationale:

- The proposed variance will have limited impact to road access as the subject property is located near the terminus of the lane; and
- Should on-street parking result, enforcement measures may be applied such as ticketing and on-site signage.

¹ It is noted that the subdivision was designed under previous Zoning Bylaw 871, which did not specify a setback to garage from a private easement lane.

Alternate Motion:

1. **THAT** Council postpone consideration of the issuance of a Development Variance Permit (DVP 21-05) for 1884 Diamond View Drive to vary S.10.4.5(g).1 of Zoning Bylaw No. 0154 to reduce the minimum setback from a private access easement to a building from 4.5 m to 3.86 m and to a garage from 6.0 m to 3.01 m.

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

2. **THAT** Council deny issuance of a Development Variance Permit (DVP 21-05)

Should Council deny the requested variance, the file will be closed. As per the City's Development Applications Procedures Bylaw No. 0260, the applicant may re-apply for a similar proposal a minimum six months after initial consideration.

REVIEWED BY

Brent Magnan, Planning Manager

Mark Koch, Director of Development Services

Shelley Schnitzler, Legislative Services Manager/Corporate Officer

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☒ No ☐

Attachments:

1. Development Variance Permit (DVP 21-05)
2. Site plan
3. Public Notification Map



**CITY OF WEST KELOWNA
DEVELOPMENT VARIANCE PERMIT
DVP 21-05**

To: Neil and Constanze Eisenhut
951 Westview Way
West Kelowna, BC, V1Z 3Y9

CC: Neil Parent, Pentar Homes Ltd.
105-2081 McDougall Rd
West Kelowna, BC, V1Z 4A2

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 thereon:

Strata Lot 62, DL 4662, ODYD, Strata Plan KAS3123
(1884 Diamond View Drive)

3. This permit allows the construction of a single family home with a reduced setback to the shared access easement. Specifically this permit varies S.10.4.5 (g) of Zoning Bylaw No. 0154 to reduce the minimum setback from private access easement to a dwelling from 4.5 m to 3.86 m and to a garage from 6.0m to 3.01 m, in accordance with site plan, prepared by AllTerra Land Surveying Ltd., File No. 120100, dated February 9, 2021 – 'Attached as Schedule A'.
4. 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.
5. **This Permit is not a Building Permit.**

AUTHORIZING RESOLUTION NO. CXXX/XX PASSED BY THE MUNICIPAL COUNCIL ON _____, 2021

ISSUED ON _____, 2021

Signed on _____, 2021

City Clerk

Schedule A:

1. Site plan, prepared by AllTerra Land Surveying Ltd., File No. 120100, dated February 9, 2021.

BRITISH COLUMBIA LAND SURVEYOR'S SITE PLAN SHOWING A PROPOSED HOUSE ON STRATA LOT 62, DL 4662, ODYD, STRATA PLAN KAS3123.

PID: 026-905-159

CIVIC ADDRESS: 1884 DIAMOND VIEW DRIVE

CLIENT: PENTAR HOMES

This document shows the relative location of proposed improvement(s) named above with respect to the boundaries of the described parcel.

This document was prepared for the exclusive use of the client named herein, for building permit purposes.

Lot dimensions shown are derived from Land Title Office records.

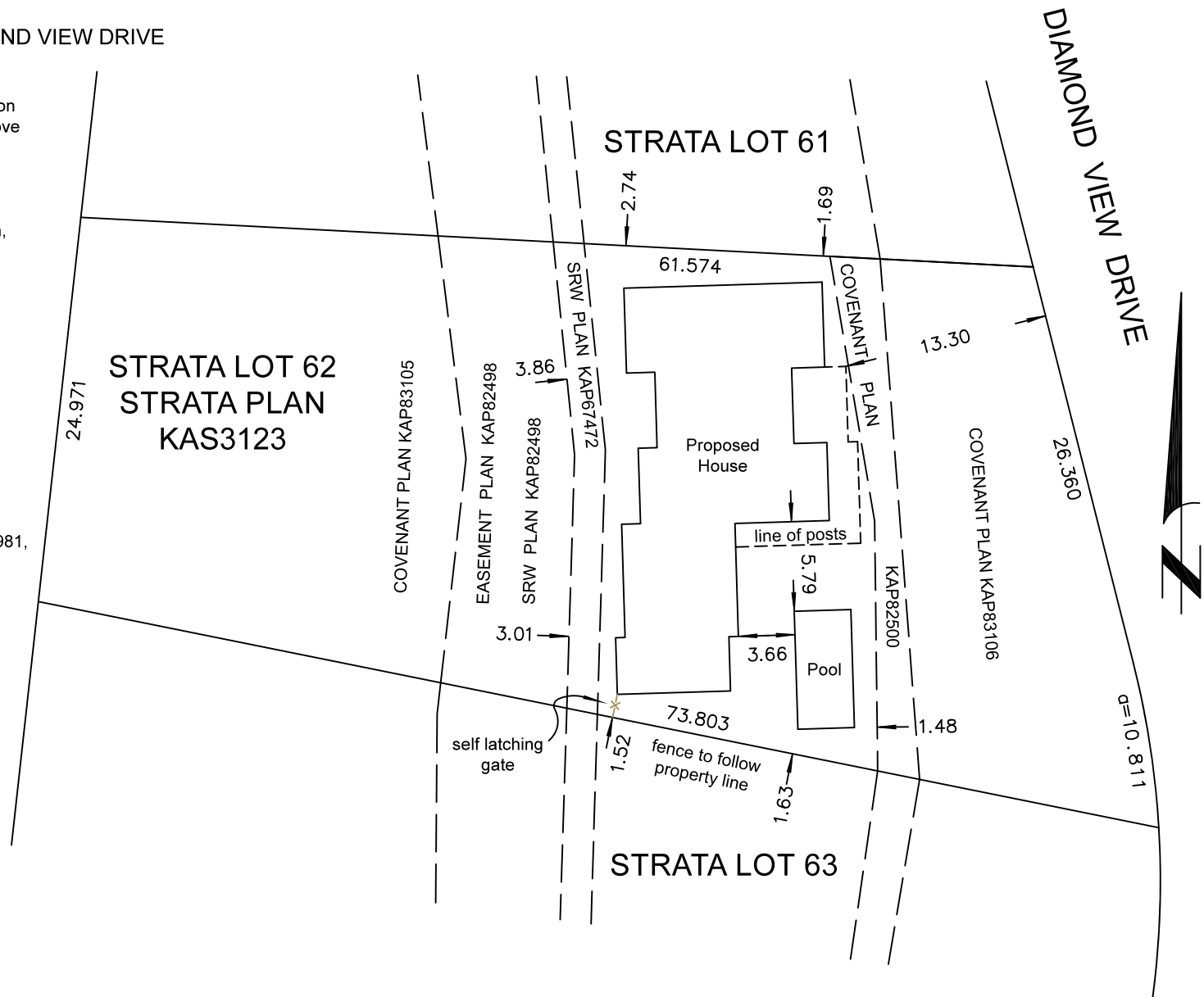
Scale 1:400 Metric.
Distances shown are in metres and decimals thereof.

Notes:

- Unregistered interests have not been included or considered.

Charges on Title:

- Statutory Rights of Way V9209, KH96981, KP84049, KX161031, KX161032, LA162683, LA162690, LA162770
- Covenants LA162680, LA162774, LA162776, LA162780, LB14593, LB14595
- Easement LA167569
- Statutory Building Scheme LB32740

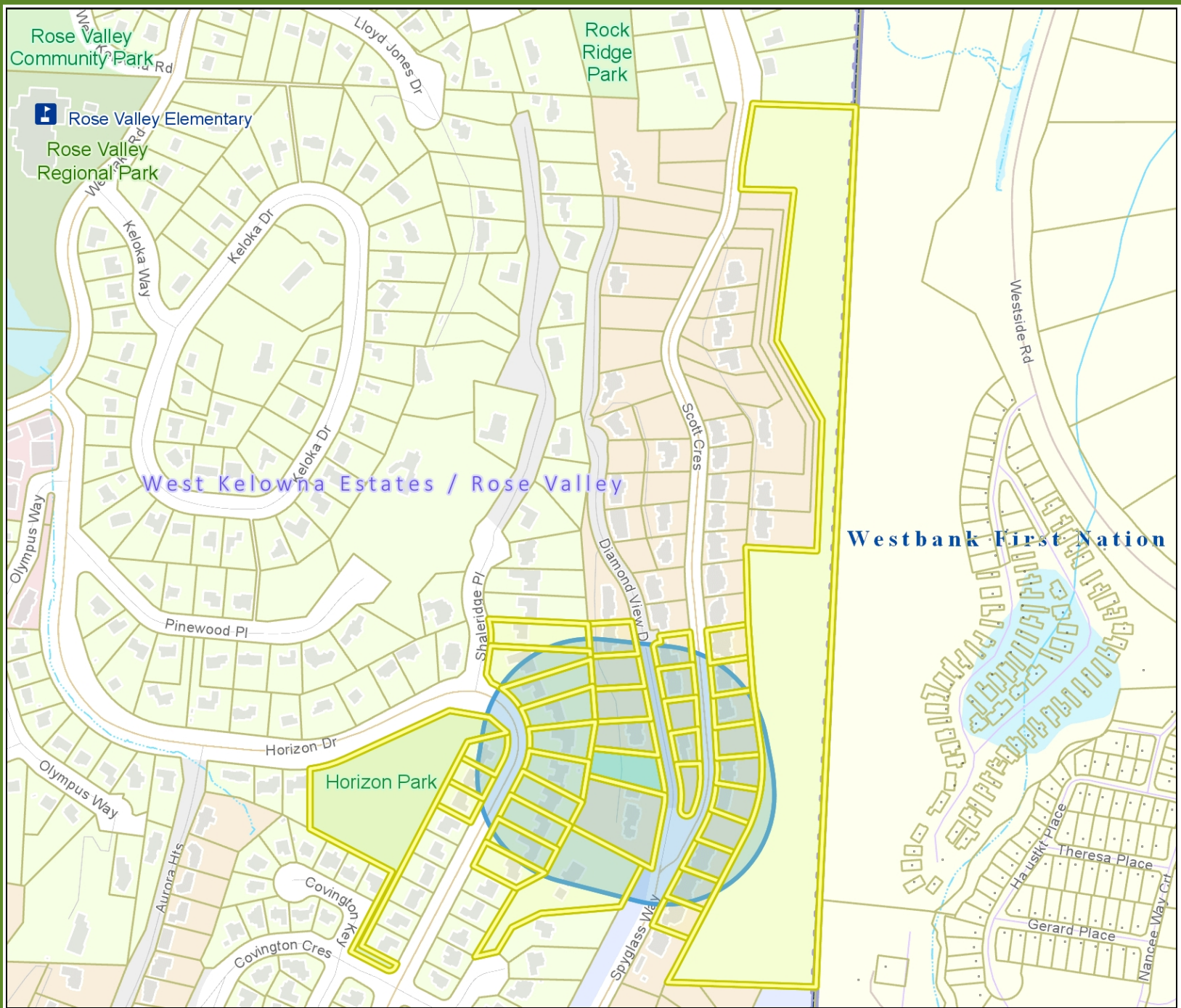


AllTerra

Land Surveying Ltd.

www.AllTerraSurvey.ca

Ph: 250.452.9298 File: 120100 February 9, 2021



GIS Notification Mail Map (DVP 21-05)

Legend

Landmarks

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

Basemap Parcel Type

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

Scale 1 : 5,000

Notes

0 127 254 Meters
Map Projection: NAD_1983_UTM_Zone_11N
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COUNCIL REPORT

To: Paul Gipps, CAO

Date: March 9, 2021

From: Jayden Riley, Planner II

File No: DP 21-04

Subject: **DP 21-04; Development Permit with Variance; 1631 Pritchard Drive**

RECOMMENDATION

THAT Council authorize issuance of Development Permit (DP 21-04) for 1631 Pritchard Drive with a variance to S.10.4.5(g).1 of Zoning Bylaw No. 0154 to reduce the front setback to a garage from 6.0 m to 5.6 m, in accordance with the attached permit (*Attachment 1*).

STRATEGIC AREA(S) OF FOCUS

Economic Development and Prosperity (Council's Strategic Priorities 2020-2022)

BACKGROUND

This application is for an Aquatic Development Permit to construct additions to an existing single family dwelling located within an Aquatic Development Permit Area and a proposed variance to reduce the minimum front parcel setback to a garage from 6.0 m to 5.6 m. The subject property is located adjacent to Okanagan Lake (south). The application is proposing a 76 m² garage and 25 m² addition at the front (north) of the dwelling. The proposed garage addition encroaches into the minimum front setback by 0.4 m, therefore a variance is required to construct the additions as proposed.

PROPERTY DETAILS			
Address		1631 Pritchard Drive	
PID		004-383-371	
Folio		36412356.204	
Lot Size		930 sq. m.	
Owner	Murray and Linda Martin	Agent	Jamie Mullen, Willow Development
Current Zoning	Single Detached Residential (R1)	Proposed Zoning	N/A
Current OCP	Single Family Residential	Proposed OCP	N/A

Current Use	Single Family Dwelling	Proposed Use	Addition
Development Permit Areas	Aquatic		
Hazards	Aquatic DPA		
Agricultural Land Reserve	No		

ADJACENT ZONING & LAND USES

North	^	Single Family Residential (R1)
East	>	Single Family Residential (R1)
West	<	Single Family Residential (R1)
South	v	Okanagan Lake

NEIGHBOURHOOD MAP



PROPERTY MAP



Section 498 of the *Local Government Act* gives Council the authority to vary, in respect to the land covered in the permit, the provisions of the Zoning Bylaw.

Proposal

This application is proposing additions to a dwelling located within an Aquatic Development Permit Area. The additions include a 76 m² garage and a 25 m² addition, both located on the north side of the dwelling, opposite Okanagan Lake. The garage addition is proposed at a distance of 5.6 m to the front parcel boundary, less than the minimum 6.0 m required under the R1 Zone (*Figure 1*), therefore a variance is also proposed to reduce the minimum front parcel setback to a garage.

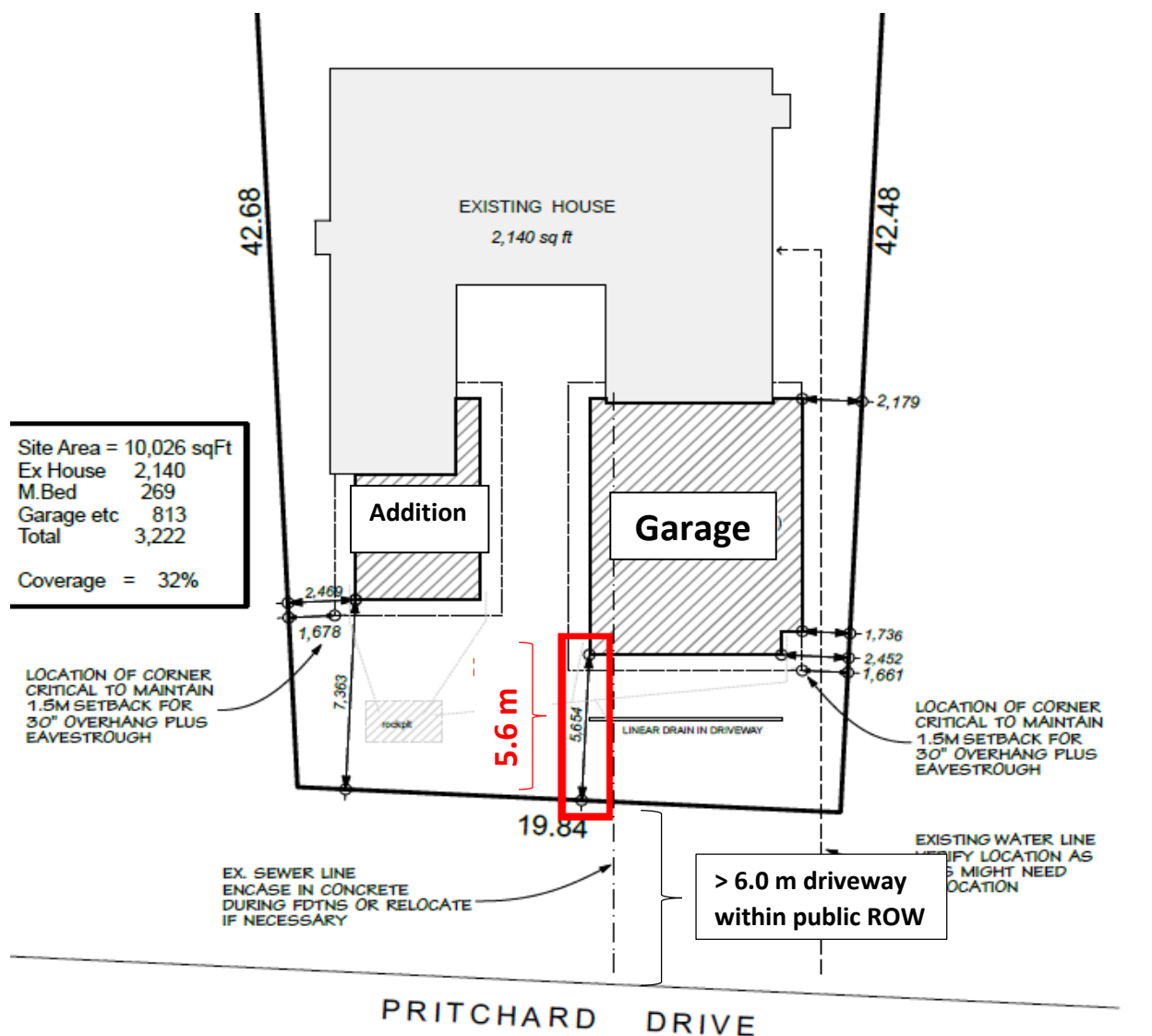


Figure 1: site plan showing proposed variance

Policy and Bylaw Review

Official Community Plan No. 0100

The subject property has a Land Use Designation of Single Family Residential, which is intended to support single detached, duplex and compact housing forms for families.

The property is located within an Aquatic Development Permit Area. The assessment area is identified as an area approximately 30 m from the natural boundary of Okanagan Lake. As a result, an environmental assessment report was required to ensure the proposal is aligned with the Official Community Plan Guidelines for Aquatic Development Permit Areas and to provide recommendations to limit potential disturbance of sensitive aquatic habitat during construction.

Zoning Bylaw No. 0154

The subject property is zoned Single Detached Residential (R1), which accommodates low density single detached residential use on parcels of land 550 m² and larger. The R1 Zone requires a 4.5 m setback from a building or structure to a front parcel boundary or 6.0 m to a garage.

The garage addition is proposed 5.6 m from the front parcel boundary, therefore a variance is required to construct the addition.

Technical Review

Recreational Trails Plan (2013)

The City's Recreational Trails Plan identifies Pritchard Drive for a major multi-use trail as part of "Phase 2: Medium-Term Trail Connections", with an anticipated build-out of 11-20 years from adoption of plan (*Figure 2*). Major multi-use trails are intended to be wide with a smooth surface to accommodate high use and universal accessibility.

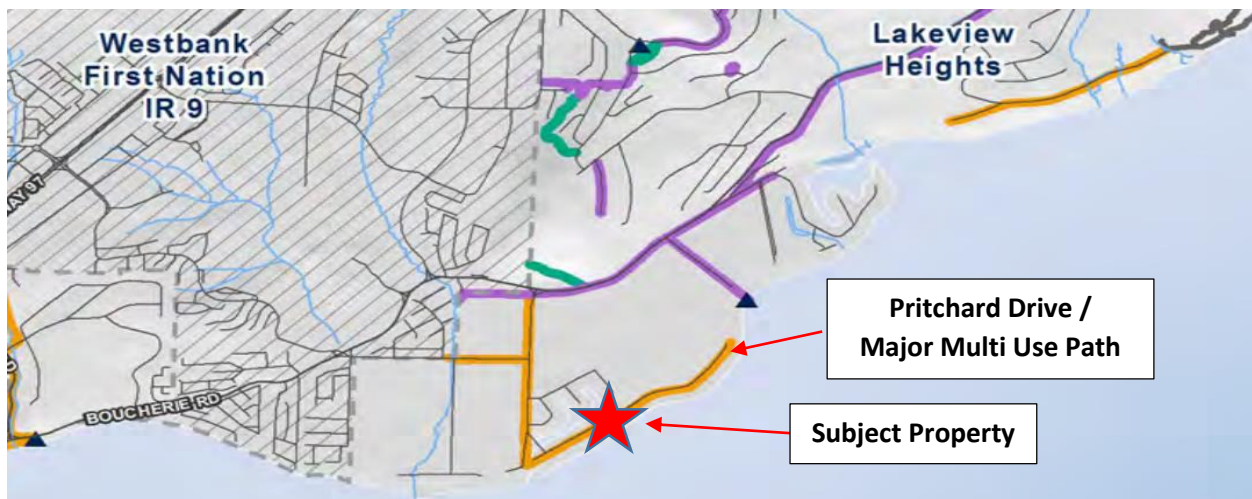


Figure 2: major-multi use trail (orange) identified in the City's Recreational Trails Plan

Further investigation of potential conflict of the proposed setback variance to a future major multi-use trail was determined to be negligible. Reviewing the Pritchard Drive road standard in conjunction with the major multi-use pathway section (*Figure 3*), it was confirmed that full build-out of the major multi-use path would provide 0.6 m of clearance from the property line with an additional 1.0 m clearance and 2.0 m of flexibility built into the path standard.

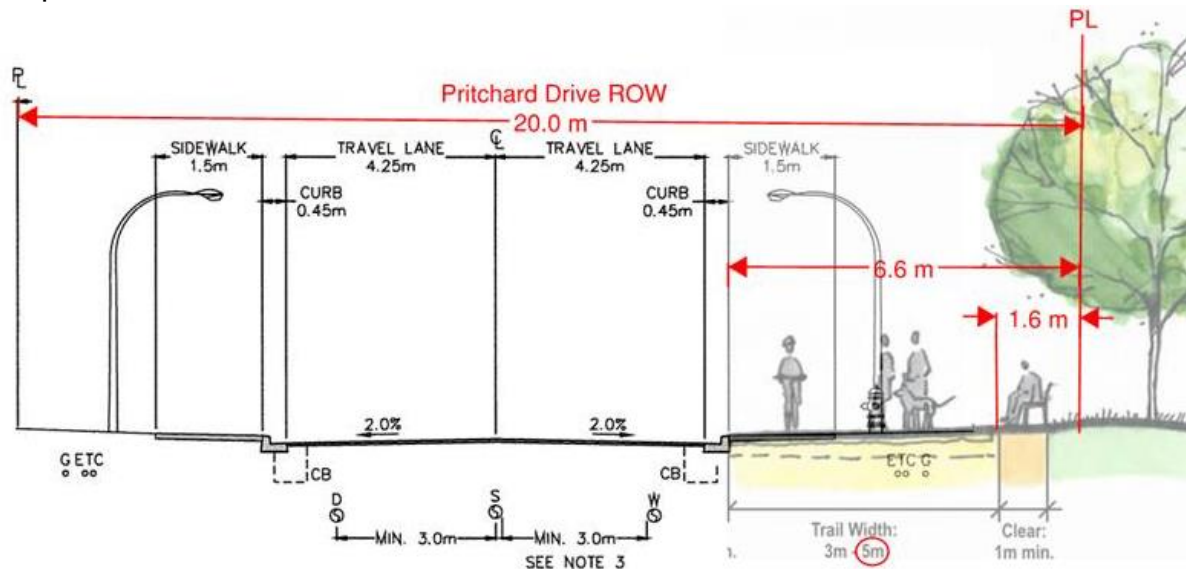


Figure 3: Pritchard Drive right of way with superimposed major multi-use path section

Environmental Assessment

As part of the Development Permit requirements, the applicant submitted an Environmental Assessment prepared by Ecoscape Environmental Consultants, which concludes that the proposed work will be in accordance with the City's Official Community Plan Guidelines. The report also provides recommendations related to best management practices, work timing windows, disturbance limits, erosion and sediment control, waste materials and spills, site cleanup and environmental monitoring. Staff have included these recommendations within the Development Permit conditions (*Attachment 1*).

Public Notification

In accordance with the *Local Government Act*, 30 notification letters were sent to property owners and their tenants within 100 m of the subject property (*Attachment 2*). A Notice of Application sign has also been installed on the property in accordance with the City's Development Application Procedures Bylaw No. 0260. At the time of writing this report, no submissions from the public have been received.

CONCLUSION

Staff recommend that Council authorize the issuance of the Development Permit with Variance based on the following rationale:

- The proposed variance to the front parcel boundary is not anticipated to have any conflict with future improvement plans for Pritchard Drive, as outlined in the City's Recreational Trails Plan; and
- The applicant has provided an environmental report that confirms development is consistent with the Official Community Plan Guidelines for Aquatic Development Permit Areas and recommends mitigation measures that will be included as conditions of the permit (*Attachment 1*).

Alternate Motion:

1. **THAT** Council postpone consideration of a Development Permit (DP 21-04) for 1631 Pritchard Drive with a variance to S.10.4.5(g).1 of Zoning Bylaw No. 0154 to reduce the front setback to a garage from 6.0 m to 5.6 m.

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

2. **THAT** Council deny issuance the Development Permit (DP 21-04) for 1631 Pritchard Drive with a variance to S.10.4.5(g).1 of Zoning Bylaw No. 0154 to reduce the front setback to a garage from 6.0 m to 5.6 m.

Should Council deny the requested variance, the file will be closed. As per the City's Development Applications Procedures Bylaw No. 0260, the applicant could re-apply for a similar proposal 6 months after initial Council consideration.

REVIEWED BY

Brent Magnan, Planning Manager

Mark Koch, Director of Development Services

Shelley Schnitzler, Legislative Services Manager/Corporate Officer

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☒ No ☐

Attachments:

1. Development Permit (DP 21-04)
2. Public Notification Map



CITY OF WEST KELOWNA
DEVELOPMENT PERMIT WITH VARIANCE
DP 21-04

To: Murray and Linda Martin
 603-181 Athletes Way
 Vancouver, BC, V5Y OE5

CC: Jamie Mullen, Willow Developments Inc.
 1662 Pritchard Drive
 Kelowna, BC, V1Y 1X3

1. This **Aquatic Development 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 B, DL 434 ODYD (FORMERLY KAMLOOPS), ODYD, PLAN 29169
 (1631 Pritchard Drive)

3. This Development Permit allows for works within an Aquatic Development Permit Area with a variance front parcel setback. Specifically, this Development Permit allows for a 76 m² garage addition and a 25 m² bedroom addition with variance to S.10.4.5(g)1. of Zoning Bylaw No. 0154, to reduce the minimum setback to front parcel boundary from 6.0 m to 5.6 m, subject to the following conditions and related schedules:
 - A. The siting and area of the additions are to be in general accordance with the site plan prepared by Hewitt Designs, titled "Plans and Notes", dated May 8, 2018, attached as Schedule "A"; and
 - B. The construction is to be in accordance with recommendations outlined in the Environmental Assessment Report, prepared by Ecoscape Environmental Consultants Ltd., dated January 22, 2021, attached as Schedule "B", including, but not limited to:
 - i. Works to be consistent with provincial **best management practices** and environmental guidelines for urban and rural land developments;
 - ii. **Avian nesting periods** to be considered within and adjacent to the proposed work area (February 18 to September 12);
 - iii. **Disturbance limits should be clearly delineated** prior to the commencement of works;
 - iv. Native trees, groundcover, shrubs, should be retained as much as possible to mitigate the establishment of additional invasive plant species,
 - v. **Silt fencing** must be staked into the ground and trenched a minimum of 15 cm to prevent flow underneath the fence and must remain taut to prevent material from moving over the fence, as directed by the Environmental Monitor; and

- vi. An **Environmental Monitor** should be retained to document compliance with the proposed mitigation measures and provide guidance during works.
4. 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.
5. If this Development Permit has not been issued within one year from approval, Development Permit DP 21-04 shall be deemed to have been refused and the file will be closed.
6. **This Permit is not a Building Permit.**
7. 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 _____, 2021.

Signed on _____

City Clerk

I hereby confirm that I have read and agree with the conditions of Development Permit DP 21-04 with Variance 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 _____

Schedules:

A. site plan prepared by Hewitt Designs, titled "Plans and Notes", dated May 8, 2018.

B. Environmental Assessment Report, prepared by Ecoscape Environmental Consultants Ltd., dated January 22, 2021.

H:\DEVELOPMENT SERVICES\PLANNING\3060 Development Permits\3060-20 Permits\2021\DP 21-04 1631 Pritchard Dr\Permit_Security



GIS Notification Mail Map (DP 21-04)

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 : 10,000

Notes

0 254 508 Meters

Map Projection: NAD_1983_UTM_Zone_11N

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Map Produced on: 2/18/2021 1:15:38 PM



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COUNCIL REPORT

To: Paul Gipps, CAO

Date: March 9, 2021

From: Chris Oliver, Senior Planner

File No: P 21-04

Subject: **P 21-04, Regional Growth Strategy Review, RDCO Referral**

RECOMMENDATION

THAT Council recommend the Regional District of the Central Okanagan not undertake a 5-year review of the Regional Growth Strategy.

STRATEGIC AREA(S) OF FOCUS

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 RDCO has a statutory obligation under Section 452(2) and (3) of the *Local Government Act* (LGA) to consider, at least once every five years, whether the Regional Growth Strategy (RGS) should be reviewed for possible amendment and to provide an opportunity for input into the need for review. This requirement provides an opportunity for the Regional District to periodically assess the RGS and gather feedback from stakeholders to determine if a review of the RGS is warranted.

Following RDCO's consultation plan, the City is expected to provide comments and express an opinion regarding a need for a review of the RGS. Input received through the consultation process will be provided to the Regional Board prior to deciding whether to undertake a 5-Year Review.

DISCUSSION

RDCO Regional Growth Strategy

The RDCO initiated a review of the Growth Management Strategy (old bylaw) in 2010 and adopted RGS Bylaw No. 1336 on June 23, 2014. A RGS is a long-range planning tool governed by Part 13 of the LGA that assists local governments to plan a coordinated future for their communities while dealing with regional issues and decisions that cross local political boundaries. The RGS is also a collective vision from the regional partners

to create a region that promotes economic, environmentally and socially healthy growth over a 20-year time horizon.

Implementation

Being accountable for progress towards achieving the goals of the RGS requires a commitment to implementation. Since the adoption of the RGS, the RDCO and regional partners have been striving to fulfil this commitment in several ways and have a history of successful coordination of regional services and action supporting RGS priorities in environmental, transportation, water stewardship, economic and other areas.

The RGS Priority Projects Plan, endorsed by the Regional Board on July 24, 2017, was developed as an action plan to outline priority initiatives intended to implement the RGS over five years between 2017 to 2021 (Attachment 1). The Plan contains projects regional in nature that propose to fulfil policies that remain outstanding or have the opportunity to be strengthened. As new opportunities or unexpected demands arise, the current priority project plan projects can be revised, resequenced, or replaced as needed. Each year, the Regional Board considers the recommended projects and approves resources on a case-by-case basis. The Regional Housing Needs Assessment and Regional Growth Strategy Monitoring Program completed in 2019 are examples of projects which resulted from the action plan.

RGS Review and Update

Based on comments received, should the Regional Board decide to proceed with a 5-Year Review, the Priority Projects Plan identified that this would be completed at a high-level with input from affected agencies, member municipalities, First Nations, the public, and other stakeholders as listed in the LGA. The review process would include assessing the strengths and weaknesses of the growth strategy, performance, and re-evaluating solutions to persistent region-wide issues and responses undertaken (e.g. containment boundaries to address growth management).

RGS Legislation / Lessons Learned from other Regional Districts

Some regional districts throughout the Province that have taken on review and updates of their growth strategies have highlighted issues with the existing RGS legislation, which has led to costly and time-consuming processes (legislation has not been reviewed in 20 years). One example is the Capital Regional District (CRD) Board who took eight years to review and adopt a new RGS bylaw. Through that process, it was noted that the legislative requirements for preparing, adopting and implementing an RGS presented both process and content challenges to preparing the 2018 RGS document (Attachment 2). The CRD indicated that “without legislation changes, future RGS updates will likely face similar challenges.”

At this time, considering the above-noted challenges in regards to existing RGS legislation, the remaining horizon identified in the existing RGS (7 years in to the 20 year plan), as well as the ongoing and identified projects, a review and update of the RGS may prove to be onerous.

CONCLUSION

Council may choose to consider the following as part of their decision:

- A number of successful initiatives related to the implementation of the RGS have been completed (e.g., Flood Management, Planning Lab, Housing Needs Assessment, etc.) and others are in process (e.g., Poverty and Wellness Strategy, Climate Action Plan, Housing Strategy, etc.);
- There are several projects identified in the Priority Project Plan that have not been completed and may be considered by the Regional Board through a future budget deliberation process;
- There is an opportunity going forward to assess priorities within the existing RGS framework to identify other projects to support the ongoing implementation of the current RGS; and
- A review and update of the RGS could become a multi-year initiative requiring designated resources and may delay some of the priority projects identified in the existing Plan.

ALTERNATE MOTION

THAT Council recommend the Regional District of the Central Okanagan undertake a 5-year review of the Regional Growth Strategy.

REVIEWED BY

Brent Magnan, Planning Manager

Mark Koch, Director of Development Services

Shelley Schnitzler, Legislative Services Manager/Corporate Officer

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☒ No ☐

Attachments:

1. RGS Priority Project Plan
2. CRD UBCM Letter

Five-Year Action Plan Summary and Timeline

#	Project	2017	2018	2019	2020	2021
1	Regional Flood Management Plan: Phases 2 and 3					
2	Regional Planning Lab					
3	Regional Housing Needs Assessment					
4	Regional Growth Strategy Monitoring Program					
5	Regional Citizen Survey					
6	Regional Housing Strategy					
7	Regional Growth Strategy Five-year Review					
8	Regional Agricultural Strategy					
9	Regional Employment Lands Inventory					

Dark green indicates one-time projects of limited duration; light green indicates projects that, once initiated, will be ongoing or recurring.

Five-Year Action Plan Summary - Status Update

#	Project	
1	Regional Flood Management Plan	Phase 2 Complete Phase 3 In progress
2	Regional Planning Lab	Ongoing
3	Regional Housing Needs Assessment	Complete
4	Regional Growth Strategy Monitoring Program	Complete
5	Regional Citizen Survey	2021
6	Regional Housing Strategy	2021
7	Regional Growth Strategy Five-year Review	Regional Board to decide whether or not to undertake this project - 2021
8	Regional Agricultural Strategy	TBD
9	Regional Employment Lands Inventory	TBD

Other

Central Okanagan Poverty and Wellness Strategy	In progress
Next Five-Year Action Plan	TBD



Office of the Board Chair
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June 26, 2018

File: 0400-50

UBCM Members
(via email)

Dear Regional District Board Chairs:

RE: Request for Support regarding the Comprehensive Review of RGS Legislation by the Provincial Government

On behalf of the Capital Regional District (CRD) Board, I am writing to request your support for the Province to engage local governments in a comprehensive review of the Regional Growth Strategy (RGS) sections of the Local Government Act.

At its June 13, 2018 meeting, the CRD Board passed the following motion:

That a letter be sent to the Minister of Municipal Affairs and Housing requesting engagement of local governments in a comprehensive review and update of Part 13 of the Local Government Act and related regulations.

On March 14, 2018, the CRD Board adopted a new RGS bylaw (Bylaw No. 4017) following an extensive and costly eight year update process. Provincial legislation presented significant process and content challenges in preparing the RGS document (see Attachment for details). Without legislation changes, future RGS updates will likely face similar challenges. Engaging local governments in a comprehensive review and update of the 20 year old RGS legislation would help mitigate future time, cost and process risks. The decades since RGS legislation was initially introduced have seen significant shifts in provincial and local government issues and community contexts – shifts which warrant re-examining the legislation. An update is considered particularly critical in light of recent court rulings which have raised questions about the effect of RGSs. It is noted that other provinces have recently updated their growth strategy legislation.

As dated RGS legislation is a matter impacting not just the CRD, but also many other Regional Districts across the Province, the CRD has raised this matter with the Minister of Municipal Affairs and has also submitted a related resolution to be considered at this year's UBCM convention.

I encourage you to contact the Minister to indicate your support for local government engagement in a review of the RGS legislation and to submit a letter of support to UBCM for the CRD's resolution.

For further discussion on this matter, I can be reached at crdchair@crd.bc.ca or 250-360-3126.

Sincerely,

Steve Price,
Board Chair, Capital Regional District

Attachment: Summary of Legislative Challenges

cc: CRD Board Directors
Robert Lapham, Chief Administrative Officer, CRD
Kevin Lorette, General Manager, Planning and Protective Services, CRD
Signe Bagh, Senior Manager, Regional and Strategic Planning, CRD

SUMMARY OF LEGISLATIVE CHALLENGES

The legislative requirements for preparing, adopting and implementing an RGS presented both process and content challenges to preparing the 2018 RGS document. The challenges are summarized in the table below.

Legislative Requirements	Process Challenges	Content Challenges
Document Preparation	The Intergovernmental Advisory Committee (IAC) gives a disproportionate role to parties (i.e., provincial and federal ministries / agencies) not bound by the RGS. This role misalignment creates a challenging participation dynamic for parties (i.e., municipalities) who are most directly affected by the RGS.	The stated purpose of an RGS suggests a broad mandate while required content is limited to prescribed matters deemed regional in nature. The required content affects matters under municipal authority (e.g., housing and transportation). It is unclear, particularly given the <i>GVRD v. Langley (Township)</i> ruling, the extent to which an RGS can include actions and policies that will achieve the stated purpose(s) of an RGS.
	The role of electoral areas in the RGS process is unclear.	
Acceptance and Adoption	The requirements for unanimous municipal acceptance are inappropriate for the stated purpose and content requirements of an RGS. The high threshold for acceptance increases the likelihood of impasses. Even constitutional amendments do not require unanimity.	Given the requirements for unanimity and adoption by bylaw, it is extremely challenging to prepare RGS content to which all can agree.
	The requirements for adoption by bylaw are inappropriate for the stated purpose and content requirements of an RGS. Adoption as a bylaw seems of limited value as there are no enforcement powers associated with the bylaw.	
	The role of the facilitator is unclear. It is challenging to appoint a facilitator once the process is underway.	

Legislative Requirements	Process Challenges	Content Challenges
Acceptance and Adoption (cont'd)	The mandated dispute resolution processes require the regional district to both coordinate and participate in the process. From a procedural fairness perspective, it is challenging to be both a party to the dispute and responsible for administering the process to resolve the dispute.	
	The role of First Nations in the RGS process is unclear. There is a requirement to consult, but no formal approval authority. This creates a challenging participation dynamic.	Although an RGS does not apply to First Nations reserve land, RGS policies may impact future First Nations development aspirations. It is unclear how an RGS could or would apply to different land development scenarios involving First Nations pending treaty outcomes.
Implementation	The legislation is unclear as to the grounds under which a regional district can refuse to accept an RCS. The lack of clarity creates an implementation challenge.	The legislation does not clearly define what constitutes a "relationship" between an Official Community Plan (OCP) and an RGS. This lack of clarity makes it challenging to determine the appropriate content of Regional Context Statement (RCS).



COUNCIL REPORT

To: Paul Gipps, CAO

Date: March 9, 2021

From: Jason Luciw, Communications and Engagement
Supervisor

Subject: **Community Emergency Preparedness Fund – Flood Mitigation Planning**

RECOMMENDATION

THAT Council support the application to the Community Emergency Preparedness Fund, Flood Risk Assessment, Mapping and Mitigation Planning Stream, seeking the maximum \$150,000 toward creating a Flood Risk Assessment and Mitigation Plan;

THAT Council amend the 2021 to 2025 Financial Plan, as may be required; and,

THAT Council authorize the Mayor and/or Chief Administrative Officer to execute the contribution agreement.

STRATEGIC AREA(S) OF FOCUS

Strengthen our Community; Foster Safety and Well Being

BACKGROUND

The provincial Community Emergency Preparedness Fund (CEFP) offers a suite of funding to aid local and Indigenous governments in enhancing community resiliency.

The City applied under the Flood Risk Assessment, Mapping and Mitigation Stream Feb. 26, requesting \$150,000 for a Flood Risk Assessment and Mitigation Plan.

DISCUSSION

Flooding in 2017 and 2018 damaged various infrastructure along Okanagan Lake and McDougall, Powers and Smith Creeks. The Province of BC and the City have completed most repairs with Disaster Financial Assistance funding and municipal reserves. The City also completed various mitigation work including slope stabilization, dredging and additional protective measures.

Past flood damage and the increasing impacts of climate change reinforce the City's need to remain vigilant and proactive in assessing flood risks and creating a mitigation plan. The plan will focus primarily on Powers, McDougall and Smith Creeks, which flow through dense urban areas, within close proximity to essential public infrastructure such as bridges, highways/roads, transmission lines and water and wastewater systems.

The City is seeking funds for eligible CEPF activities such as hydrological analysis, mapping, climate change impact forecasts, infrastructure risk assessments, stakeholder engagement, and recommended short-, medium- and long-term mitigation work.

The City has applied twice under CEPF. Program staff indicated that West Kelowna's applications had merit, but the CEPF was oversubscribed. They further recommended that staff reapply.

FINANCIAL IMPLICATIONS

A Flood Risk Assessment and Mitigation Plan is item C2021-28 in the Draft 2021 to 2030 Capital Plan, with \$144,000 attributed to grant funding and \$36,000 from capital reserves. The City is seeking a grant of \$150,000 toward a recently acquired cost estimate of \$210,000. The capital plan should be updated to reflect these totals.

COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
Jan. 28/20	THAT Council support the application to the Community Emergency Preparedness Fund seeking 100% funding, up to a maximum of \$150,000, to complete a Flood Mitigation Plan.	C030/20
Jan/22/19	THAT Council direct staff to apply to the Community Emergency Preparedness Fund seeking 100% funding, up to a maximum of \$150,000, to complete a Flood Mitigation Plan.	C090/19

CONCLUSION

Emergency preparedness and climate action initiatives, including mitigation and adaption efforts and inter-governmental partnerships involving federal and provincial agencies are objectives in Council's 2021 to 2022 Strategic Priorities Update. Flood risk assessments and structural mitigation are civic public works best practices, important aspects of community resiliency and core components of the City's asset management.

REVIEWED BY

Warren Everton, Director of Finance/CFO

Allen Fillion, Director of Engineering & PW

Shelley Schnitzler, Legislative Services Manager/Corporate Officer

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

PowerPoint: Yes ☐ No ☒



COUNCIL REPORT

To: Paul Gipps, CAO

Date: March 9, 2021

From: Warren Everton, Director of Finance/CFO

Subject: **Draft 2021-2025 Financial Plan and Ten-Year Capital Plan**

RECOMMENDATION

THAT Council consider the feedback information from the public engagement process held between February 16th and 25th, 2021; and

THAT Council give third reading to the City of West Kelowna Financial Plan Bylaw No. 0284, 2020, with the tax increase set at 4.05%.

STRATEGIC AREA(S) OF FOCUS

Economic and financial well-being of the City of West Kelowna

BACKGROUND

LEGISLATIVE REQUIREMENTS:

Section 165 of the *Community Charter* requires that Council adopt, by bylaw, a five-year financial plan, which must establish the City's proposed expenditures, funding sources and transfers between funds. West Kelowna has a five-year Operating Plan and ten-year Capital Plan. The Operating Plan lists the revenues and expenses, which ultimately determines the tax requisition and rates and may be amended at any time.

Section 166 of the *Community Charter* requires that Council undertake a process of public consultation regarding the proposed financial plan before it is adopted.

DISCUSSION AND FINANCIAL IMPLICATIONS

Operating Plan

The December financial plan deliberations resulted in the 2021 tax rate being set at 4.75% after review of the operating and capital requests. At that time, non-market growth was estimated at 1.5% with the actual growth coming in at 2.2% with the release of the

completed assessment roll in January 2021. During the January 19th Council meeting, the 2nd reading of the budget was presented and focused on holding the overall tax requisition at \$36,559,184 which equates to a 4.05% increase. Grant-in-aid was finalized at a total of \$429,132, which included \$114,325 in cash grants and \$314,807 in non-cash grants. Council also expressed a desire to review and update the Grant-in-aid policy prior to the next budget cycle.

Discretionary funds of \$934,801 were allocated to a number of areas including staffing resources that had been on hold through 2020 for \$239,769, staffing requests for 2021 at \$299,851, first year unallocated legal costs of \$15,536 and transfer to reserves of \$248,645. That left approximately \$131,000 of one-time first-year wage savings remaining unallocated. It was Council's wish to reject discretionary spending of these savings since they were not ongoing.

Capital Plan

The Ten-year Capital Plan was updated in the interim period between first and second reading of the financial plan bylaw. These changes included the delay of the \$85,000 Parks Masterplan to 2022, the removal of the Hook Truck expenditure for \$100,000 and revision of the 2021 Rose Valley Water Treatment Plant borrowing amount from \$23.5 million to \$18.46 million with the balance of debt applied to the 2022 Sunnyside/Pritchard Connections and West Kelowna Estates Transmission Mains. These projects had been listed with funding from reserves and DCCs but are now correctly listed with debt and DCC funding. Total capital appears on Schedule A at \$35.6 million with \$13 million funded from reserves, \$4.2 million funded from DCCs and \$18.4 million allocated to debt. The 2020 Capital Carry forward list also appears in the schedules to provide a full picture of capital projects that will progress through 2021.

Public Engagement

The City of West Kelowna's 2021 Budget Consultations website has been active since February 16th and included eight virtual panels summarizing the budget in aggregate as well as segmented on a cost per property basis. There is also the electronic version of the 2021-2025 Financial Plan Binder along with a feedback form for submission (which was due by February 25th). The engagement process also utilized two live public engagement sessions with the CAO, CFO and Director of Engineering answering questions over a video chat link. The question and answer period on February 25th was particularly engaging with many questions leading up to the event as well as during the live session from 7-8 pm. Most of the questions were on the capital side but some involved operations and the infrastructure levy. Please see the "What We Heard Report" in Attachment 2 for highlights and complete results from the public process.

COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
January 19, 2021	THAT Council direct staff to incorporate the supported supplemental budget requests, capital projects, additions and deletions into the City of West Kelowna's Financial Plan for 2021-2025; and THAT Council give second reading as amended to City of West Kelowna 2021-2025 Financial Plan Bylaw No 0284, 2020, with a tax increase of 4.05%.	C058/21
December 10, 2020	THAT Council direct staff to incorporate the supported supplemental budget requests, capital projects, additions and deletions into the City of West Kelowna's Financial Plan for 2021-2025; and THAT Council give first reading to City of West Kelowna 2021-2025 Financial Plan Bylaw No 0284, 2020.	C356/20

CONCLUSION

The public engagement process produced a number of great questions and comments for consideration in 2021-2025 financial planning cycle. It is apparent from the feedback that most people understand the budgeting process reasonably well and are satisfied with the City's financial planning results.

Alternate Motion:

THAT Council authorize a different tax increase and reduce the proposed transfer to reserve, and;

THAT Council give third reading as amended to City of West Kelowna Financial Plan Bylaw No. 0284, 2020.

REVIEWED BY

Shelley Schnitzler, Legislative Services Manager/Corporate Officer

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

PowerPoint: Yes ☒ No ☐

Attachments:

Attachment 1 – Financial Plan Bylaw 0284, 2020
Schedule A – 2021-2025 Financial Plan Summary
Schedule B – 2020 Capital Carry Forward Listing
Attachment 2 – What We Heard Report

CITY OF WEST KELOWNA

BYLAW NO. 0284

A BYLAW TO ADOPT THE 2021-2025 FINANCIAL PLAN

WHEREAS the Council shall, by bylaw, pursuant to Section 165 of the *Community Charter*, adopt in each year a five year financial plan; and

WHEREAS expenditures not provided for in the financial plan or the financial plan, as amended, are not lawful except in the event of an emergency;

THEREFORE BE IT RESOLVED THAT the Municipal Council of the City of West Kelowna in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as the "CITY OF WEST KELOWNA FINANCIAL PLAN BYLAW NO. 0284, 2020".

2. Schedule "A" attached hereto and forming part of this Bylaw shall be the Financial Plan of the City of West Kelowna for the period January 1, 2021 to December 31, 2025.

READ A FIRST TIME THIS 10TH DAY OF DECEMBER, 2020
READ A SECOND TIME THIS 19TH DAY OF JANUARY, 2021
READ A THIRD TIME
ADOPTED

MAYOR

CITY CLERK

Schedule "A"

City Of West Kelowna 2021 - 2025 Financial Plan						
Consolidated Totals Revenue Schedule "A1"						
	Approved	Forecast	Forecast	Forecast	Forecast	Forecast
	2020	2021	2022	2023	2024	2025
Property Taxes	34,408,643	36,559,183	38,752,734	41,077,898	43,542,572	46,155,126
Property Tax Exemption	206,099	209,190	212,328	215,513	218,745	222,026
Utility Companies	593,304	603,844	640,074	678,479	719,188	762,340
Parcel Tax	1,144,010	1,144,010	1,212,650	1,285,409	1,362,534	1,444,286
Grants-in-Lieu	-	-	-	-	-	-
Sales of Service and Recoveries	34,648,335	35,173,706	37,204,627	39,436,907	41,803,122	44,311,312
Other Revenue	1,346,100	1,346,100	1,426,866	1,512,478	1,603,226	1,699,420
Government Grants and Operating Reserves	2,364,947	2,600,117	2,756,124	2,921,491	1,786,663	1,893,863
Capital Funding Sources	18,223,737	35,595,056	-	-	-	-
Sub-total	92,935,175	113,231,206	82,205,403	87,128,175	91,036,050	96,488,373
Collections for Other Governments	21,930,300	21,930,300	23,246,118	24,640,885	26,119,339	27,686,500
TOTAL REVENUES	\$ 114,865,475	\$ 135,161,506	\$ 105,451,521	\$ 111,769,060	\$ 117,155,389	\$ 124,174,873

City Of West Kelowna 2021 - 2025 Financial Plan						
Consolidated Totals Expenditure Schedule "A2"						
Description	Approved	Forecast	Forecast	Forecast	Forecast	Forecast
	2020	2021	2022	2023	2024	2025
Operating Expenditures						
General Government Services	8,854,572	9,179,308	9,712,845	10,277,540	10,875,199	11,507,776
Protective Services	15,779,302	16,321,693	17,300,995	18,339,056	19,439,400	20,605,764
Engineering and Transportation Services	7,865,914	8,058,089	8,405,893	8,910,247	9,444,863	10,011,556
Water, Sewer, Solid Waste & Recycling	15,182,299	15,804,841	16,673,631	17,674,051	18,734,486	19,858,560
Storm Sewer Utility	348,998	350,444	371,470	393,757	417,381	442,425
Cemetery	160,569	163,005	172,785	183,152	194,141	205,790
Development Services	4,069,905	4,234,389	4,488,454	4,757,762	5,043,227	5,345,823
Recreation & Cultural Services	8,322,473	8,366,339	8,868,318	9,400,416	9,964,442	10,562,311
Property Tax Exemption Offset	206,099	209,190	212,328	215,513	218,745	222,026
Interest & Principal - Municipal Debt	3,124,512	3,124,512	3,311,983	3,510,703	3,721,345	3,944,624
Other Fees	-	-	-	-	-	-
Transfer to Reserves:						
General Capital	8,419,356	8,512,098	9,022,824	9,564,193	9,701,338	10,283,417
Sewer Capital	450,000	450,000	477,000	505,620	535,957	568,114
Water Capital	1,927,440	1,927,441	2,043,087	2,165,670	2,295,620	2,433,354
Available for supplemental requests 2021 to 2025	-	934,801	1,143,790	1,230,495	449,906	496,832
Total Operating Expenditures	74,711,438	77,636,150	82,205,403	87,128,175	91,036,050	96,488,372
Capital Expenditures						
General Government Services	631,286	711,875				
Protective Services	1,376,130	1,162,000				
Transportation Services	9,700,716	9,091,700				
Environmental Health Services (water Sewer, Cemetery)	2,578,205	19,298,981				
Public Health Services		-				
Recreation & Cultural Services	3,437,400	4,160,500				
Storm Sewer	500,000	1,170,000				
Total Capital Expenditures	18,223,737	35,595,056	-	-	-	-
Transfers to Other Governments	21,930,300	21,930,300	23,246,118	24,640,885	26,119,339	27,686,501
TOTAL EXPENDITURES	\$ 114,865,475	\$ 135,161,506	\$ 105,451,521	\$ 111,769,060	\$ 117,155,389	\$ 124,174,873

Schedule "A"

Taxation is a major revenue source for the General Fund and accounts for 37% of the 2021 total revenue estimated at \$99,491,450, including collection for other governments but excluding transfers from reserves. Over the five-year period of the financial plan, the taxation requirement is estimated to increase annually by a growth factor of 2.2% in 2021 and the remaining years as well as a proposed infrastructure levy of 1% in each of the five years. Inflationary factors and transfers to reserves are also included in the proposed 4.05% increase for 2021 with subsequent increases at 4.5% in 2021 to 2025.

The current financial plan provides for \$36,559,183 to be generated from City of West Kelowna property tax base for General Government purposes.

The City has various policies that govern and affect the budget process and include:

1. Revenue Policy
2. Reserve Fund Policy
3. Grant-In-Aid Policy
4. Permissive Tax Exemption Policy
5. Development Cost Charge Policy

Revenue Policy

The City will review fees/charges annually to ensure that they keep pace with changes in the cost-of-living as well as changes in the methods or levels of service delivery.

The City will actively pursue alternative revenue sources to help minimize property taxes.

The City will consider market rates and charges levied by other public and private organizations for similar services in establishing rates, fees and charges.

The City will establish cost recovery policies for fee-supported services. The Policies will consider whether the benefits received from the service are public and/or private.

The City will establish cost recovery policies for services provided for other levels of government.

General Revenues will not be dedicated for specific purposes, unless required by law or generally accepted accounting practices (GAAP).

The City will develop and pursue new and creative partnerships with government, community institutions (churches, schools), and community groups as well as private and non-profit organizations to reduce costs and enhance service to the community.

Reserve Fund Policy

It is essential that local governments maintain adequate levels of reserve balances to mitigate current and future risks, ensure stable tax rates and demonstrate financial commitment to long range infrastructure and master plans. The following guiding principles form the basis of the Policy:

Schedule "A"

- Sufficient reserve funds are important in achieving financial health and stability for the City of West Kelowna.
- Reserve goals need to be consistent with and supportive of established long term financial plans.
- Reserve fund management needs to conform to the statutory and legal requirements of the *Local Government Act* and the *Community Charter*, generally accepted accounting principles (GAAP) and public sector accounting board (PSAB) recommendations.

Grant in Aid Policy

Each year, as part of its annual budget process, Council will determine the amount of funding to be provided for all municipal Grants in Aid including: Community Project grants, Corporate grants, In-Kind Contribution grants, Special Events grants and Community Events grants. Council will through its annual budget process, determine the amount of funding to be allocated to the grant program. Council will retain the right to make the final decision on both the overall grant allocation and the individual grant. All applications for grants in aid will be considered in accordance with the Grant in Aid Policy.

Permissive Tax Exemption Policy

Permissive tax exemptions will be approved annually by Council. All applications for permissive tax exemptions will be considered in accordance with the Permissive Tax Exemption Policy.

Development Cost Charge Policy

Development cost charges will be used to help fund capital projects deemed to be required in whole or in part due to development in the community. These charges will be set by bylaw and reviewed at a minimum every year to ensure that project estimates remain reasonable and the development costs charges are aligned with the strategic goals of Council.

Other guiding principles that are important during the budget process and preparation of the financial plan:

Surplus Funds

The *Community Charter* does not allow municipalities to plan an operating deficit (i.e. where expenditures exceed revenues). To ensure this situation does not occur, revenue projections are conservative and authorized expenditures are closely monitored. The combination of conservative revenue projections and controlled expenditures should produce a modest annual operating surplus.

Use of Surplus Funds

- a. To ensure the Accumulated Surplus is not excessive, the balance in the accumulated surplus account should not exceed a specific amount or guideline (guideline contained in the Reserve Fund Policy)

Schedule "A"

- b. Staff will facilitate Council's review of the amount of Accumulated Surplus funds available on an annual basis.
- c. Allocation of accumulated surplus over the guideline shall be done in compliance with the Reserve Fund Policy

Debt Policy

The City of West Kelowna may consider debt financing under the following guidelines:

- 1. One-time capital improvements and significant equipment purchases.
- 2. When the useful project life will exceed the term of financing.
- 3. Major equipment purchases.
- 4. Debt servicing is limited to no more than a 3% tax increase per year.
- 5. The maximum debt servicing amount be limited to 15% (*Community Charter* allows for 25%) of the City's revenues as defined by the *Community Charter*.
- 6. Reserves are to be considered as a funding source before debt.

Proportion of Taxes Allocated to Classes

It is Council's goal to ensure that there is a fair and equitable apportionment of taxes to each property class. The apportionment to each class is calculated using the multipliers determined by Council prior to preparing the annual tax rate bylaw. The tax multipliers will be reviewed and set by Council annually.

Schedule "B"

2020 Capital Carry Forwards			
Project		Carry	Original
Code	Project Description	Forward	Budget
Equipment Fire Dept.			
C2018-43	2018 Fire Engines (2)	35,530	1,320,000
C2018-44	2018 Gas Detection Units	5,038	53,600
C2019-36	2019 Gas Detection Sensors-Fire Hall #31	4,010	15,000
C2019-37	2019 Gas Detection Sensors-Fire Hall #32	6,483	15,000
C2019-46	2019 Hoses, Nozzles & Appliances Fire De	3,303	67,000
C2019-48	2019 Fire Utility Vehicle	7,799	50,000
C2020-45	2020 Fire Truck - Type II Engine	1,056,000	1,056,000
C2020-47	2020 Communication mapping Mobile Equipment	34,515	40,480
Equipment General			
C2019-59	2019 RCMP Vehicle	92,000	92,000
C2020-10	2020 Parks Truck - F550 4x4 Extended Cab	85,000	85,000
C2020-13	2020 Shoring Equipment & Trailer	18,695	24,366
C2020-53	2020 RCMP Vehicle	46,000	46,000
Facilities			
C2019-05	2019 Rec Program & Fac Masterplan	31,414	115,000
C2020-31	2020 Mount Boucherie Courtyard Surface Replacement	70,500	70,500
C2020-32	2020 Fire Hall #32 - Concept Plan	127,400	150,000
C2020-33	2020 Fire Hall #31 - Building Code Vestibule	49,250	50,000
C2020-36	2020 Lion's Hall - Fall Protection	74,650	75,000
C2020-38	2020 WKW - Security Upgrade	30,000	30,000
C2020-39	2020 WKW - Lighting Upgrade	15,000	15,000
C2020-40	2020 Public Works Yard - Mechanic Shop Drawings	150,000	150,000
C2020-40	2020 PW Yard-Mining & Earthwork Costs	-	-
C2020-43	2020 Multi Sports Dome - Surveillance	12,000	12,000
General Studies			
C2019-XX	2019 Asset Management Plan	-	-
Information Services			
C2017-55	2017 Disaster Recovery & Redundancy	103,703	400,000
C2017-58	2017 Email Archiving	4,218	20,000
C2017-59	2017 Intranet Design	11,921	20,000
C2018-47	2018 Fixed Asset Module	15,400	15,400
C2018-50	2018 Online Bidding Software	14,081	15,000
C2018-51	2018 CityView iPad	2,694	2,694
C2020-48	2020 Computer Hardware Replacement	97,287	249,995

Schedule "B"

Project		Carry	Original
Code	Project Description	Forward	Budget
C2020-50	2020 Backup Data Tape Drivers Repl	30,322	45,000
C2020-51	2020 ITSM Software Purchase	53,483	53,483
C2020-52	2020 CityView Software upgrade to Workspace	40,600	40,600
Miscellaneous			
C2018-61	2018 Safety Projects	12,023	18,640
C2017-XX	Signage-materials & supplies	125,778	125,778
Parks & Amenities			
C2015-25	2015 Finalize Design CNR Wharf	12,847	30,000
C2017-34	2017 Sport Court@Shannon Lake Tennis Crt	125,000	125,000
C2018-23	2018 Park & Forest Fuel Reduction	11,763	35,000
C2018-58	2018 Playground Eqpt-Shannon Woods Park	2,574	50,000
C2019-26	2019 Playground Eqpt/Parking Lot-Anders	50,000	50,000
C2020-23	2020 Developed Carate Park as Neighbourhood Park	168,289	170,063
C2020-24	2020 Anders Park Parking Improvements	95,000	95,000
C2020-25	2020 Westbank Town Centre Landscape Improvements (3 projects)	16,217	36,000
C2020-26	2020 Parks Irrigation - Renewal and Replacement	25,244	40,000
C2020-29	2020 Playground Equipment Replacements	125,000	125,000
C2017-XX	CNR Wharf-Design and Engineering	62,470	62,470
C2017-20	2017 Walkway Repairs (Stairs)	67,713	200,000
Pedestrian Improvement			
C2017-22	2017 Recreation/Lakeside Trails	41,631	100,000
C2020-19	2020 Pedestrian Improvement Program	1,644,220	1,804,859
C2020-20	2020 Glenrosa Sidewalk-Glen Abbey Trails	374,012	600,000
C2020-XX	2020 Covid-19 Grant Sidewalk Project (Grant)	-	-
Planning			
C2019-20	2019 Community Vision	24,653	130,000
C2020-XX	2020 Infrastructure Gaps	42,510	50,000
Roads			
C2019-03	2019 Gellatly Road Upgrades Phase IV	1,562	100,000
C2019-06	2019 Gellatly Powers Creek Bridge	113,429	2,150,000
C2020-01	2020 Road Rehabilitation	419,151	1,902,057
C2020-02	2020 Glenrosa Rd Construction	2,731,149	6,500,000
C2020-03	2020 Public Works Frontage Improvements Design	172,232	200,000
C2020-04	2020 Shannon View Slope Improvements	100,000	100,000
C2020-05	2020 Bridges Maintenance-Various Location	103,350	103,350
C2020-15	2020 Master Transportation Plan Update	250,000	250,000
Sewer			

Schedule "B"

Project		Carry	Original
Code	Project Description	Forward	Budget
C2019-69	2019 Inverness Lift Station Decommission	200,000	200,000
C2020-67	2020 Ensign Lift Station Decommissioning	350,000	350,000
C2020-68	2020 Stevens Lift Station Design	100,000	100,000
C2020-69	2020 Sewer Pipeline Video Ins Camera	15,538	55,000
C2020-70	2020 Lift Stn. Generators Power Connect	314,600	314,600
C2020-71	2020 Lift Station Hatch Replacement	34,928	34,928
C2020-72	2020 Lift Stn. Critical Spare Pumps	3,004	162,445
Storm Drainage			
C2019-21	2019 Keefe Creek Erosion Protection	74,000	80,000
C2019-22	2019 Glenrosa Drainage-Operational Assessment	22,284	60,000
C2019-23	2019 Glenrosa Drainage-McTaggart Rd Improvement	140,390	175,000
C2020-16	2020 Glenrosa Rd Erosion Protection	46,552	250,000
C2020-17	2020 Glenrosa Rd Drainage McTaggart Rd	74,913	100,000
C2020-18	2020 Menu Rd/Vector Rd Drainage Repairs	150,000	150,000
Water			
C2017-63	2017 Water Leak Detection Program	97,285	100,000
C2017-73	Rose Valley Water Treatment Plant	44,045,858	53,286,600
C2017-73	Rose Valley WTP - Communication	234,825	250,000
C2018-59	2018 Flood Inundation Mapping	75,000	75,000
C2018-61	2018 Scada Systems Upgrades	254,593	300,000
C2018-64	2018 Cross Connection Installations	192,420	200,000
C2019-60	2019 Chlorine Gas System Safety Improvement	18,881	130,000
C2019-64	2019 Online Chlorine & Turbidity Monitor	85,011	210,000
C2019-65	2019 Dam Safety Requirements CWK	272,411	350,000
C2019-67	2019 Westbank Storage PZ673	3,143,790	3,200,000
C2019-68	2019 Paynter Dam Spillway Improvements	241,839	250,000
C2020-54	2020 RVWTP Transmission Mains Design	197,938	200,000
C2020-55	2020 PRV Chamber Hatch Replacement	24,797	40,995
C2020-56	2020 Transmission Main Ins-RV Dam/McDoug	75,000	75,000
C2020-58	2020 Filter Trough Weirs Install	65,000	65,000
C2020-59	2020 DAF Chains & Brushes Replacement	27,237	75,000
C2020-60	2020 PRV Stations Components Inventory	128,888	128,888
C2020-61	2020 Emergency Backup Generators Install	155,200	155,200
C2020-62	2020 Mission Hill Reservoir Rd Improvement	75,000	75,000
C2020-63	2020 PCWSA PRV Assessment/Improvement	109,430	125,000

Schedule "B"

Project		Carry	Original
Code	Project Description	Forward	Budget
C2020-64	2020 RVWSA Cathodic Protection System	68,000	68,000
C2020-65	2020 Water Booster Stn. Pumps & Motors	165,649	165,649
C2020-66	2020 PCWTP Diversion Structure Design	137,500	137,500
	Total	60,663,874	81,242,140



2021 Budget Consultation

Attachment 2

March 2, 2021

WHAT WE HEARD

Introduction

The 2021 Budget and Council Priorities Consultation was held between Feb. 16 to Feb. 25. The consultation provided an opportunity for residents and stakeholders to share their priorities, ask questions and learn more about the budget. In light of COVID-19, engaging the community looked different this year due to restrictions to hold in-person activities.

The primary methods to provide input included:

- Online Engagement Platform (link from City's main webpage)
 - Background on the 2021 Budget and Council's Strategic Priorities
 - Feedback form
 - Ask us a question
- Interactive Online Question and Answer Sessions
 - Feb. 18 from noon to 1 p.m.
 - Feb. 25 from 7 p.m. to 8 p.m.
- Printed feedback forms (available at City Hall)
- Email
- Phone





2021 BUDGET CONSULTATION

Who We Heard From



19

Feedback form responses



5

Question and answer session attendees



5

Emails received

How We Connected



2,173

Unique pageviews to City's main webpage



225

Visitors to online engagement platform



2

Number of In Your Community advertisements (Feb. 10 & 17)

Aware: 190 (viewed the project page)
Informed: 71 (clicked through content)
Engaged: 26 (completed a feedback form or signed up for a session)



275

Postcards delivered throughout the City (including City facilities and senior living residences)

Posters sent to West Kelowna schools and Neighbourhood Associations

16

2,956

Recipients of City e-News (In Your Community)



Social Media Interactions



8,951

Social media impressions



4,808 Saw our posts

493 Post clicks, likes, shares, reactions and comments



633 Saw our posts

19 Interactions with a Tweet

630

Views of In Your Community video



3,510 Saw our posts

204 Instagram likes and video views

Online Engagement Results

There were two online methods that members of our community could provide feedback:

- Complete a feedback form, or
- Attend an Online Interactive Question and Answer Session.

The primary goal was to hear from members of our community to understand priorities, preferred measures for taxation, feedback into Council's Strategic Priorities and level of understanding of the information presented. (For complete results see attached Feedback Report.)

Feedback Highlights

Of the 19 respondents:

- 7 - Increase taxes to enhance or expand services
- 3 - Increase taxes to maintain services at current levels
- 3 - Cut services to maintain current tax level
- 2 - Cut additional programs and services to reduce taxes
- 8 - Introduce cost recovery through user pay fees to reduce taxes

When asked what is most important for City's financial planning:

- 7 - Increase savings in reserves for capital projects and borrow less
- 10 - Balance savings contributions and borrowing
- 2 - Other (did not specify)
- 0 - Reduce savings contributions and borrow more

When asked to rank services and infrastructure from 1 (being the highest priority) to 9 (being the lowest priority) respondents ranked the following:

1. Water
2. Fire Services
3. Road improvements
4. Police Services
5. Parks, Recreation and/or Facilities
6. Road maintenance (e.g. snow removal, pothole repair)
7. Sidewalks
8. Sewer
9. Development Services

Online Question and Answer Session Results

Two sessions were planned to provide an opportunity for participants to speak to senior staff to discuss the budget, learn more about the capital plan and Council's Strategic Priorities.

Nine individuals signed-up for the evening session only, held Feb. 25 from 7 p.m. to 8 p.m., however, only five took part.

Although it was a small turnout the discussion between staff and attendees during the session was valuable to exchange information and answer questions about the budget.

Themes included:

- Active transportation (Bourcherie Rd., Shannon Lake bicycling lanes, accessibility, and pathways/sidewalks)
- Bicycle lanes from W.R. Bridge to Westbank Centre/Downtown

- Financial forecasts of six per cent year over year
- Rational for implementing a one per cent infrastructure levy now
- Grant-in-Aid allocation system improvements and accountability
- City Hall community hub idea
- Street lighting conversion to LED
- Recreation loss of revenue and COVID-19 funding

Enclosed: 2021 Budget Feedback Form Report



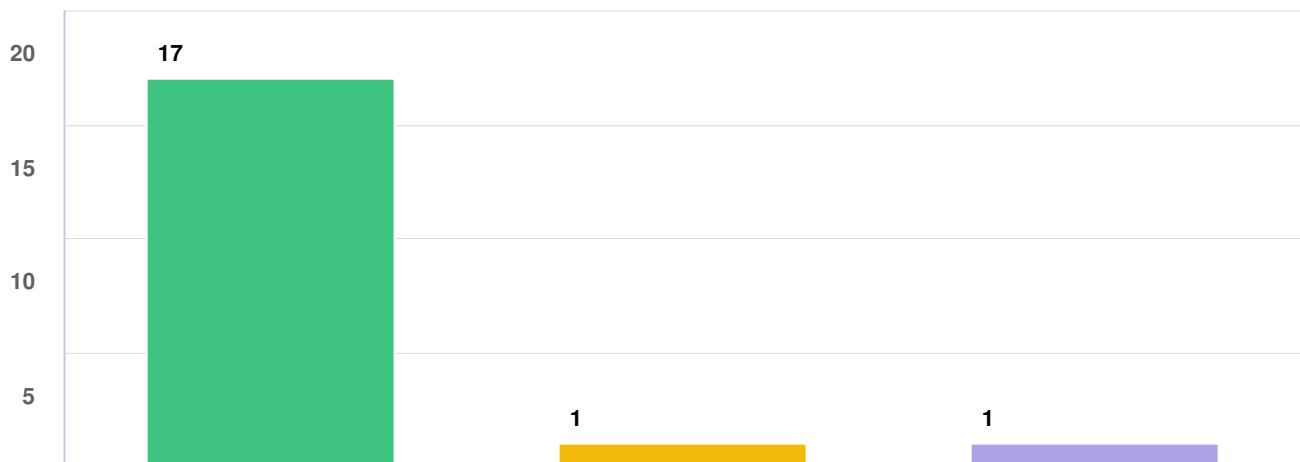
2021 Budget Consultation

FEEDBACK FORM REPORT February 16 - 25, 2021



QUESTIONS

Q1 Based on reviewing the draft 2021 Budget material, how well do you understand the City's revenue, expenses, the services th...



Question options

☒ I reasonably understand ☐ I'm not sure ☐ I need more information to help me understand

Mandatory Question (19 response(s))

Question type: Checkbox Question

Q2 What additional information would you like to see in future as part of our annual budget consultations?

Screen Name Redacted

2/16/2021 01:27 PM

Future projects for consideration.

Screen Name Redacted

2/16/2021 02:16 PM

I'd like to see better clarity about what exactly is being funded & total cost anticipated for capital projects that the special levy will be applied to over the next 5 years. Also, one of the key expenses is "transfer to savings": what is the requirement (\$/year), what is it for,...? Finally, my understanding is that water utility fees are not included in the budget, yet the main source of revenue is from "user fees", so please indicate what fees these are.

Screen Name Redacted

2/16/2021 04:44 PM

contributions to Regional District

Screen Name Redacted

2/17/2021 01:17 PM

Explain why we build more and that means revenues go up but it is never enough?

Screen Name Redacted

2/19/2021 01:16 PM

Seems well covered

Screen Name Redacted

2/19/2021 03:19 PM

More accurate information on cash and non-cash grants. These are given out to freely and without more accountability to the gift. Last year some organizations did not use their grants for there intended purpose because of Covid restrictions, so they used them for other expenses. This is not a way to justify good spending habits of tax dollars.

Screen Name Redacted

2/20/2021 11:53 AM

More detailed breakdown of budget items.

Screen Name Redacted

2/20/2021 01:30 PM

Information on commercial tax base and growth potentials

Screen Name Redacted

2/20/2021 01:54 PM

More Input from citizens

Screen Name Redacted

2/20/2021 02:15 PM

Maps of actual projects

Screen Name Redacted

2/21/2021 12:44 AM

Nil

Screen Name Redacted

Staff wage increases And added city staff positions.

2/21/2021 12:43 PM

Screen Name Redacted

2/22/2021 10:59 AM

Why is it necessary that large amounts of capital spending for projects need to be completed in such a short time frame? Why can't they be spread over a greater length of time keeping annual tax increases to the taxpayer at a more reasonable rate? 4.1% is outlandish. In this economic environment they should not be over 2%.

Screen Name Redacted

2/23/2021 08:55 AM

Bike lanes were put in the OCP 20+ years ago. Nothing of significance happened (a little bike lane on gellatly and boucherie does not count)...especially where the original power post were left in the middle of the sidewalk. Am I to understand that that planner who also approved the Mar Jok soccer dome without bathrooms is no longer with The C of WK?

Screen Name Redacted

2/23/2021 06:29 PM

how we jointly share services/costs with RDCO, library, Peachland or other partners

Screen Name Redacted

2/24/2021 01:23 PM

Link draft budget document to entry of this feedback form

Screen Name Redacted

2/24/2021 08:58 PM

How the major projects are ranked and how many years they have been delayed or moved forward from their initial timelines.

Screen Name Redacted

2/25/2021 07:24 AM

Details of department spending

Screen Name Redacted

2/25/2021 02:32 PM

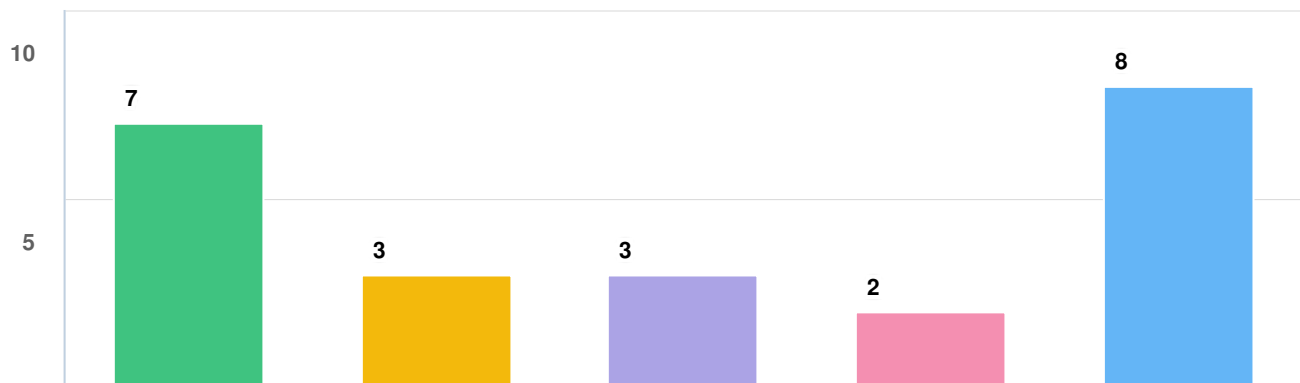
The two Kelowna Cap News stories about proposed water tax increases is worrisome on many levels with two different stories:
<https://www.kelownacapnews.com/news/west-kelowna-residents-could-face-8-to-11-per-cent-water-rate-increase/> "The increase comes in an effort to meet the city's financial needs. During their most recent review of the 10-year Capital Plan, the city discovered reserve balances and funding levels were not enough to cover their plan." Don't penalize the residents on the Powers Creek and Rose Valley water systems 8 - 11% water rate increase for the city staff financial projection short fall. All tax payers in the city should be equally taxed to cover the shortfall. More importantly, Finance staff who miscalculated city reserves and funding levels, related to the Capital Plan for the next 10 years; need to be held accountable for the "shortfall discovery" error, by providing a more accurate financial plan provided to both Council and taxpayers. Based on the Feb. 24 story below, the \$5 million saved on Rose Valley Water Treatment Plant, should be put towards the shortfall in the 10 Year Cap Plan instead of taxing Powers Creek and Rose Valley residents. <https://www.kelownacapnews.com/news/rose-valley-water-treatment-facility-to-cost-less-than-planned/> The City of West Kelowna will be spending significantly less on their new water treatment facility than originally planned. With an upper budget limit of \$75 million, and a preferred budget of around \$50 million to offset pre-purchased items and other costs, the \$45

million bid came as a welcome surprise.

Mandatory Question (19 response(s))

Question type: Essay Question

Q3 Municipal property taxes are the primary way to pay for services provided by the City of West Kelowna. Due to the increased...



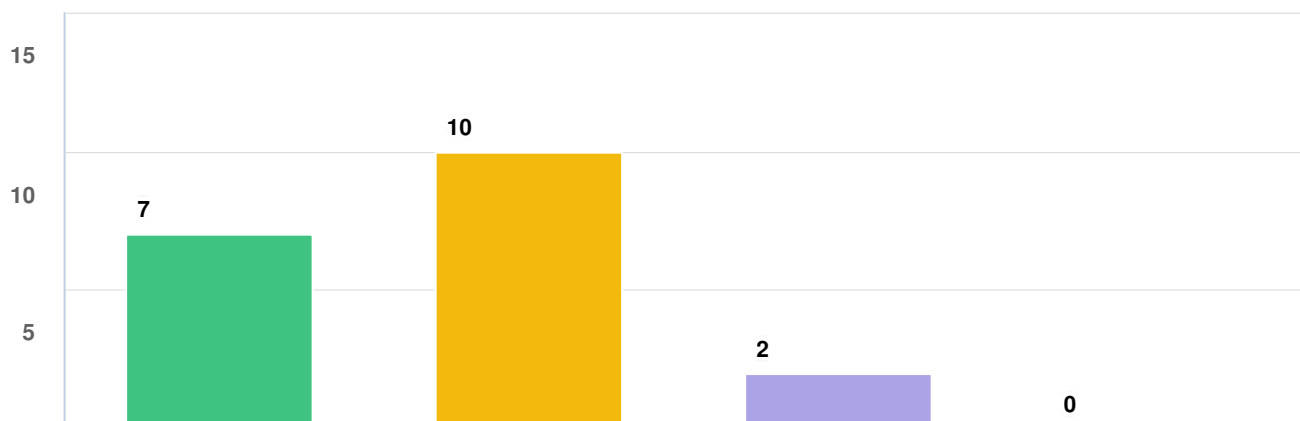
Question options

- Increase Taxes to enhance or expand services
- Increase Taxes to maintain services at current levels
- Cut services to maintain current tax level
- Cut additional programs and services to reduce taxes
- Introduce cost recovery through user pay fees to reduce taxes

Mandatory Question (19 response(s))

Question type: Checkbox Question

Q4 Please tell us what is most important to you with the City's financial planning:



Question options

- Increase savings in reserves for capital projects and borrow less
- Balance savings contributions and borrowing
- Other (please specify)
- Reduce savings contributions and borrow more

Mandatory Question (19 response(s))

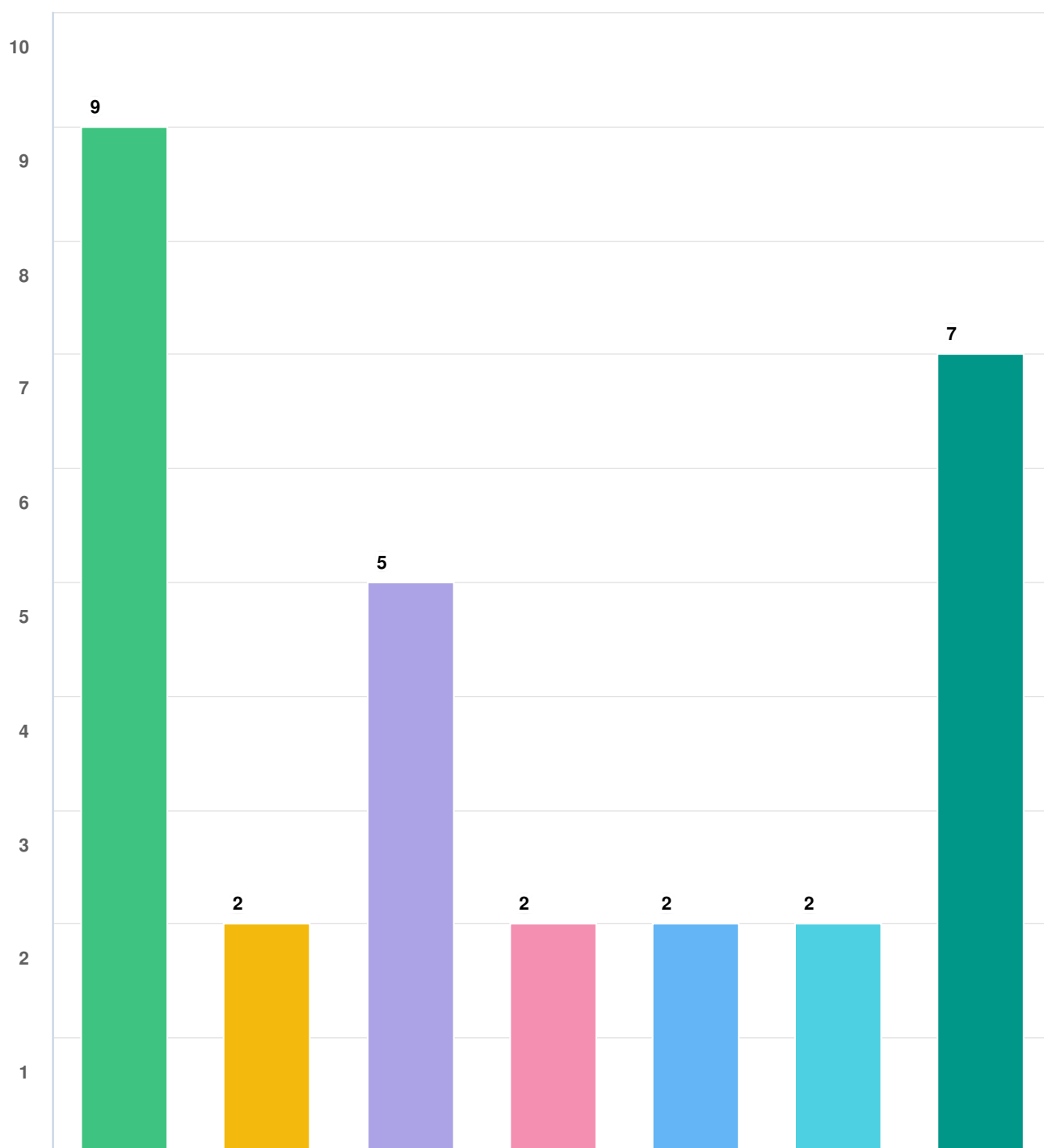
Question type: Checkbox Question

Q5 | Rank services and infrastructure from 1 (being the highest priority) to 9 (being the lowest priority):

OPTIONS	AVG. RANK
Water	3.16
Fire Services	4.47
Road improvements	4.47
Polices Services	4.53
Parks, Recreation and/or Facilities	4.95
Road maintenance (e.g. snow removal, pothole repair)	5.05
Sidewalks	5.42
Sewer	5.74
Development Services	7.21

Mandatory Question (19 response(s))

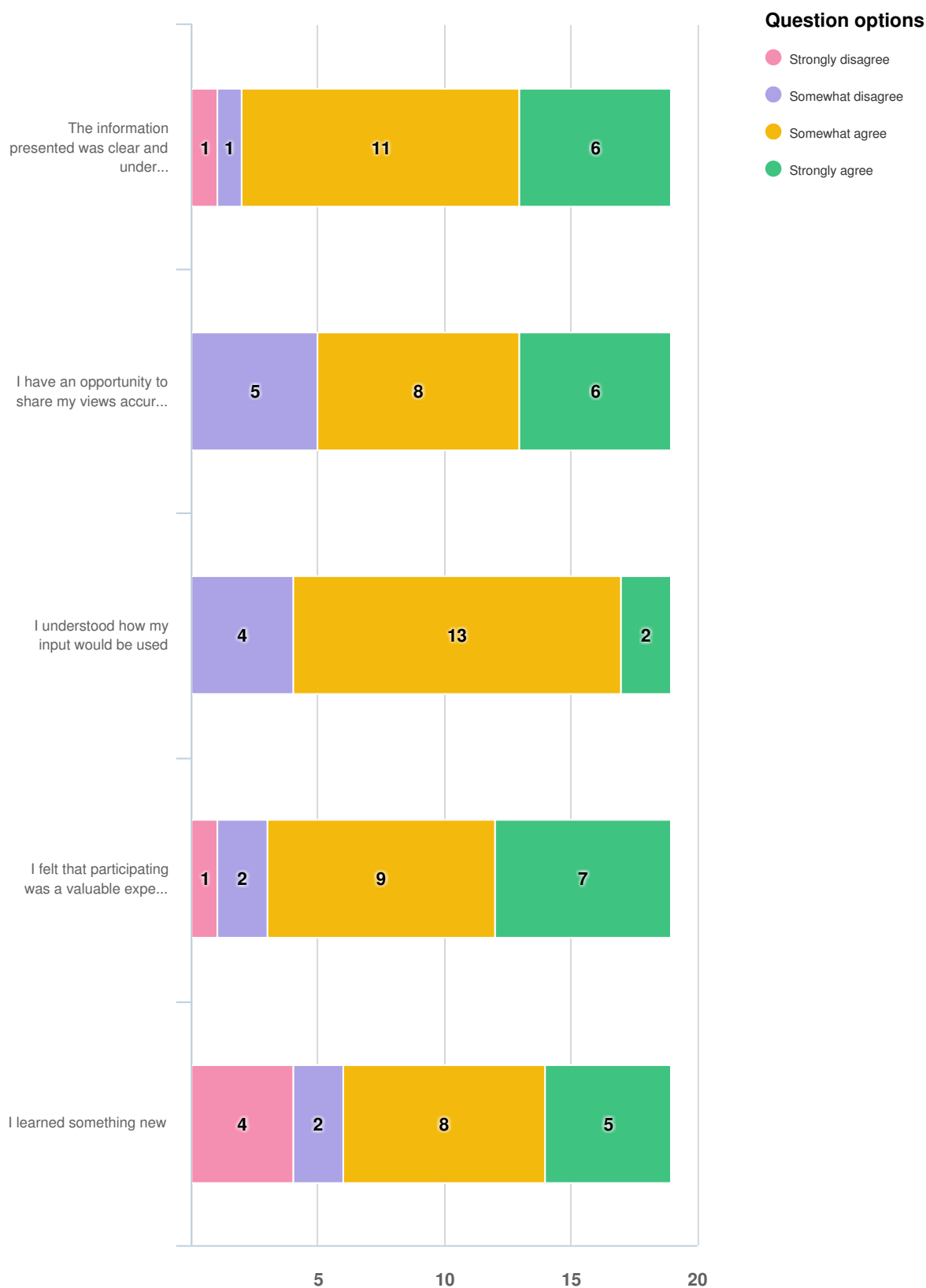
Question type: Ranking Question

Q6 How did you hear about the City's budget consultations? Please select all that apply

Question options

- City's e-news updates
 ● Print/electronic media
 ● City website
 ● Watching Council meetings
- Referrals/Word of mouth/Email
 ● Newspaper Ads
 ● Social media (Facebook, Twitter, Instagram)

Mandatory Question (19 response(s))

Question type: Checkbox Question

Q7 Please provide your feedback on the following


Mandatory Question (19 response(s))

Question type: Likert Question

Q7 | Please provide your feedback on the following**The information presented was clear and understandable**

Strongly disagree : 1



Somewhat disagree : 1



Somewhat agree : 11



Strongly agree : 6



1 2 3 4 5 6 7 8 9 10 11 12

I have an opportunity to share my views accurately

Strongly disagree : 0



Somewhat disagree : 5



Somewhat agree : 8



Strongly agree : 6



1

2

3

4

5

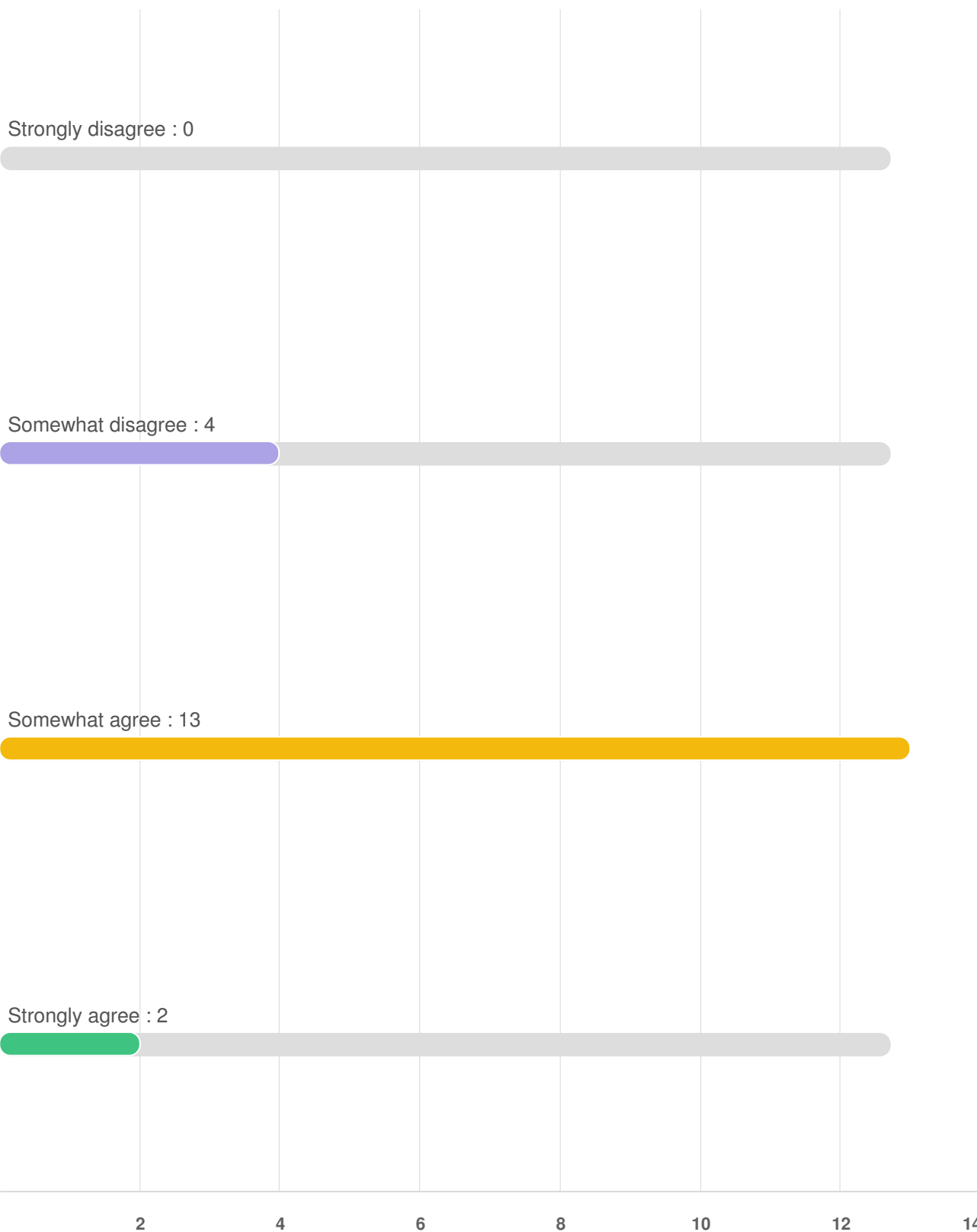
6

7

8

9

I understood how my input would be used



I felt that participating was a valuable experience for me



I learned something new

